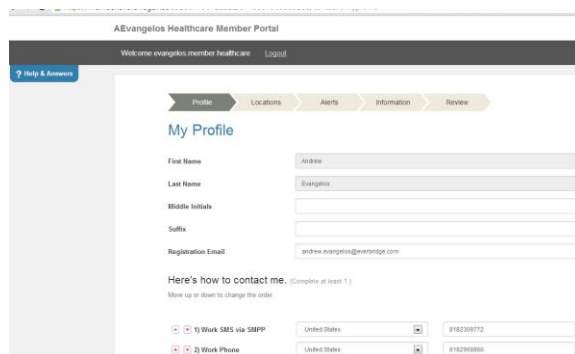
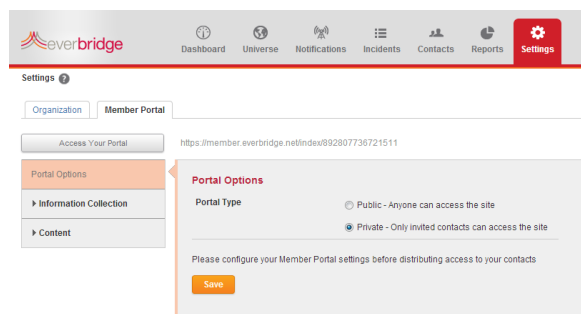


Quick Sheet MN: Managing the Member portal

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.

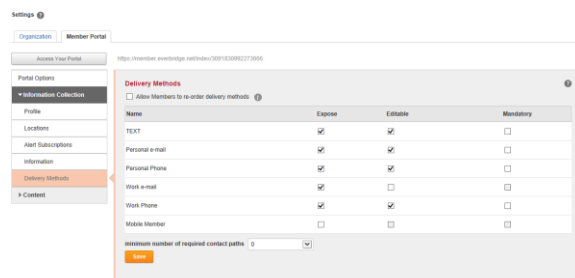



Private vs. Public Portal

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.

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.



Name	Expose	Editable	Mandatory
TEXT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal e-mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work e-mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>