Please note that your access to the Service Addresses, Emergency Notifications, and Provisioning Notifications may be limited based on your management rights. Please contact our office for more information.

**MLTS E911 Notify User Guide**

Use this Web Address in your Google Chrome Browser Bar

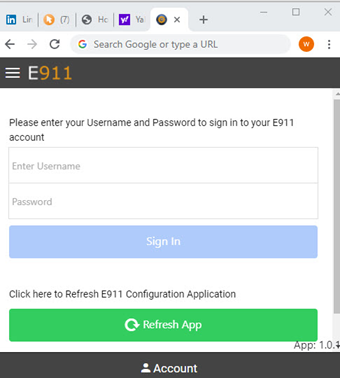
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**Adding a Service Address**

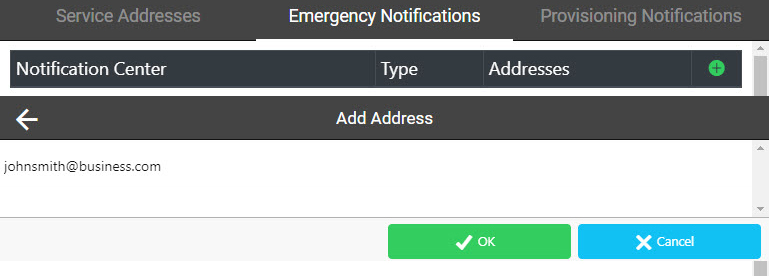
A service address is the actual location of phones that would be calling 911. Click on the green plus button to add a new location, add the physical address of that location, and click OK.

Graphical user interface, application, website

Description automatically generated**Adding a 911 Caller**

A 911 Caller is specific phone number assigned to an individual or possibly an auxiliary phone that might be in a shop or breakroom. To add a new 911 Caller to a Service Address, click on the green plus button, enter the ten-digit number including the area code, and a description to identify this number, and click OK. Once a 911 Caller has been added, you can send a test notification to the Administrator by clicking on the Test button at the bottom of the 911 callers contact information.

**Adding Emergency Notification Recipients**

Click on the Emergency Notifications tab to manage and add recipients that shall receive email notification anytime 911 is called from a service address location. Click on the green plus button to open the Add Address screen and enter the email address that you want to be notified when there is a 911 call made from this service address, click Ok. There is also an option for text notification, please contact our office for more details.

You will need a Username and Password to manage this service online. Please contact our office if you have not received these credentials.