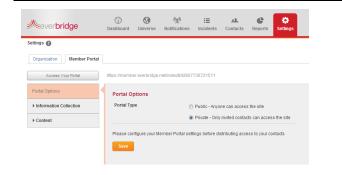


Quick Sheet MN: Managing the Member portal

Member Portal Basics

The Everbridge Member Portal enables you to create a custom portal that allows your employees, students, citizens, or other recipients to log in and update their contact information. The portal is fully hosted by Everbridge. Any changes that are made in the Member Portal are immediately uploaded into the production environment and can be used for notification. The portal allows you to customize the branding, FAQ, instructions, and contents of the portal.

	AEvangelos Healthcare Member Portal			
	Welcome evangelos member healthcare			
a & Answers				
	Profile Locations	Alerts	Information	Review
	My Profile			
	First Name	Andrew		
	Last Name	Evangetos		
	Middle Initials			
	Suffix			
	Registration Email	andrew exangelos@everbridge.com		
	Here's how to contact me	B. /Complete at least 11		
	Move up or down to change the order.			
		(173	8182309772
	T Work SMS via SMPP	United States		8182309772



Customizing the Member Portal

You can customize which pieces of information are exposed, editable and mandatory. This allows your organization to have the appropriate amount of control over the member portal. If information is sensitive or does not need to be shown to the member, the field can remain unexposed. If a piece of information should not be editable, the field can be locked, and if a field must be completed, it can be made mandatory. These options are available for the profile settings, subscriptions, additional information fields, location, and delivery methods. The administrator can also customize the banner across the top, home, FAQ and Overview information pages.

Private vs. Public Portal

Depending on the needs of your organization, you may wish to use a private or public member portal. A public portal allows any user with your unique URL to log in and create a recipient account. There is no initial information needed in order to start a recipient account. With a private portal, your organization must upload a contact database with a minimum of First and Last name, email address, and External ID. Once your database is loaded, you can send an invitation email from the contact management page by clicking the envelope to the right of the contact record. Each user will receive an email with a link to access the portal.

Settings @				
Organization Member Portal				
Access Your Portal	https://member.eventridge.net/index/3091830992273666			
Portal Options	Delivery Methods			0
■Information Collection	Allow Members to re-order delivery methods			
Profile	Name	Expose	Editable	Mandatory
Locations	TEXT	2	2	
Alert Subscriptions	Personal e-mail	2	2	
Information	Personal Phone	2	2	
Delivery Methods	Work e-mail	2		
➤ Content	Wark Phone		2	
	Mobile Member			
	minimum number of required contact paths 0 v			