

# Sign Up Process

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

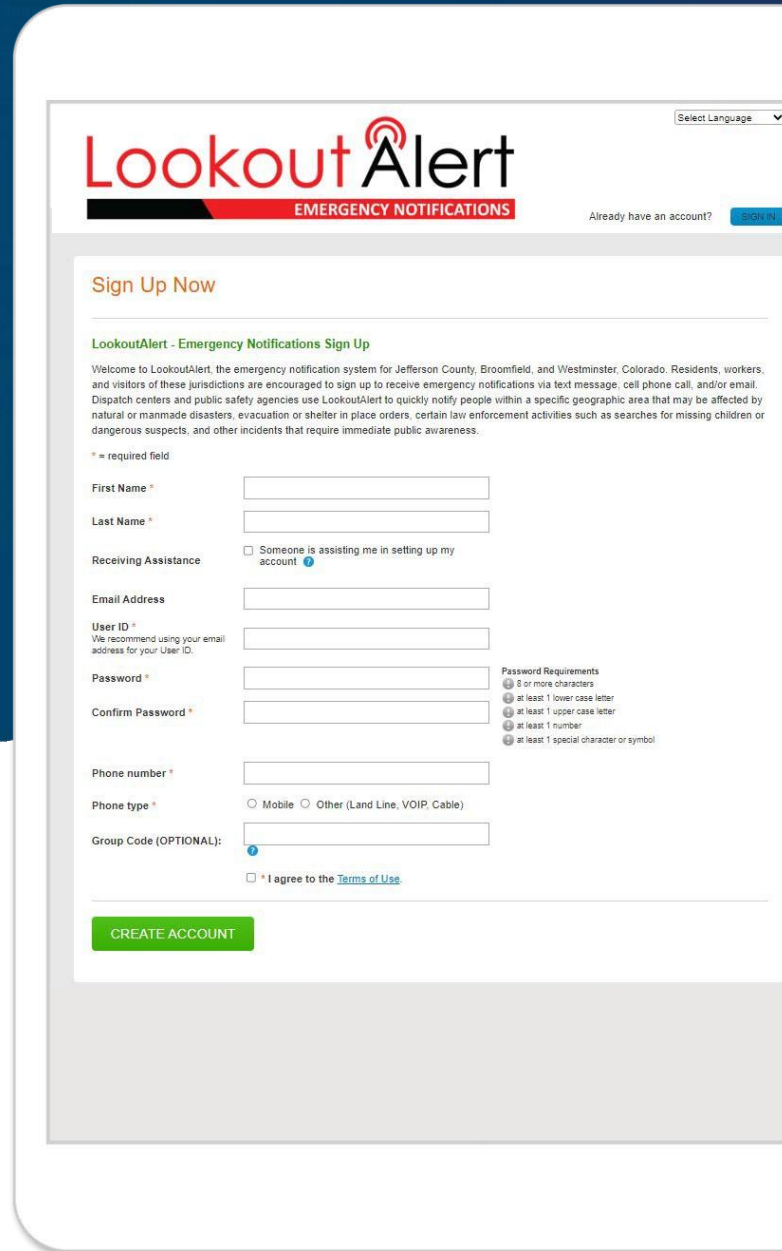
Once you are at the sign up page you will be asked to create an account.

**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

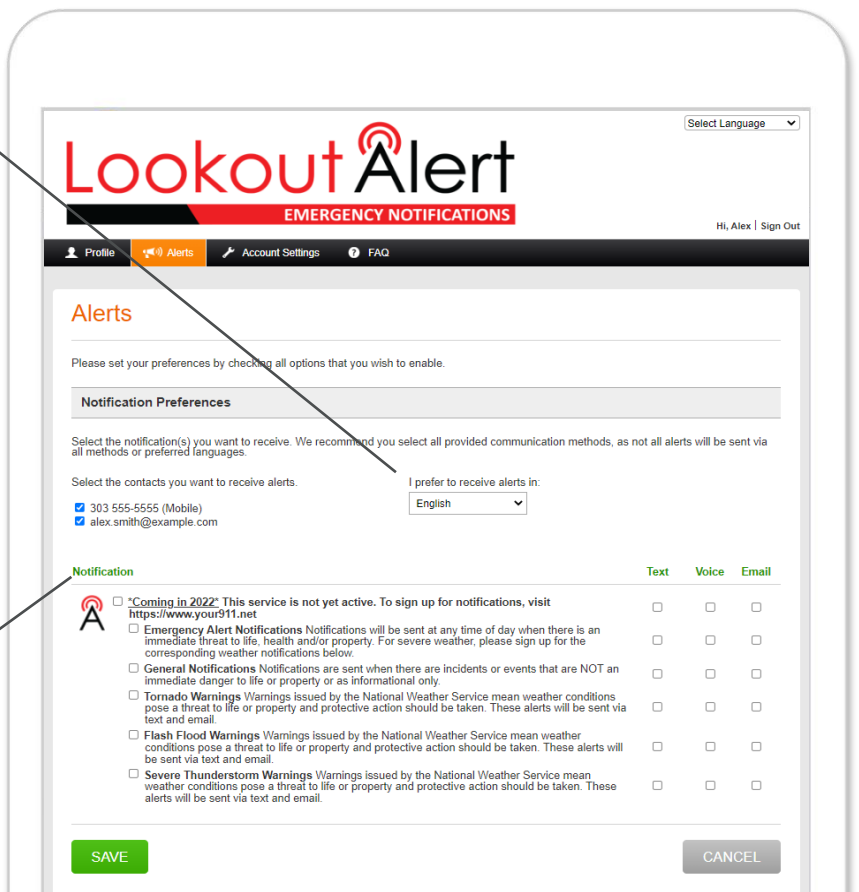
Once you verify your address, the next screen will display the different kinds of Alerts you can choose to receive.

**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

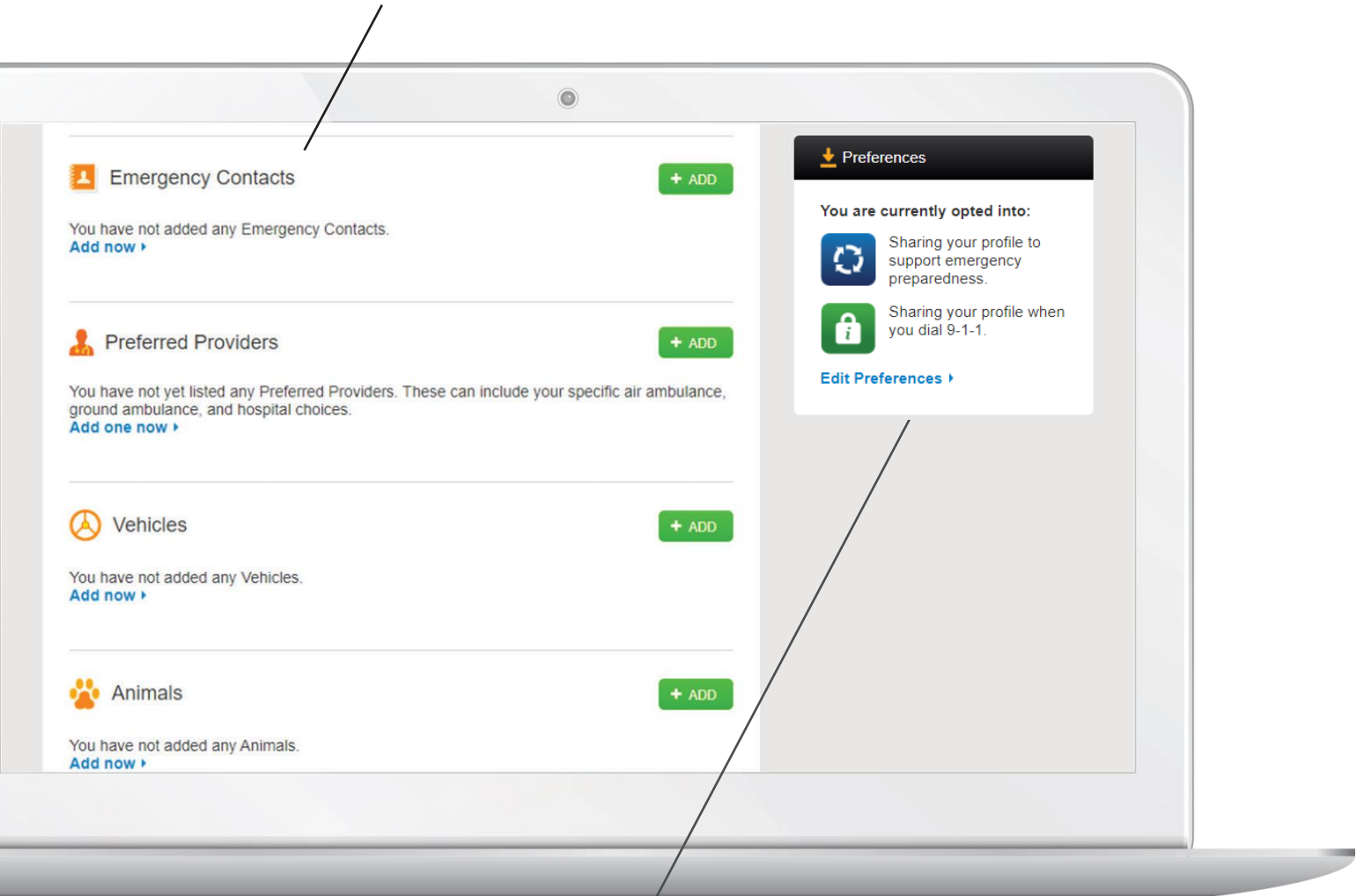
The system allows for you share multiple addresses. If you work and live in the service area, it's a good idea to provide all the addresses where you spend time.

## 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 page header includes the 'Lookout Alert' logo, 'EMERGENCY NOTIFICATIONS', and a 'Select Language' dropdown. The user is logged in as 'Hi, Alex | Sign Out'. The navigation bar contains links for 'Profile', 'Alerts', 'Account Settings', and 'FAQ'. The form title is 'Add Address Details'. Below the title, there is a note: 'Please enter your address below. This helps us determine which services are available in your area.' and a legend: '\* = required field'. The form fields are: 'Address Type' (dropdown menu), 'Street' (text input with placeholder 'Street address only - no PO box.'), 'City' (text input), 'State' (dropdown menu), and 'Zip' (text input). At the bottom of the form are two buttons: a green 'CONTINUE' button and a grey 'CANCEL' button.

The screenshot shows the 'Add Your Phone' form in the Lookout Alert web application. The page header is identical to the previous screenshot. The form title is 'Add Your Phone'. Below the title, there is a legend: '\* = required field'. The form is divided into two sections: 'Phone Details' and 'Associate This Phone'. The 'Phone Details' section includes: 'Phone number' (text input), 'Phone type' (radio buttons for 'Mobile' and 'Other (Land Line, VOIP, Cable)'), 'Receive notifications on this phone?' (radio buttons for 'Yes' and 'No'), and 'Receive profile update reminders on this phone?' (radio buttons for 'Yes' and 'No'). The 'Associate This Phone' section includes: 'This phone is usually at:' (dropdown menu) and 'This number is normally used by:' (checkbox for 'Alex Smith'). At the bottom of the form are two buttons: a green 'SAVE AND CONTINUE' button and a grey 'CANCEL' button.



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