

## **SIGN UP FOR hfxALERT – Step-by-step guide**

1. Go to [halifax.ca/hfxALERT](http://halifax.ca/hfxALERT) on your web browser
  - Scroll down, and click “Click here to sign up for notifications”
2. Scroll down, and click “Sign Up”
  - You can also click “Sign Up” from the top, right-hand side of the website
3. Create a username
  - For first and last name, use “HRM” in both boxes
  - Create a password
  - Choose a security question and type in your answer
  - Fill in a registration email
  - Click the check box to accept the terms of use
  - Click “Create Your Account”
4. Select the timezone GMT -4:00 Atlantic Standard Time (America/Halifax)
  - Input all contact information where you would like to be reached by hfxALERT.
5. Input a Location
  - Location name can be “Location 1” or “Location 2”, etc.
  - Fill in the address (i.e. your home, work, etc.)
  - Verify the address, then click “This is my location” if it is correct.
6. Select the alert types you would like to register for.
  - Please note that to receive **winter parking ban notices** you must click the check box for “Non-Urgent Public Alerts”
7. Review your information and click “Finish”. You are now registered for hfxALERT.

**NOTE:** If you’re having trouble, try switching your browser to Google Chrome.