

## **How to sign up to receive Flash Alerts**

This is a great tool for the City to push information out about news or emergencies. People can sign-up online to receive emails or download the app to their smart phone. Flash Alerts is convenient because you can also subscribe to other local agencies like the Marion County Sheriff's Office, the N. Marion School District and so many other organizations.

**NOTE: No longer will the City use the "notice@donaldoregon.gov" email account for notices. Flash Alerts will be used.**

How To Receive Email Notices From Flash Alerts:

Go to the website: <https://www.flashalert.net/>

*Find the City of Donald*

1. Click "View Local News"
2. Select "Portland, Vancouver, Salem"
3. "Cities"
4. "City of Donald"
5. **For New Users:** Subscribe to receive "FlashAlert" messages from the City of Donald
  - a. Type your email address
  - b. Check your preference of receiving "emergency alerts" and/or "news releases"
  - c. Click subscribe
  - d. This will take you to a page to create an account where you ONLY need to enter your email and create a password (no personal info)
  - e. Enter the code from validation message, which you can find in your email.
6. **For Existing Users:** Click "Manage my existing Subscription"
  - a. Sign in with your email and password
  - b. Takes you to the "Manage your messenger subscription" page
  - c. Click the tab, "Add Subscription"
  - d. Region-> Portland
  - e. Under organization scroll to find "cities" (pretty far down)-> click "Donald"
  - f. Double check the info on page, then click "Subscribe"

Or... **download the app to your phone.** Search for this icon in your phone's store. "FlashAlert Messenger"



On your smart phone you can either sign up for a new account or register your existing account