EPAD Quick Reference Guide

How do I create a login for EPAD?

1. To create a new account in EPAD, go to www.epad.us.
2. To go to the sign in page, click on the **Sign In** link in the left column.
3. Fill in all fields on the **New Agency Signup** screen.
4. When you are finished, click **Submit Agency** to submit the information.
5. If the new agency was successfully created you will receive a confirmation screen. Click on the **Here** hyperlink to return to the login screen.

How do I log on to EPAD?

1. After successfully creating a new login you will return to the main login screen, or if you are a returning user, go to www.epad.us and click on the **Sign In** link in the left column.
2. Enter the **username** and **password** here and click the **Login** button to enter into EPAD.
3. Use the links in the left column to navigate through the registration process.

How do I enter my agency's contact information?

1. Click on the **Agency Information** link in the left column. Here you may enter and edit all administrative contact information related to the agency. You may also enter optional technical contact information on this page.
2. To add new information select the **Add** hyperlink next to the information you would like to add.
3. Complete the fields with the appropriate information. Once you have finished, click the **Submit** button at the bottom and you will return to the main Agency Information page. You should see the information you have entered on this page.
4. To edit this information, select the **Edit** hyperlink to the right of the field you wish to edit. Modify the information and select the **Submit** button. You should see your changes on the main page.
5. To delete the information entered, select the **Delete** hyperlink to the right of the information you wish to delete. Confirm that the information displayed on the screen will be removed from the database by clicking on the **Delete** button. You should see your changes on the main page.

How do I identify my agency and its jurisdiction?

1. To select your agency type and level of government, select the **Agency Identification** link in the left column.
2. Select the **Level of Government** associated with the agency from the drop down selection.
3. Complete the **Jurisdiction Identification** for the agency by first selecting the **State** from the drop down selection. If the jurisdiction covers more than one state select the Multiple States option at the top of the list.
4. Choose a **County** from the drop down list associated with the selected state. If more than one county is appropriate select the Multiple Counties option.
5. If appropriate, select the **Local** area within the county. Again, if multiple localities apply (for example the entire county), select the Multiple Localities option.
6. Select the appropriate **Agency Type** from the drop down list.
7. Click the **Save** button when you have finished making your selections.

How do I select the types of messages my agency will receive?

1. Selecting the **Incident Notification** section on the left to choose the types of incidents that you would like to receive notice of.
2. A list of incident and alert types will be generated according to the agency type you are registered as. (For this reason you must have completed the previous step or no incident types will appear).

3. All incidents are pre-checked for your agency to receive the notifications; you may un-check any incident type which you do not wish to receive.
4. Save any changes to the list by clicking the **Submit Incident Notification** button at the bottom of the screen.

How do I identify where messages will be sent?

1. Select the **Notification Information** section on the left to identify where messages routed through EPAD will be sent. Here you may enter and edit emergency contact phone numbers and email addresses, as well as the computer address that will receive the messages.
2. To enter emergency phone numbers or email addresses, use the **Add**, **Edit** and **Delete** functions as described in "How do I enter my agency's information?" You may add multiple phone numbers and email addresses.
3. Click on the **Add Computer Address** hyperlink if you would like to enter a computer address for your messages to be sent to.
4. Select the **Message Format** form the drop down list and enter the URL or computer address in the **Message Destination** field. *For Example: If you plan to use EPAD Connect to send and receive messages, you must choose to add computer address. To enter the Notification Information for EPAD Connect select **EPAD Format** and enter http://www.epadconnect.us in the **Message Destination** field.*
5. Click on the **Submit Computer Address** button to save the changes. You should see your changes on the main page. You may repeat the process to add multiple message destinations.
6. You may enter optional contact information for a **Backup Agency**, using the same **Add**, **Edit** and **Delete** processes.

How do I identify the area I want to receive notifications for?

1. Select the **Notification Areas** section in the left column to identify the geographic area of responsibility associated with your agency.
2. Select the **Define New Area** hyperlink.
3. To define your area of responsibility, first select a **State** from the drop down list. The load state area function is not currently enabled, so you must drill down further into the state.
4. To identify an area within a state, select a **County** from the list generated for that state.
5. At this point you may add the county area you have selected by clicking on the **Load County Area** button and skip Step 6, or proceed.
6. You may select a **Locality** from the drop down list and add the area by clicking on the **Load Locality Area** button to the right.
7. At any point you may choose to add multiple states, multiple counties, or multiple localities by adding one selection at a time.
8. When you have identified the entire area on the map, select either **Legal Jurisdiction** or a **Notice Area** from the drop down selection.
9. When you have finished adding an interest area, select the **Done Adding** button and you will return to a summary page of all notification areas for your agency.

What fields are required?

For an agency's account in EPAD to be complete, it must include the Agency Name, an Email Address within the Administrative Information, Agency Type, Level of Government, and Jurisdiction Identification, as well as at least one User for the account. To use EPAD Connect you must also have at least one geographic jurisdiction and the Notification Information described above.

How can I add more users to my agency's account?

1. Select the **User Profile Administration** section in the left column.
2. Click on the **Add Users for Agency** hyperlink to create new users.
3. Complete the fields then click on the **Submit Agency User** button.

How do I change my username and password?

1. Select the **User Profile Administration** section in the left column.
2. Select the **Edit This Login** hyperlink to change a current user.
3. Modify the fields, and then click on the **Submit Agency User** button.