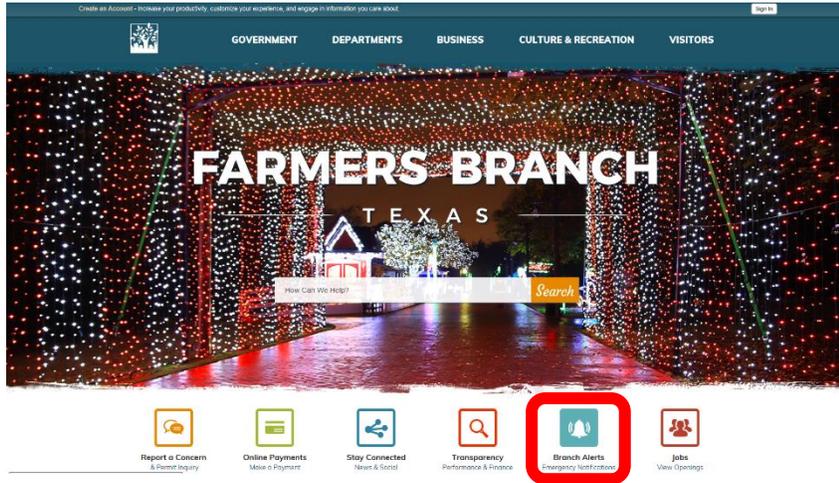


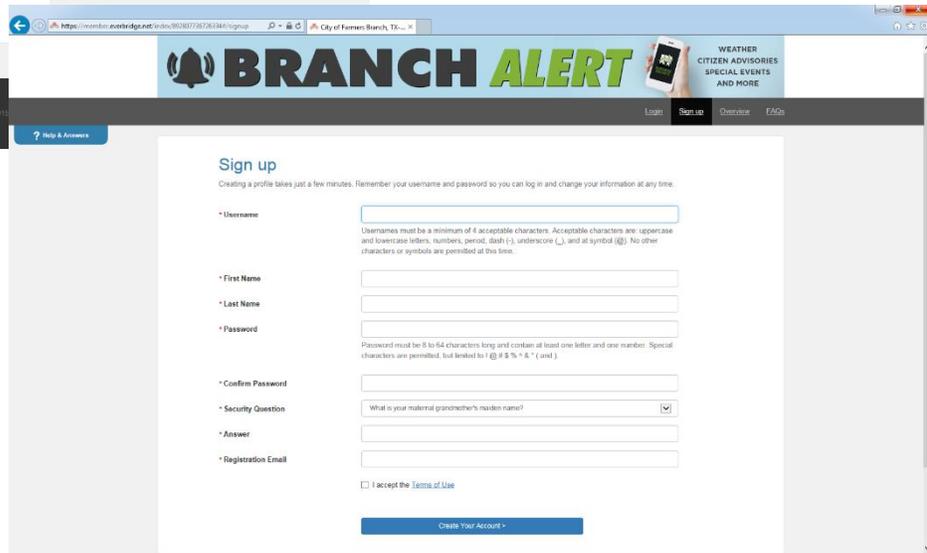
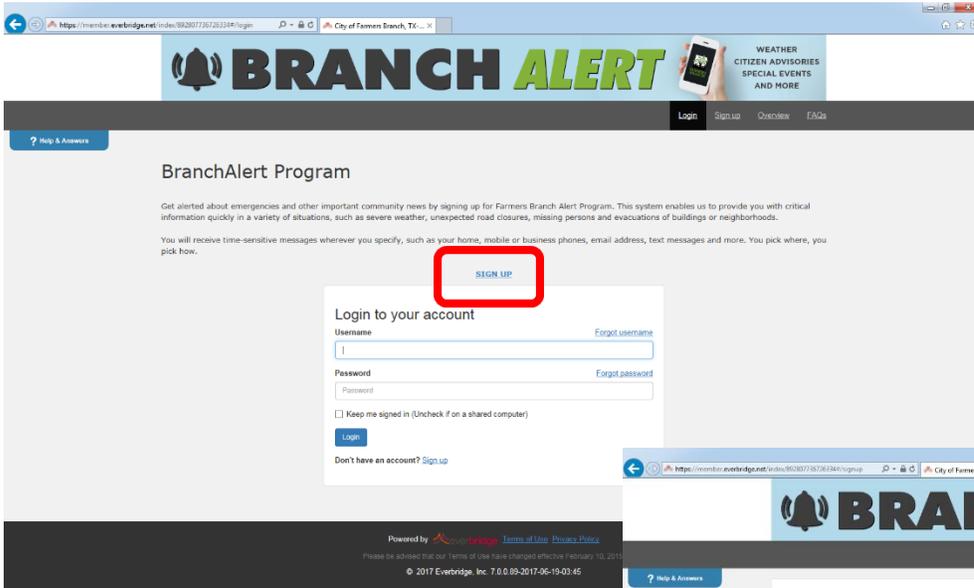
How to Sign up for Branch Alert

Step 1: Go to the city's website at farmersbranchtx.gov. Click on the "Branch Alert" icon box located under the Search bar.



Step 2: Log into your account. If you do not have an account, click on the "Sign Up" link.

To sign up, create a username and password. Remember to write down your username and password in case you want to change your selected preferences in the future. Fill in all of the prompts including an email address before you click "Create Your Account".



Step 3: Your information should appear in the required boxes under the Profile tab. In the “Here's how to contact me” section, enter at least two (2) ways to contact you. Cell phone numbers entered into number 1 and 2 will receive a TEXT message alert, email addresses entered in 3 and 4 will generate an emailed alert, and phone numbers entered into 5, 6, and 7 will receive a recorded phone call alert. Fill in at least two, but feel free to enter as many as you want. Click “Save and Continue”.

Profile Locations Alerts Review

My Profile

* First Name

* Last Name

Middle Initial

Suffix

* Registration Email

Time Zone

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

1) TEXT #1 (10 Digit #)

2) TEXT #2 (10 Digit #)

3) Personal E-Mail

4) Business E-mail

5) Mobile Phone #1

6) Mobile Phone #2

7) Home Phone #1

[Save & Continue](#)

Step 4: The Location tab allows you to enter your home and/or work address in Farmers branch so that you receive all alerts that specifically affect that location. Enter that location name (for example: Home, Work, Mom’s House, etc), enter the address information, and then push “Verify This Address”. Verify your location in the pop-up map to add it to your account. You can enter more than one address by clicking “Add Another Location”. Click “Save and Continue”.

Welcome Test12 [Logout](#)

BRANCH ALERT

WEATHER
CITIZEN ADVISORIES
SPECIAL EVENTS
AND MORE

Profile Locations Alerts Review

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

* Address

Apt/Suite/Unit

City

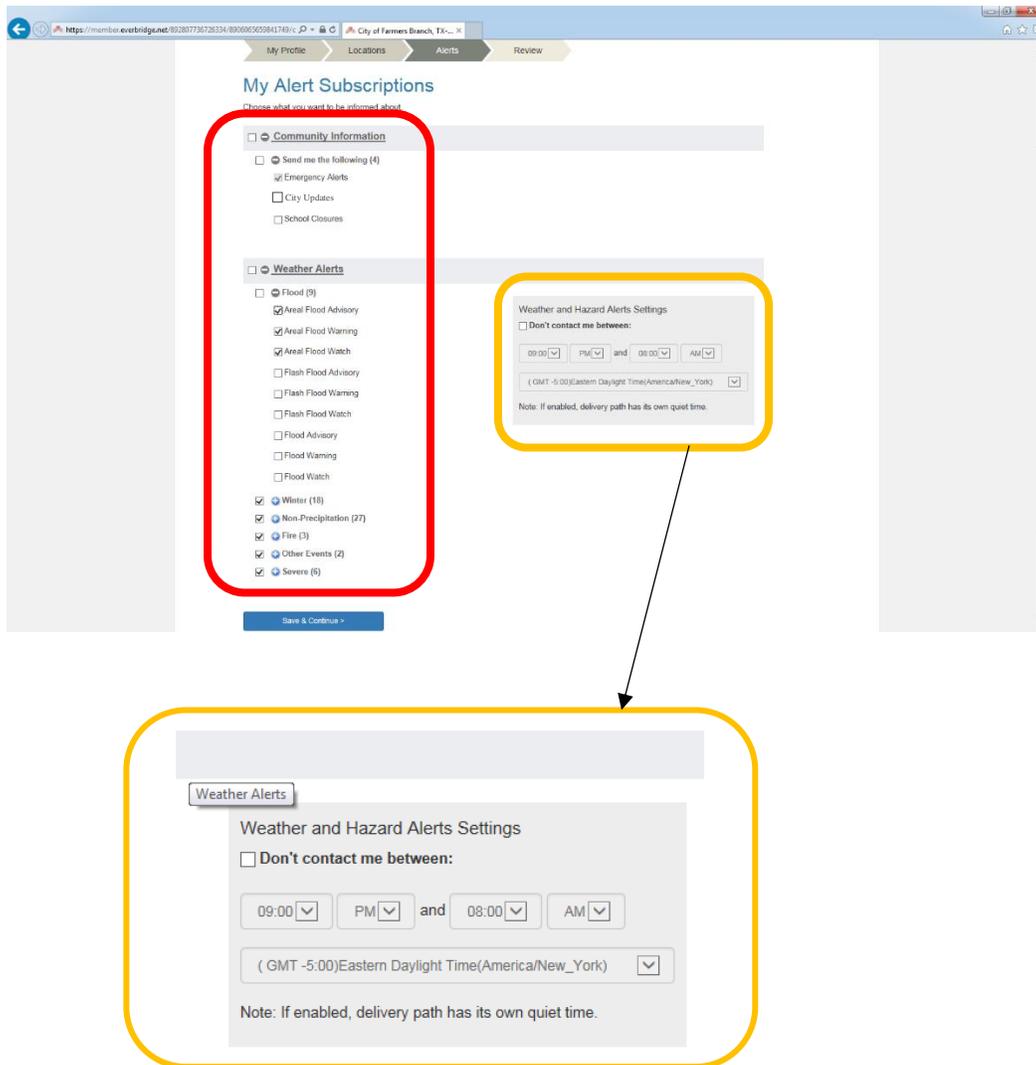
State/Province

Postal Code

[Verify This Address](#)

Step 5: The Alerts tab is where you specify which alerts you would like to receive. Click on the blue plus sign next to the hazard name to see a drop down list of more specific options. Look through all the alerts and click on each of the alerts that you want to be notified about. Or you can easily select them all by clicking the boxes next to “Community Information” or “Weather Alerts”. Emergency Alerts include major accidents with lane closures, missing persons, public area evacuation, etc. City Updates include non-emergency alerts about public meetings, city events, etc.

An important feature on this page is the “Weather and Hazard Alerts Settings” Box to the right. This box lets you block times when you DO NOT want to receive alerts. For example, if you do not want to receive alerts while you are sleeping, you can do that here. Click the box next to “Don’t contact me between:” and then enter in your time preferences. Remember that you will still receive all Severe Weather Alerts during times you have blocked off because of how critical those alerts are. Click “Save and Continue”.



Step 6: Review all of your information and preferences in the Review tab before you click “Finish” at the bottom of the page. Once you click Finish, your account has been set-up and you will begin receiving Branch Alerts.

If you need to change your alert preferences, log back into your Branch Alert account and make your changes.

If you have any questions, call 972-919-2648 or email emergencymanagement@farmersbranchtx.gov.