



AlertMe User Guide

NEW USERS

Step 1: Click **Register Here**

Step 2: Fill in the required fields and click **Register**
Text Alerts are optional.

The login screen features a blue header with a lock icon and the text "AlertMe". Below the header, it says "Log in to manage your notifications". There are two input fields: "Email" with an envelope icon and "Password" with a key icon. A "Log In" button with a question mark icon is positioned below the password field, along with a blue link "Forgot password?". A yellow "Register here" button is at the bottom.

The registration screen has a blue header with a lock icon and the text "Register for AlertMe". It starts with the instruction "To register, please complete the below information." There are several input fields: two for email addresses, two for names ("John" and "Smith"), a password field with a key icon and an eye icon, a "Text Alerts Optional" section with a phone icon, a phone number field ("123-456-7890"), and a carrier dropdown menu ("Verizon"). A red arrow points to the "Register" button with a question mark icon. Below the registration fields, there is a "Do you already have an account?" section with a "Log In here" button.

Step 3: You will receive the message below if the user was created successfully. Click **OK** and proceed to your email Inbox or Spam folder to finalize the registration process.

A white box with a thin border contains the text "User Created. Please check your email for your activation link." A red arrow points to a blue "OK" button at the bottom right of the box.

Step 4: You will receive the email notification below. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in per Step 5.

Thank you for signing up for the Westmoreland Recorder of Deeds AlertMe system.

Please confirm your registration by clicking this link:

[http://www.wcdeeds.us/AlertMe/default.aspx?pin=9328&email=\[REDACTED\]](http://www.wcdeeds.us/AlertMe/default.aspx?pin=9328&email=[REDACTED])

If the link does not direct you to the registration page, copy and paste the link into a new browser address bar.

Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

Step 5: Enter your email and password and click **Log In**

AlertMe

Log in to manage your notifications

Email

Password

Log In ?

[Forgot password?](#)

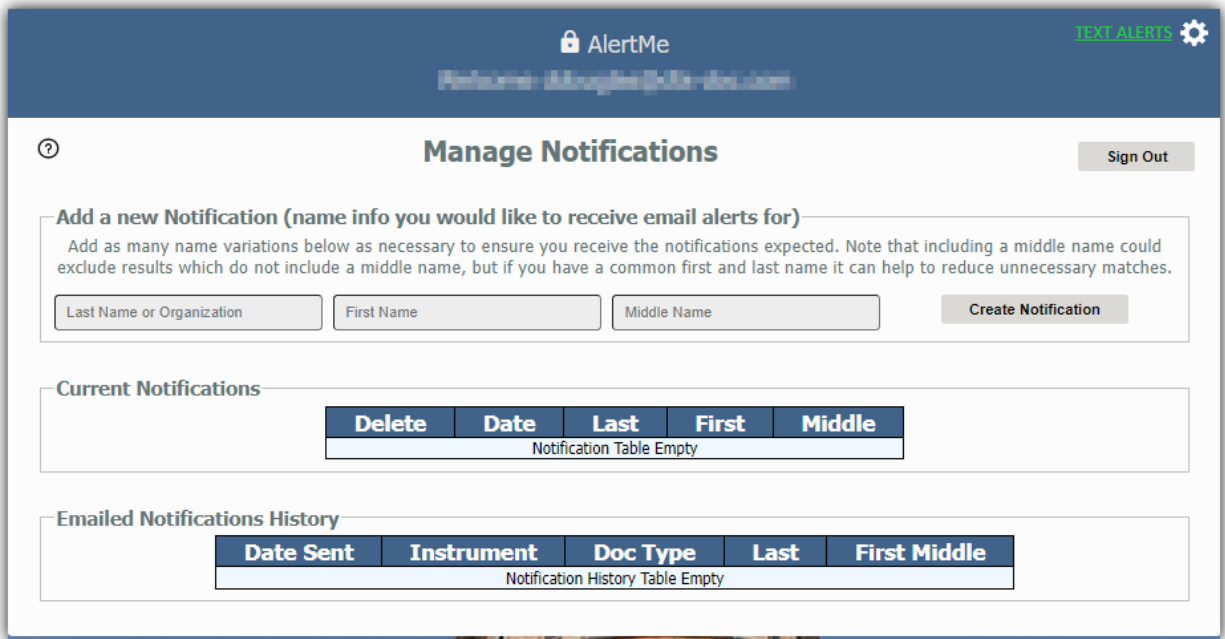
Don't have an account?

[Register here](#)

[Disclaimer](#)

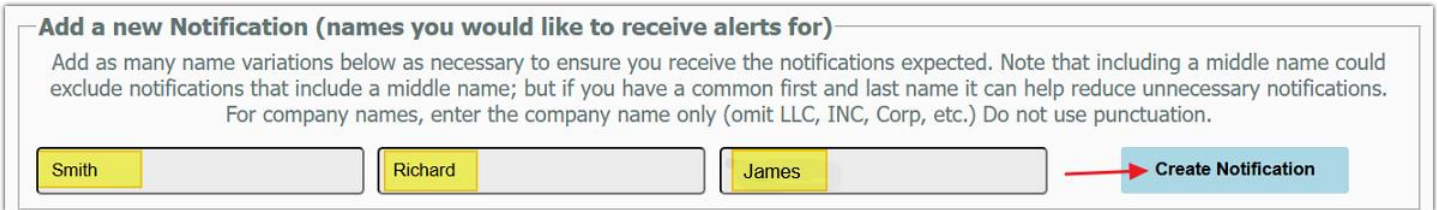
For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com

Step 6: Upon logging in, you will be directed to the **Manage Notifications** page.

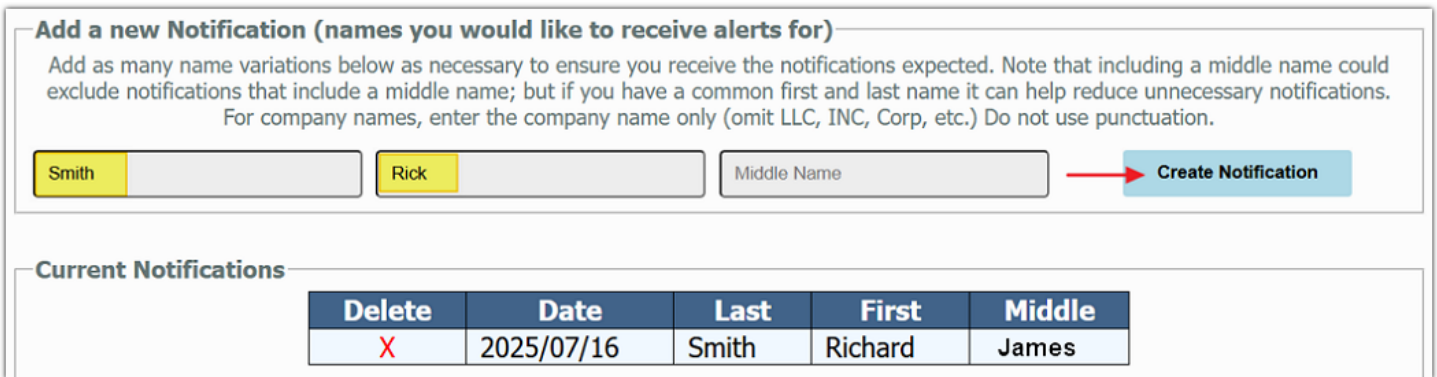


Add new notifications by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

Example 1



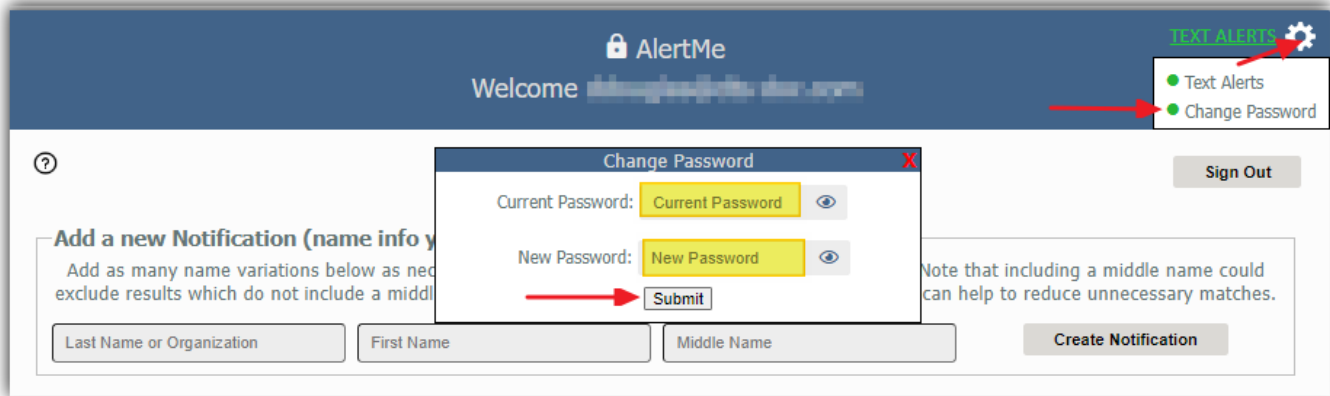
Example 2



Current Notifications displays the active notifications you will be emailed about. (This table will be empty for new users.)

Emailed Notifications History section displays email alerts history previously sent.

Change Password by clicking the Gear icon and selecting **Change Password**. Enter your current password, new password and **Submit**.

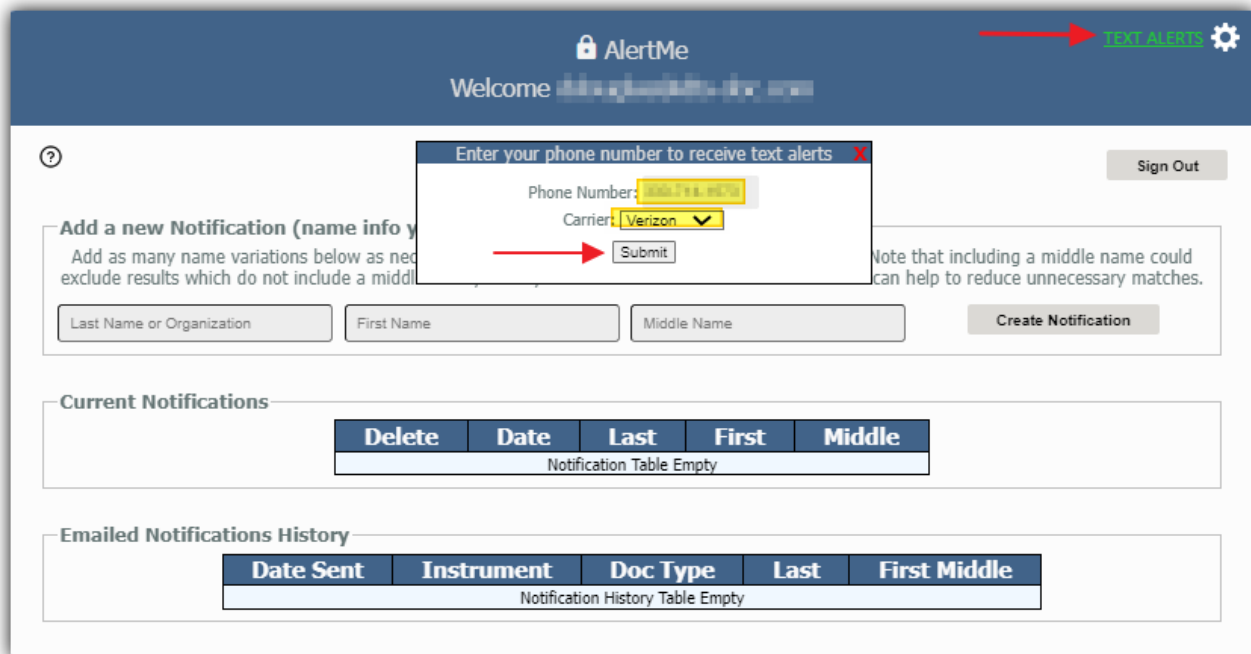


You will receive a pop-up confirmation that the password has been updated.



Select the  to return to the main screen.

Add or Update Mobile Alerts by clicking **Text Alerts** and entering the required information then clicking **Submit**.



You will receive a pop-up message in the upper right corner of the screen verifying the update.



Select the  to return to the main screen.

Once finished, click the sign out button at the top right and you will be directed back to the login page.