

FLASH ALERT

Effective February 1, 2015 the Oregon State Capitol will be implementing a new emergency notification system called *Flash Alert*.



This system is an industry standard among local, state, and federal agencies; as well as other organizations for notifying employees and the public of emergency situations.

To use *Flash Alert* you must create an account at www.flashalert.net. You can sign-up to receive email notifications, as well as register your smartphone and/or mobile device by downloading the *Flash Alert* app. Not only can you sign up to receive emergency notifications from the Oregon State Capitol, but other organizations as well, allowing you to stay informed of emergencies all over the state.

[A step-by-step guide is available on the Building Services page under the Resources tab on the intranet.](#) For any questions or additional information, please contact Nick Herrera in Legislative Administration at 503-986-1848 or nick.herrera@state.or.us.

Flash Alert—Job Aid

Purpose

Flash Alert will give Legislative Administration another communication tool to use, if an emergency situation ever arose. The Flash Alert system is a mass communications tool used by a wide variety of local, state, and federal government agencies, non-profits, businesses, and other organizations. This web-based system can be used to distribute time-sensitive emergency communications, as well as emails and press releases.

How to Get Started

There are two levels at which you may be notified by Flash Alert; you may choose to receive emergency emails at up to three different email accounts, or you can download the Flash Alert app and receive push notifications to your phone and/or mobile device. **It is the recommendation of Legislative Administration that you download the Flash Alert app to your smartphone and/or mobile device to receive push notifications.**

To get started follow the instructions below:

To create an account and receive email alerts:

1. From your PC, go to www.flashalert.net
2. Click on Manage Your Messages
3. Click on the **Click Here** link under the **Create new account** section.
4. Click on the **Portland/Vanc/Salem** link.
5. Click **State**.
6. Click **Oregon State Capitol** (Note: At this point you can choose to receive emergency emails from other organizations as well by repeating steps 4 through 6).
7. Enter the e-mail address at which you would like to receive emergency messages (Note: you may register up to three email addresses per account. The Primary email will be the email used for the management of your account).
8. Fill out the required fields and click **Create your Account**.

Before you move forward you must validate the e-mail address(s) that you entered into the system. To do so:

1. Click on **My Email Address** (far left tab on your account page).
2. In the **Primary Email** section, click on **Click here to send validation message**. A message will be sent to the email address you entered into the Primary Email field when you registered.

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3. Without closing your window, log-in to your primary email account and open the e-mail received from donotreply@flashalert.net (be sure to check your spam folder if the email does not appear in your inbox. Be aware that it may take a few minutes to receive this email).
4. The e-mail will contain a two-letter code that you must enter into the validation box under the **Primary Email** section of your account page.
5. Enter the two-letter code in the validation box on your account page. Once the code is entered into the box, click **Update**.

To verify that your account is registered to receive e-mails from the Oregon State Capitol, click on **My Subscriptions**. The Oregon State Capitol should appear under **Organizations that you are subscribed to**; and the **Emergency Alerts** box should be checked.

6. You may send a test email to the email address(s) you entered into the system. To do this, click on **My Email Address**.
7. Click on the **Send Test** button next to each email address at which you would like to receive a test email.

At this point, you have created an active Flash Alert account. Once you have reached this point, your account should be programmed to receive e-mail alerts from the Oregon State Capitol.

To download the *Flash Alert Messenger* app  and register your smartphone/device with your *Flash Alert Messenger* account:

1. In your smartphone/device app store, search for *Flash Alert* and download the *Flash Alert* app.
2. Open the *Flash Alert* app and click on the blue **Register** button.
3. Enter the primary e-mail address and password you created earlier.
4. Click Attach My Account.
5. Your phone is now linked and ready to receive emergency push notifications from the Oregon State Capitol.
6. To send a test push notification to your phone or device click on **My Linked Phone Apps** on your account page. Your phone and/or device should be listed in this section. Click the **Send Test** button next to the phone or device at which you would like to receive a test push notification. Within a few moments you should receive a push notification from *Flash Alert*.

Note: You may download and register any number of phones/devices to the same account. So feel free to download the app to your phone, tablet and/or ipad.

Note: Various smartphones and devices use different operating systems. Please make sure that your push notification alert settings are set so that you will be alerted of a push notification received from *Flash Alert*. Our recommendation is that you set this notification to alert you with an audible sound and vibration.