SIGN UP FOR hfxALERT – Step-by-step guide

1. Go to 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”

Sign up
Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

- Username
- First Name
- Last Name
- Password
- Confirm Password
- Security Question
- Answer
- Registration Email

I accept the Terms of Use

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.