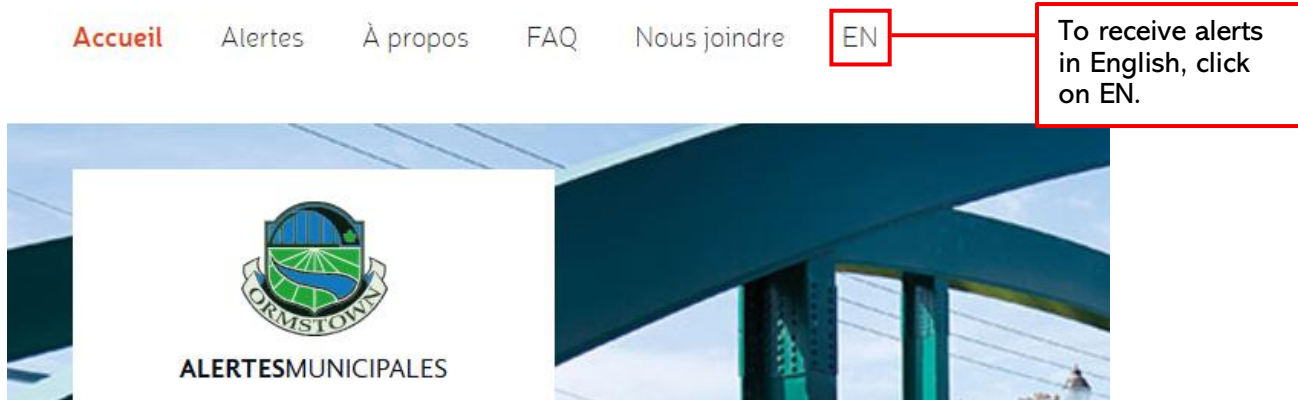


REGISTRATION TO THE MUNICIPAL ALERTS SYSTEM TUTORIAL – MUNICIPALITÉ D'ORMSTOWN

To register for the municipal alert system, visit ormstown.alertesmunicipales.com. You can also find the link on the municipality's website : ormstown.ca/services/services-en-ligne/alertes-municipales. This free service is available exclusively to residents of Ormstown.

IMPORTANT

You can receive municipal alerts in French or English. To receive alerts in your preferred language, you must create an account on the page in the relevant language.



Create your profile

To create your profile, follow these steps:

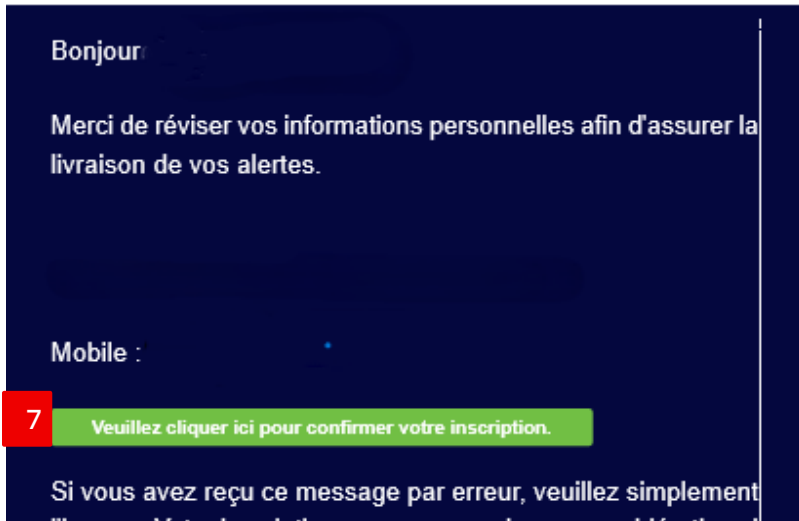
1. Click on "Register"
2. Fill out the form with your **personal information**.
3. Select the **communication methods** through which you would like to receive the alerts (phone (residential or mobile), text message or email). You can select as many methods as you want. PLEASE NOTE: You cannot enter the same phone number for both residential and mobile. If you do not have a home phone, please enter your mobile phone number.
4. Read the **terms of use and privacy policy**, and confirm that you have read and accept them.
5. Click on "Sign up".
6. A **registration confirmation** email will be sent to the email address you provided. This may take a few minutes.

The screenshot shows the 'SIGN UP' form with the following sections:

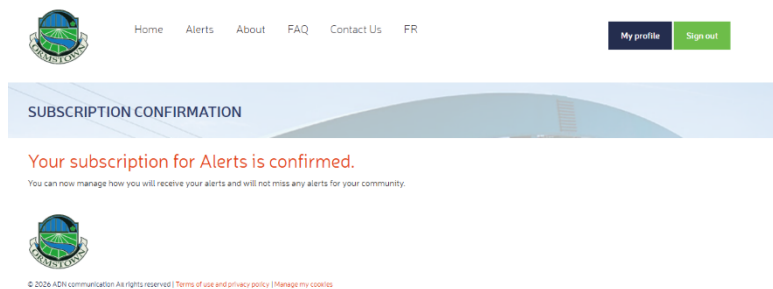
- PERSONAL INFORMATION**: Fields for First name, Last name, Phone number residential, Email, Phone number mobile, Street Number, Apartment/Office, Password, and Confirm password.
- NAME OF THE COMMUNICATION CHANNEL**: Fields for Name of the communication channel, City (Ormstown (Quebec)), and Postal Code (J0S 1K0).
- RECEIVE ALERTS**: A section with four radio button options: Residential phone, Mobile phone, SMS, and Email.

The screenshot shows the 'Terms of Use and Privacy Policy' section with a checkbox for 'I have read and accept the terms of use and privacy policy' and a 'SIGN UP' button.

The screenshot shows the 'MY PROFILE' section with a red message box stating: 'Consent is required from you. Your profile has been created successfully but is not yet active. Check your email now. You will find an email with a link allowing you to confirm your subscription. We recommend that you add the email address ormstown@alertesmunicipales.com to your email contacts to ensure receipt of municipal alert e-mails. Without this confirmation we cannot activate your profile. If you have not received your confirmation email, click here to request a new one.'



7. **Confirm** your registration.



8. **You are now registered!** Memorize your username (email address) and password. You will be able to update your personal information, change your password, or delete your profile in the event that you move.

Language of municipal alerts

When you receive your first municipal alert, if the language is not the one in which you wish to receive alerts, please send an email to communication@ormstown.ca with the following information:

- Full name
- Address (civic and apartment number, if applicable, and street name)
- Phone number
- Email address listed in your profil (if different)

This information will be used to verify your identity and update the correct profile. Your personal information will remain confidential, and the email will be deleted once the update is completed. You will receive an email confirming the update.