

# Sign Up Process

Residents can sign up for LookoutAlert online through the sign-up portal. Go to [LookoutAlert.co](http://LookoutAlert.co)

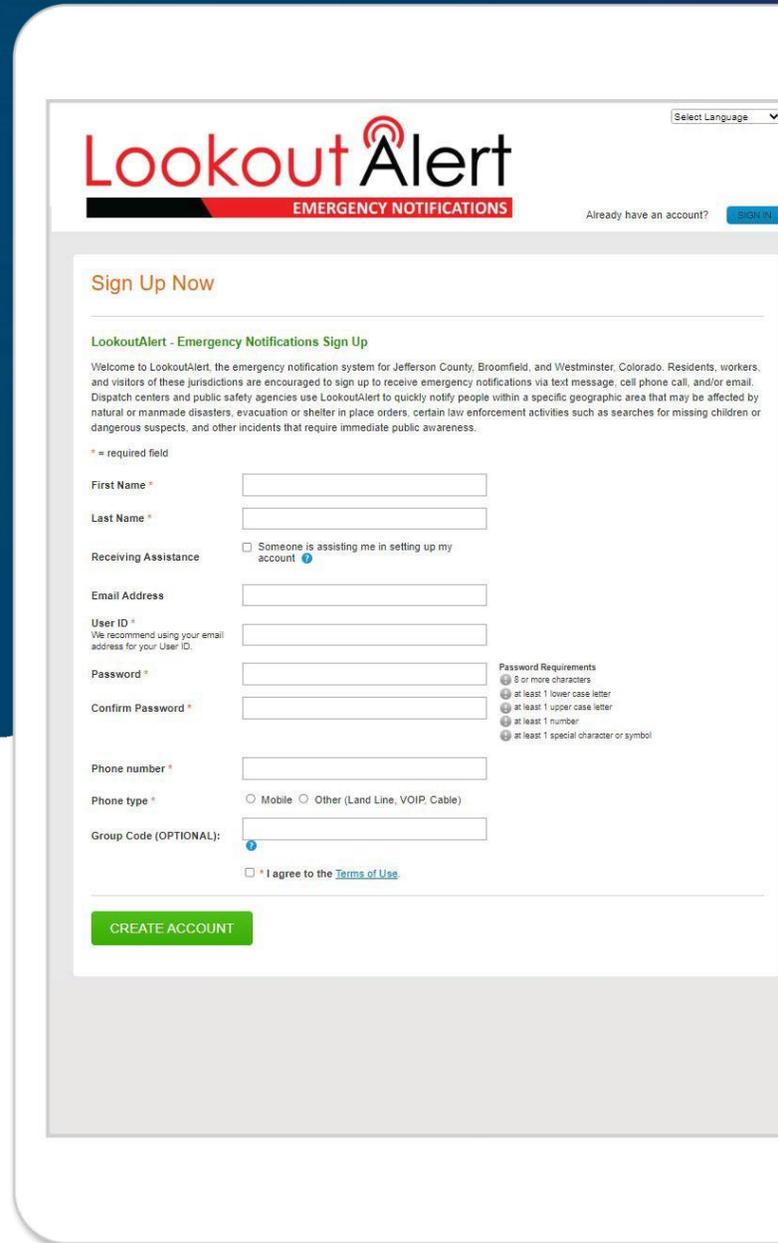
Once you are at the sign up page you will be asked to create an account.

**You must provide:**

- Your name
- Phone Number
- Username and password

Your e-mail address is optional.

The system also allows you to designate a person who will provide assistance in setting up and managing your account. If you choose this option, the person assisting will get reminders to update your information on an regular basis.



Lookout Alert  
EMERGENCY NOTIFICATIONS

Select Language

Already have an account? [SIGN IN](#)

Do you want to provide an Email address?

We see you did not provide an Email address. We will only use your Email address to remind you to keep your account up-to-date and help you retrieve a forgotten User ID or Password. Which of the following applies to you?

**I want to provide an Email address.**  
Add your Email address now and continue.

Email Address

[CONTINUE](#)

**I'd like to skip this step**  
Continue without providing an Email Address.

[Skip](#)

## Adding an Email & Phone Verification

Once you create your account, the next few steps will verify your personal information.

If you choose to not include an email address, you will be asked to confirm you do not want to provide one.

You will be asked to verify the phone number you provide by text message or phone call, depending on the type of phone number you provided.

## Adding an Address

You will then be asked to enter an address. If you reside in Jefferson County, Broomfield, CO, or the City of Westminster, use your home address. If you work in any of these locations, provide the address for your office.

**Note:** You can add multiple addresses in your profile in a later step.

Lookout Alert  
EMERGENCY NOTIFICATIONS

Select Language

Already have an account? [SIGN IN](#)

Enter Address

Please enter your address below. This helps us determine which services are available in your area.  
\* = required field

Address Type \*

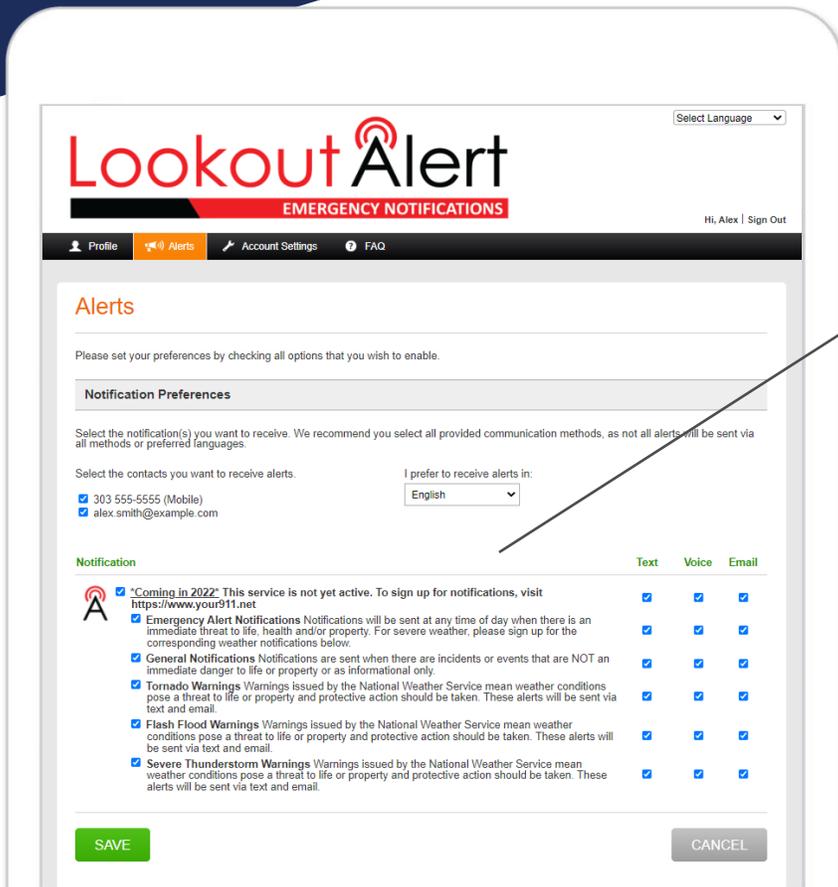
Street \*

City \*

State \*

Zip \*

[CONTINUE](#)



## Alerts

Once you verify your address, the next screen will display the different kinds of Alerts you can choose to receive.

**Note:** The system automatically subscribes you to all alerts. To opt out, you can click on the blue check box next to the alert you do not want.

## Selecting Your Language

You can also choose the language of your choice for alerts. If the alert is translated to that language, you will receive it in your preferred language. If it is not translated, the message will still be delivered in English

**Note:** Not all alerts will be sent via all preferred languages.



## Refining Your Alerts

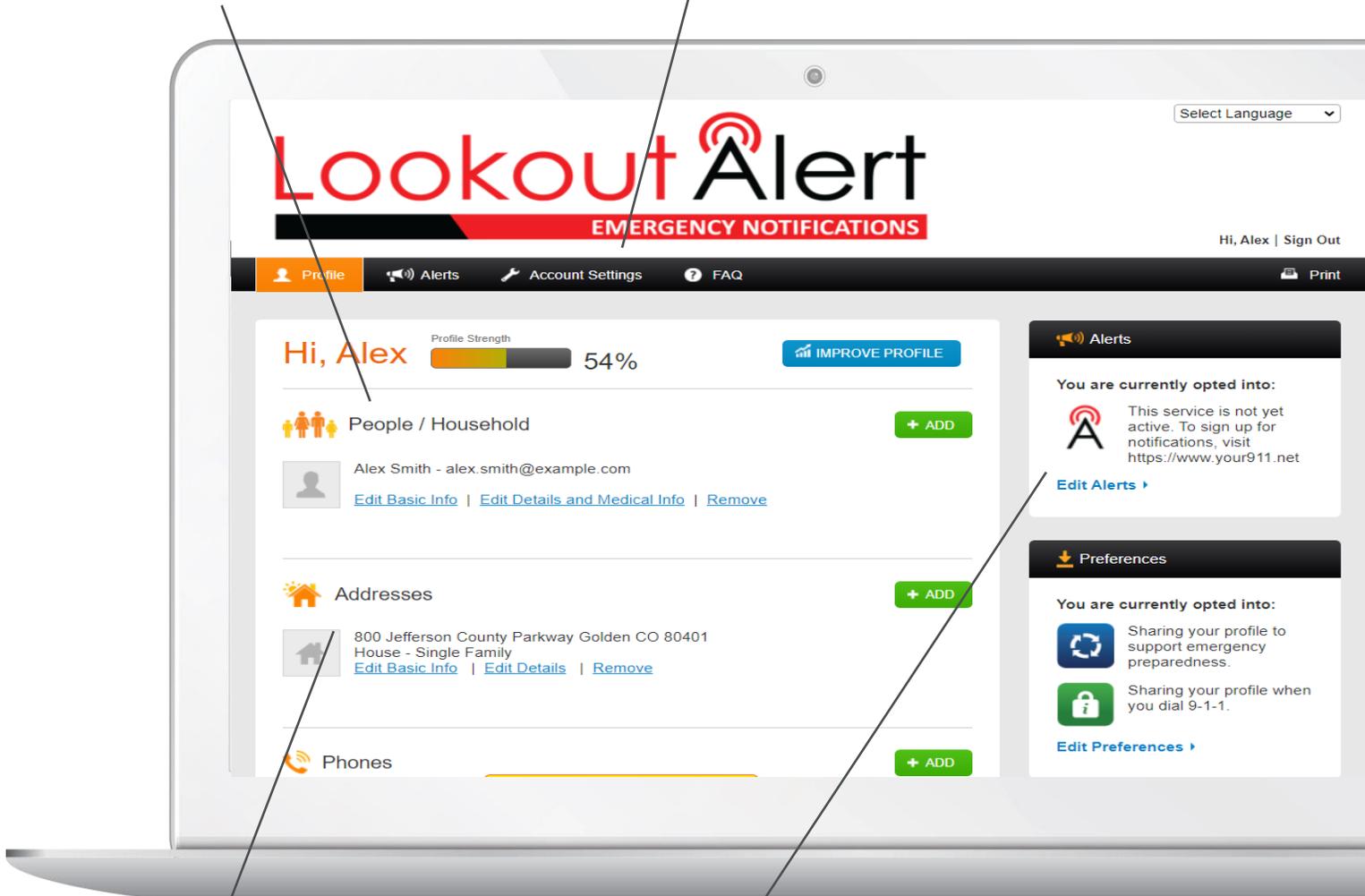
You can also uncheck the box next to the first alert category and it will deselect all at once, and you can select the alerts and modes you prefer.

## People & Medical Information

You can add multiple people under one account, making this a great way to sign up a whole household. If you opt-in to provide your personal information, such as personal medical and access and functional needs information, your emergency management agency can use this information to send preemptive messaging to groups who may need extra time to evacuate, or rely on generators.

## Account Settings

You can update your password, profile update reminders, and account assistant information in the Account Settings tab.



## Addresses

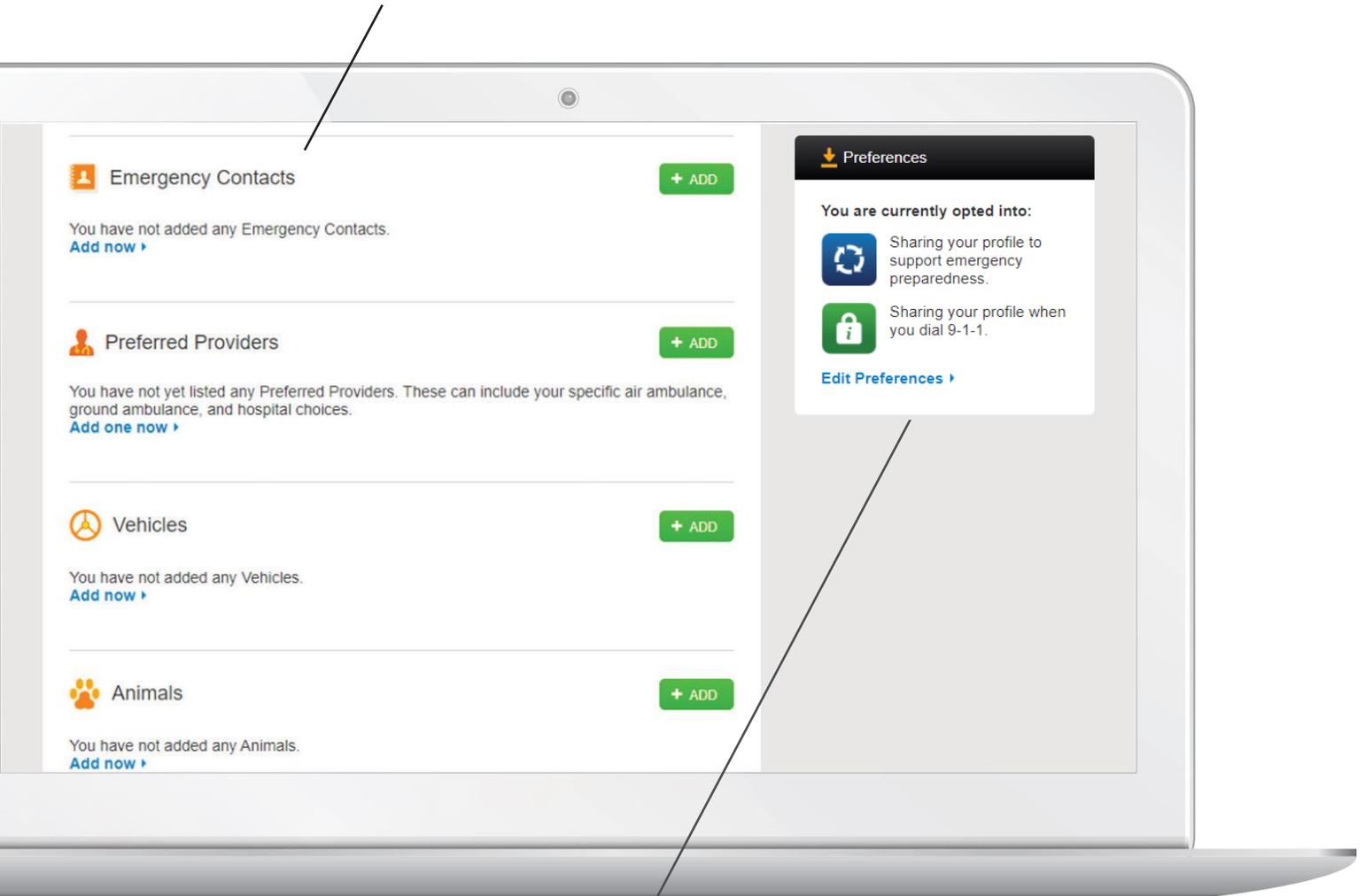
The system allows for you share multiple addresses. If you work and live in the service area, it's a good idea to provide all the addresses where you spend time.

## Alerts

Your main page also tells you what alerts you are currently subscribed to and what alerts you are eligible to subscribe to. Residents can update their preferences at any time through the "Alerts" tab located at the top of the screen.

## Other Account Information

At the same time you are signing up for LookoutAlert, you can create a Smart911 profile. Your profile can deliver valuable information to 9-1-1 dispatchers and first responders, such as medical conditions, address details, and emergency contacts. This information can save valuable time during an emergency.



## Preferences

You can manage the option to provide personal information to your local emergency management agency to assist them in response, evacuation and recovery efforts under "Preferences".

### Preferences

-  **Share my Profile with LookoutAlert, Westminster, CO to support emergency preparedness.**  
Your data can help emergency managers strengthen their plans for responding to and recovering from natural disasters or other emergencies. This can include identifying those that require extra help during an evacuation, or determining the type and quantity of supplies that should be kept on-hand.
-  **Share my Smart911 Profile when I dial 9-1-1.**  
Your profile can deliver valuable information to 9-1-1 and first responders, such as medical conditions, address details, and emergency contacts. This information can save valuable time during an emergency.

SAVE

REMOVE ACCOUNT

CANCEL

**LookoutAlert**  
EMERGENCY NOTIFICATIONS

LookoutAlert.co

## Additional Information

You can add additional addresses and phone numbers to your profile.

The screenshot shows the 'Add Address Details' form in the Lookout Alert web application. The header includes the 'Lookout Alert' logo and 'EMERGENCY NOTIFICATIONS' tagline. A navigation bar contains links for Profile, Alerts, Account Settings, and FAQ. The form itself has a title 'Add Address Details' and a sub-header 'Please enter your address below. This helps us determine which services are available in your area.' Below this is a list of required fields: Address Type (dropdown), Street (text input), City (text input), State (dropdown), and Zip (text input). A green 'CONTINUE' button and a grey 'CANCEL' button are at the bottom.

The screenshot shows the 'Add Your Phone' form in the Lookout Alert web application. The header and navigation bar are identical to the previous form. The form title is 'Add Your Phone'. It includes a 'Phone Details' section with a 'Phone number' field, a 'Phone type' section with radio buttons for 'Mobile' and 'Other (Land Line, VOIP, Cable)', and two notification preference questions: 'Receive notifications on this phone?' and 'Receive profile update reminders on this phone?'. Below this is an 'Associate This Phone' section with a dropdown for 'This phone is usually at:' and a checkbox for 'This number is normally used by: Alex Smith'. A green 'SAVE AND CONTINUE' button and a grey 'CANCEL' button are at the bottom.



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