



Please follow this guide to ensure that the City receives all of the necessary information.

Step 1:

- Go to <https://member.everbridge.net/397890065268747/login> and click “sign up” near the bottom of the page.

Step 2:

- First, fill out your personal information.
- Make sure you put a number in the “**Business Phone**” and an email in the “**Primary Email**” sections as shown below.

Here's how to contact me. (Complete at least 2)

Move up or down to change the order.

1) SMS (Text to Cell)	United States	Example (201) 555-0123
2) Primary Email	dringhauser@gptx.org	
3) Cell Phone	United States	Example (201) 555-0123
4) Home Phone	United States	Example (201) 555-0123
5) Business Phone	United States	Example (201) 555-0123
6) Extension Number	United States	Example (201) 555-0123
	Ext	Example 5555
7) TTY / TTD Device	United States	Example (201) 555-0123

Everbridge App Not logged in
Download the Everbridge Mobile Safety App from Google Play or the iTunes App Store

- Please note that you can change the order of these numbers by using the red arrows.

Step 3:

- Enter your **business’s** information here, **not** personal.

My Locations

We will use the location information you provide to inform you about events taking place in your area.

Add a Location

- Location Name
- Country/Region: United States
- Address
- Apt/Suite/Unit
- City
- State/Province
- Postal Code

Step 4:

- Check the subscription titled **“Grand Prairie Businesses”**

Please complete all registration pages to receive accurate notifications.

Profile > Locations > Subscriptions > Information > Review

My Subscriptions

Choose what you want to be informed about.

Alert Subscriptions

- AlertGP Weather Options
- City Notification Options
- Grand Prairie Businesses**
 - Information/Updates for GP Businesses (1)

Save & Continue >

- You can also sign up for weather alerts and other City news.

Step 5:

- Enter your business name here.

Please complete all registration pages to receive accurate notifications.

Profile > Locations > Subscriptions > Information > Review

My Information

Business Name (Only for GP Businesses)

Save & Continue > Skip this

If you have any questions, please feel free to contact the Office of Emergency Management at 972-237-8333 or email at OEM@gptx.org.