

## How do I log on to EPAD Connect?

To access EPAD Connect, go to [www.epadconnect.us](http://www.epadconnect.us). Log on to EPAD Connect using your **username** and **password** for EPAD. If you do not have an EPAD account, sign up for one at [www.epad.us](http://www.epad.us).


## How do I send a message?

1. Scroll over **Create New Message** in the yellow navigation bar and select **General Message** in the drop down below it.
2. Complete the message form as appropriate for the message. Remember that required fields are marked with an asterisk (\*).
3. Select **Define Location** to identify the affected area on the map (See How do I define location? below).
4. When finished defining the location, click on the **Submit Area to Message** icon in the top navigation bar.
5. If you wish to narrow the possible recipients, select the **Edit Distribution** options button and modify the default selection.
6. When finished, select the **Preview** button to continue. The **Cancel** button will clear all message contents.
7. Review the message and select the **Send** button if you wish to distribute the message. To modify the message contents, select the **Edit** button and return to the prior page. **Cancel** will clear all message contents.





## How do I define the location for the message?


There are two methods for identifying a location:


### Select State, County, or Municipality

1. Click on the **Select State, County, or Municipality** link.
2. Select a **State** from the drop down list.
3. Select a **County** from the drop down list.
4. Select a **Municipality** from the drop down list.
5. Click on the **Add Predefined Area** icon  located at the top of the map.
6. Click anywhere on the map within the jurisdiction you want to select for the message.
7. Select the **layer** from the drop down list that corresponds to the jurisdiction you wish to select to identify the polygon to add, then select **OK**.

### Zoom In and Draw Area

1. Select the **Zoom In** icon  and drag the cursor on the map to create a box over the area you would like to zoom in to. Repeat zoom in process if necessary.
2. To add a latitude/longitude point, select the **Add Point Location** icon  and click on the map.
3. To draw your own polygon, select the **Add Polygon Area** icon  and click on the map as many times as necessary to create the desired polygon, then click **OK**.
4. To draw a rectangular polygon, select the **Add Rectangle Area** icon , click on the map, hold the cursor down, and drag until the outline covers the desired area.

To clear the polygons from the map, select the **Clear All** icon  on the far right of the top navigation bar. This will remove all polygons and points on the map.

To save the selected areas and return to the message form, select **Submit Area to Message** icon  from the top navigation bar. Click on the **Submit** button in the right panel. The map window will close, allowing you to proceed with creating and sending the message to the areas identified on the map. (Go back to How do I send a message? Step 4).

## How do I read my messages?

You will be directed to the **Message Inbox** when you first log on to EPAD Connect. To return to this screen at any time, scroll over **View Messages** in the yellow navigation bar and select **Received Messages** in the drop down below it. To view an individual message, select the message hyperlink in the Event Cause column.

## How do I search for agencies?

1. Click on **Search Agencies** in the yellow navigation bar.
2. Select the **Agency Type** or types you want to search for.
3. Modify the **Level of Government**, if desired.
4. Select the **Define Search Area** to identify the geographic area you wish to search (See How do I define the location for the message? above).
5. Select the **Search** button.

Search results will be displayed in the box below the search criteria. To view the details of an agency, click on the name, then select the **Details** button below the box. A new window will open with the agency details.

## Why can I log in to EPAD but not EPAD Connect?

Most likely your registration is not complete in EPAD. To use EPAD Connect the agency's EPAD account must include the Agency Name, an Administrative Contact Name and Email Address, Level of Government, Jurisdiction Identification and Agency Type. Additionally, a Computer Address must be added for EPAD Connect by selecting EPAD Format for the **Message Format** and by entering <http://www.epadconnect.us> in the **Message Destination** field.