

Instructions and Helpful Hints For Enrollment Into The Bremen Alerts Mass Notification System

Creating A Login Account

- To access the Bremen Alerts enrollment page go to:
 - <https://bremenalerts.regroup.com/signup>
 - Once the site has loaded, it might be a good idea to save the website as a bookmark in the browser.
- To begin enrollment first create a new account under the “Sign Up” section. Fill in the required fields listed here and click the “Sign Up” button (be sure to click the “I’m not a robot” box, unless you are indeed a robot 🤖):


SIGN UP

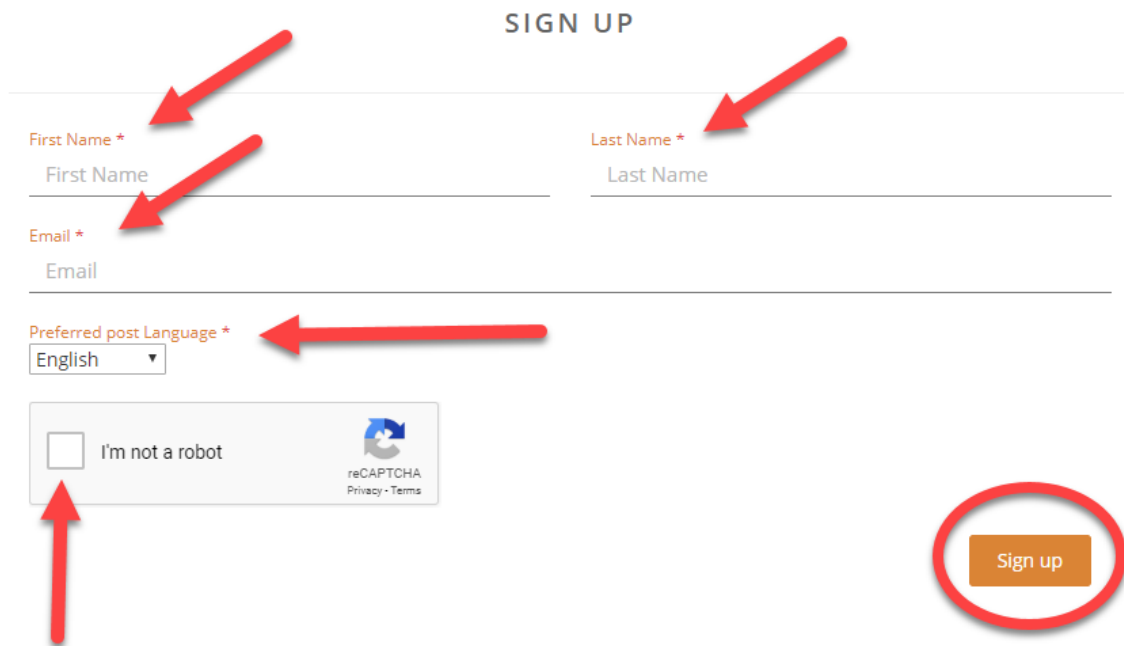
First Name *
First Name

Last Name *
Last Name

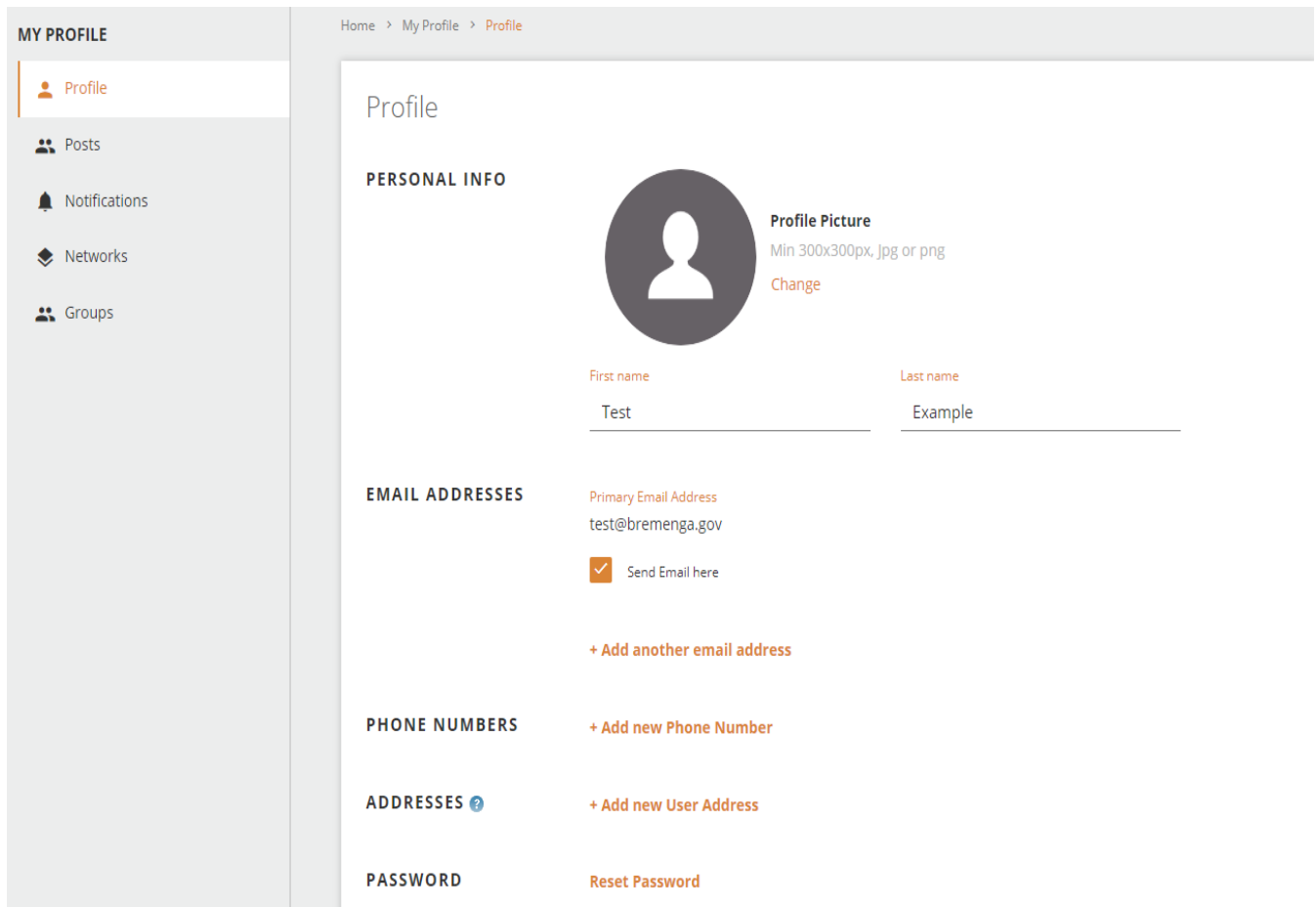
Email *
Email

Preferred post Language *
English

I'm not a robot 
reCAPTCHA
Privacy - Terms



- After filling in the required fields under the “Sign Up” section and clicking the “Sign Up” button, the “My Profile” page will appear:



- From this point it is recommended that you immediately check the email account entered on the previous “Sign Up” page for a verification email. Some detail on this verification email:
 - The account listed in the “From” address in the email should be:
 - noreply@civicplus.com
 - There will be a “Validate Account” button in the received email. Once this button is clicked the following page should load:

CP

CIVICPLUS | RESET PASSWORD

Password

Confirm Password

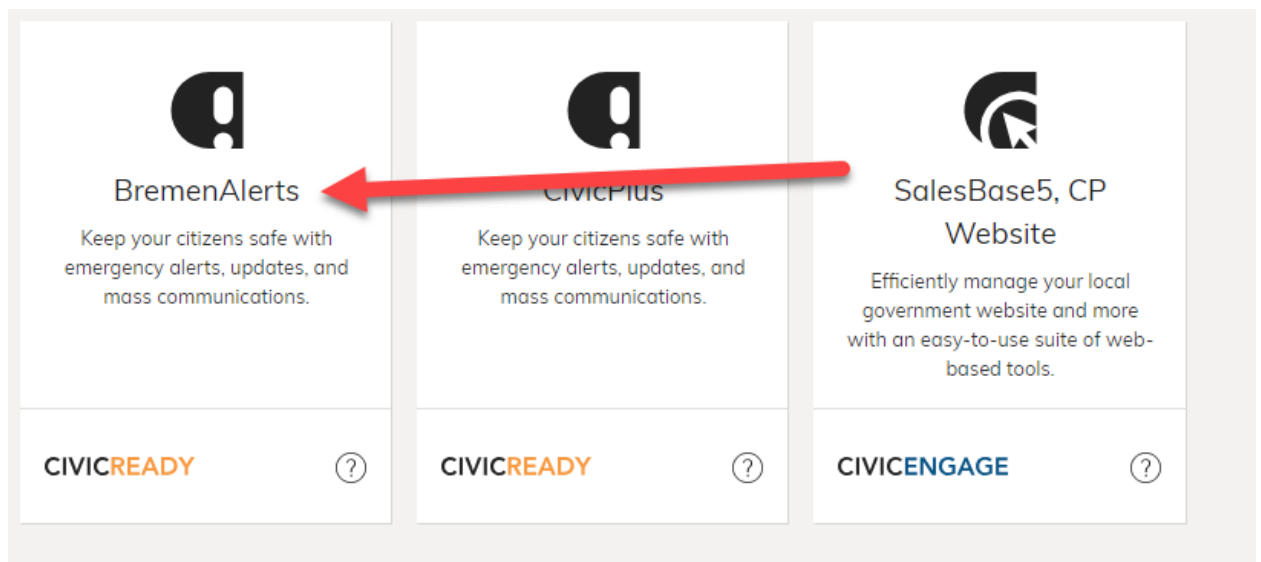
Your password needs to be sufficiently long and unique to be secure. New passwords cannot match the 4 most recently used passwords. All passwords are compared against a list of more than half a billion passwords from previous data breaches to ensure security. Passwords with up to 128 characters and special characters including spaces are permitted.

Your password must be at least **8 characters** in length and contain characters from **both** of the following categories:

Numbers
Letters

SUBMIT CANCEL

- Use the above page to set a password. Once the password requirements have been met click the “Submit” button.
- On the next page that appears click the BremenAlerts panel:



- From here the next page that appears will be the original Bremen Alerts login page used to initially sign up. This time however, click the “Login Here” button.

ALREADY A MEMBER? LOG IN

LOGIN HERE

- After clicking the “Login Here” button, the “Sign In” page should appear:

WELCOME TO
BREMENALERTS

Email Address
bremenga@bremenga.gov

Password
.....

[FORGOT PASSWORD?](#)

Remember my email address

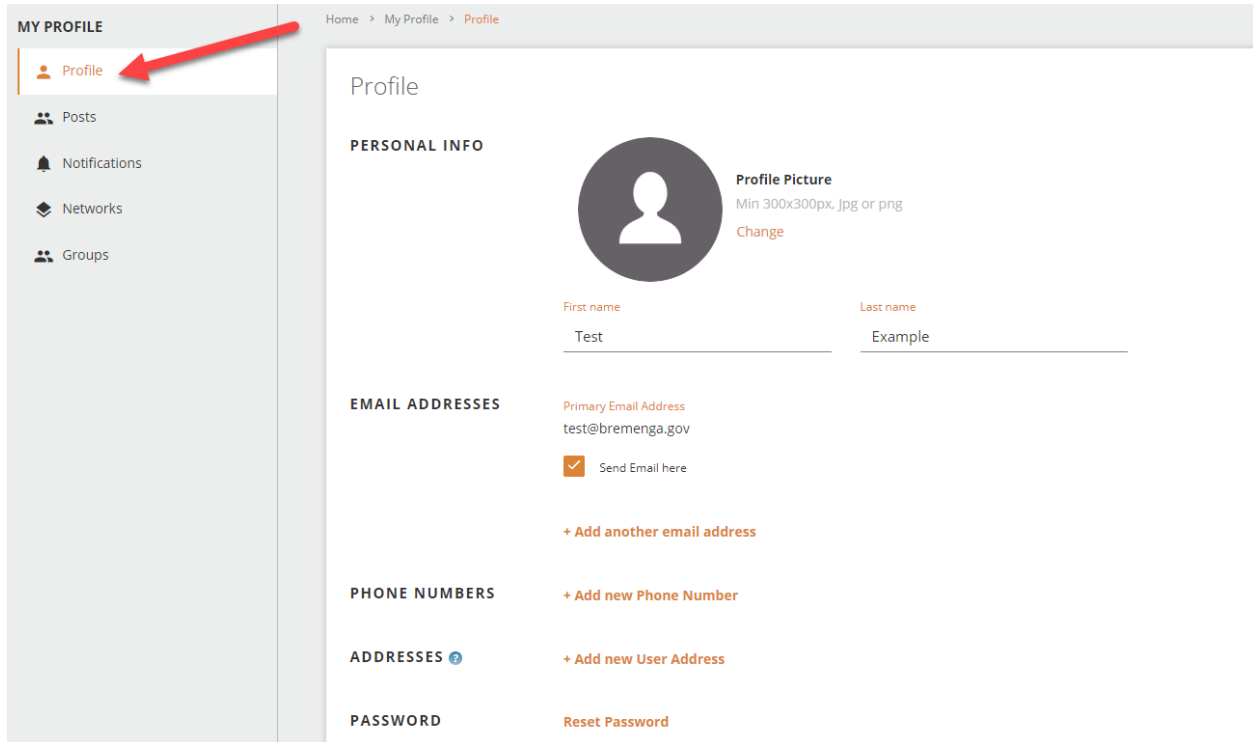
SIGN IN

POWERED BY CIVICPLUS

- Enter the appropriate email address and password and click “Sign In”.

“My Profile” Section

- After clicking the “Sign In” button hopefully the next page that loads will be the “My Profile” page:



Home > My Profile > Profile

MY PROFILE

- Profile
- Posts
- Notifications
- Networks
- Groups

Profile

PERSONAL INFO

Profile Picture
Min 300x300px, .jpg or .png
[Change](#)

First name: Test
Last name: Example

EMAIL ADDRESSES

Primary Email Address
test@bremenga.gov
 Send Email here

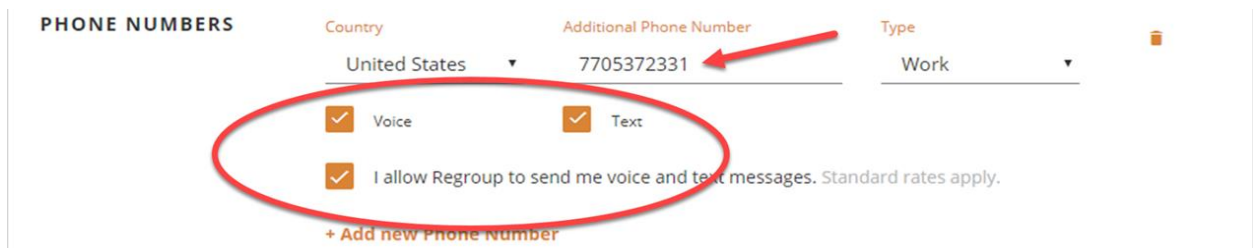
[+ Add another email address](#)

PHONE NUMBERS [+ Add new Phone Number](#)

ADDRESSES [+ Add new User Address](#)

PASSWORD [Reset Password](#)

- Click the “Profile” section on the left side of the page to begin adding additional account information. A few items to note here:
 - “Phone Numbers” Section
 - When entering a phone number enter digits only. Use the checkboxes below the phone fields to define the type of notifications desired.



PHONE NUMBERS

Country: United States
Additional Phone Number: 7705372331
Type: Work

Voice Text

I allow Regroup to send me voice and text messages. Standard rates apply.

[+ Add new Phone Number](#)

- “Addresses” Section
 - With Bremen Alerts, city administrators will have the ability to “draw” areas to be notified on a digital map. The address listed here will be referenced in these “map based” notifications.
 - It is possible to add both a residential address and a business address. If entering a business address just be sure to check the “This is a business address” checkbox:

ADDRESSES ?

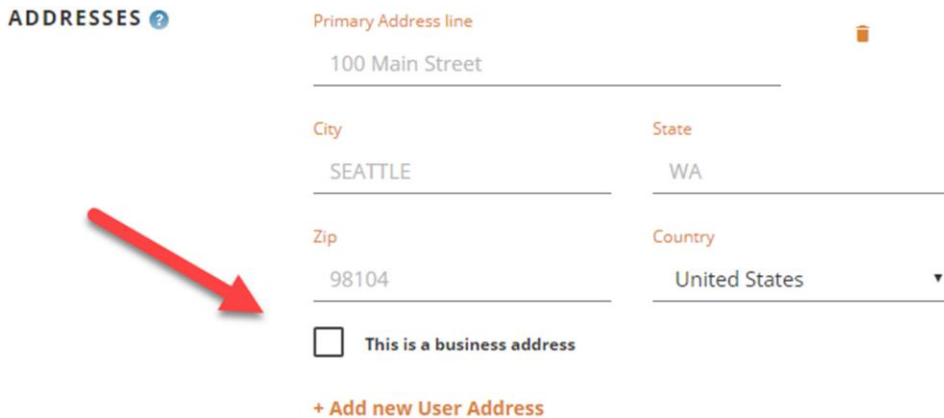
Primary Address line
100 Main Street

City SEATTLE State WA


Zip 98104 Country United States

This is a business address

+ Add new User Address




- “Password” section
 - Use this section to reset a password. When the “Reset Password” link is clicked, an email is immediately sent to the email address associated with your account. This email will allow you to reset your password.

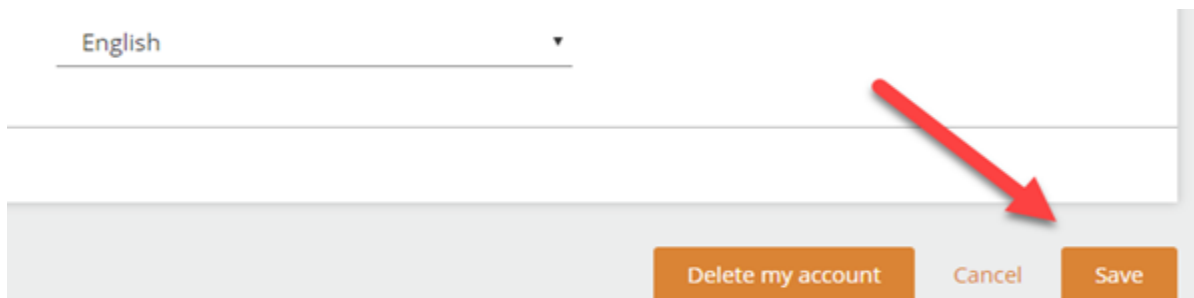
PASSWORD [Reset Password](#) 

- When done filling out the “Profile” page be sure to click the “Save” button at the bottom of the page:

English

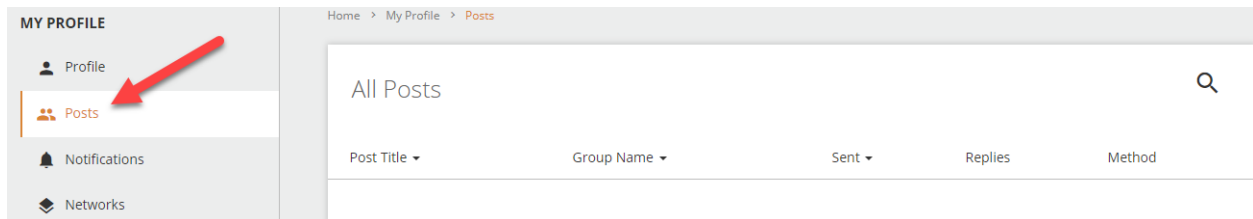


Delete my account Cancel Save



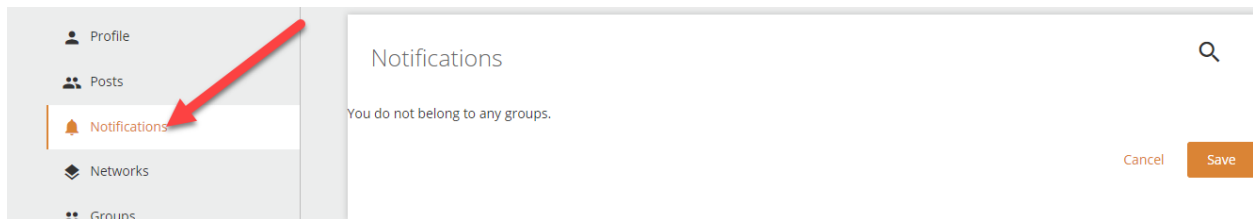
“Post” Section

- The “Post” section will display any messages posted by the current user account:



“Notifications” Section

- Once the account has been joined to at least one group, all received notifications can be re-read here:

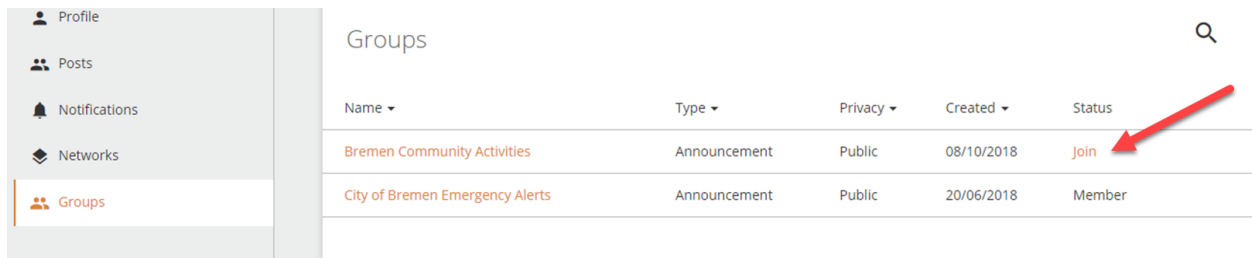


“Networks” Section

- Disregard this section currently.

“Groups” Section

- Use the “Groups” section to select which notification groups to join. To join a group simply click “Join” listed to the right of the desired group:



Name	Type	Privacy	Created	Status
Bremen Community Activities	Announcement	Public	08/10/2018	Join
City of Bremen Emergency Alerts	Announcement	Public	20/06/2018	Member

- Once you have joined your account to the desired group(s) you will begin to receive notifications as they are generated. If at any point you decide to adjust or alter anything associated with your Bremen Alerts account, simply login and make whatever changes desired.

Technical Issues and Questions

- If there are technical issues experienced or questions generated during the enrollment process, please access the “Contact Form” link listed under the “Pages” section of the Bremen Alerts information page:

Welcome To The Bremen Alerts Info Page

© OCTOBER 25, 2018

Bremen Alerts is name of the City of Bremen’s new Mass Notification System. Mayor Sharon Sewell recently addressed this system in her monthly letter included with each City of Bremen water bill. If you have not read this letter please take a moment to look it over [here](#), as it provides a good explanation of the basic tenants and goals of the new Mass Notification System.

[Click Here To Acc
Guide For Enrolli](#)

[Click Here To Acc
Enrollment Page](#)

PAGES

[Contact Form](#)

- Please allow up to 48 hours of response time once an issue or question has been submitted via the Contact Form:

Contact Form

Use the form below to submit issues or ask questions relating to Bremen Alerts.

Name (required)

Email (required)

Issue Description/Question (required)

SUBMIT »

