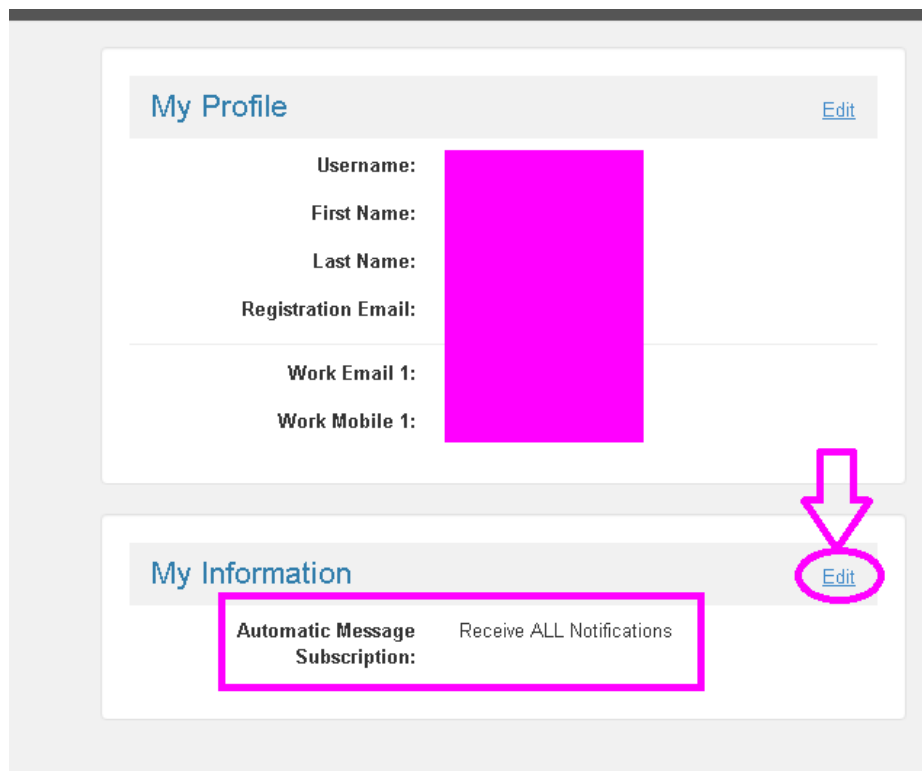


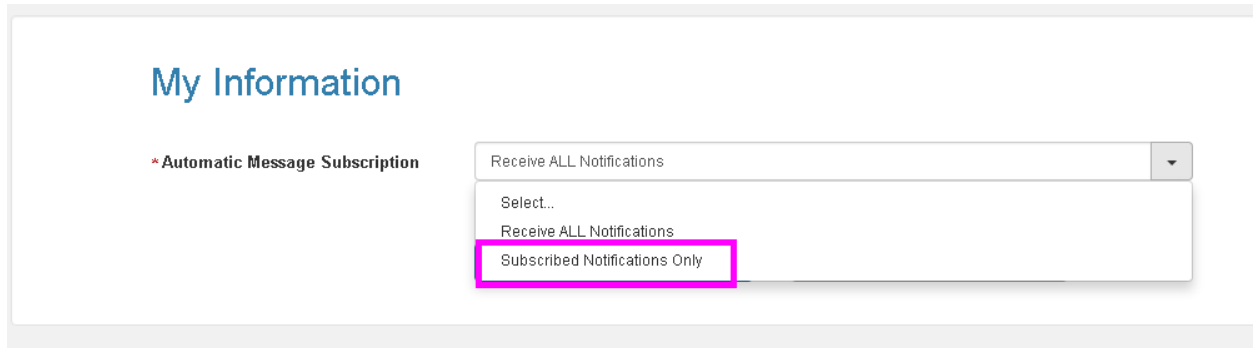
## LAWA Alerts – Preparation Quick Reference Guide

The following is a quick guide that will help you transition your account to the new system:

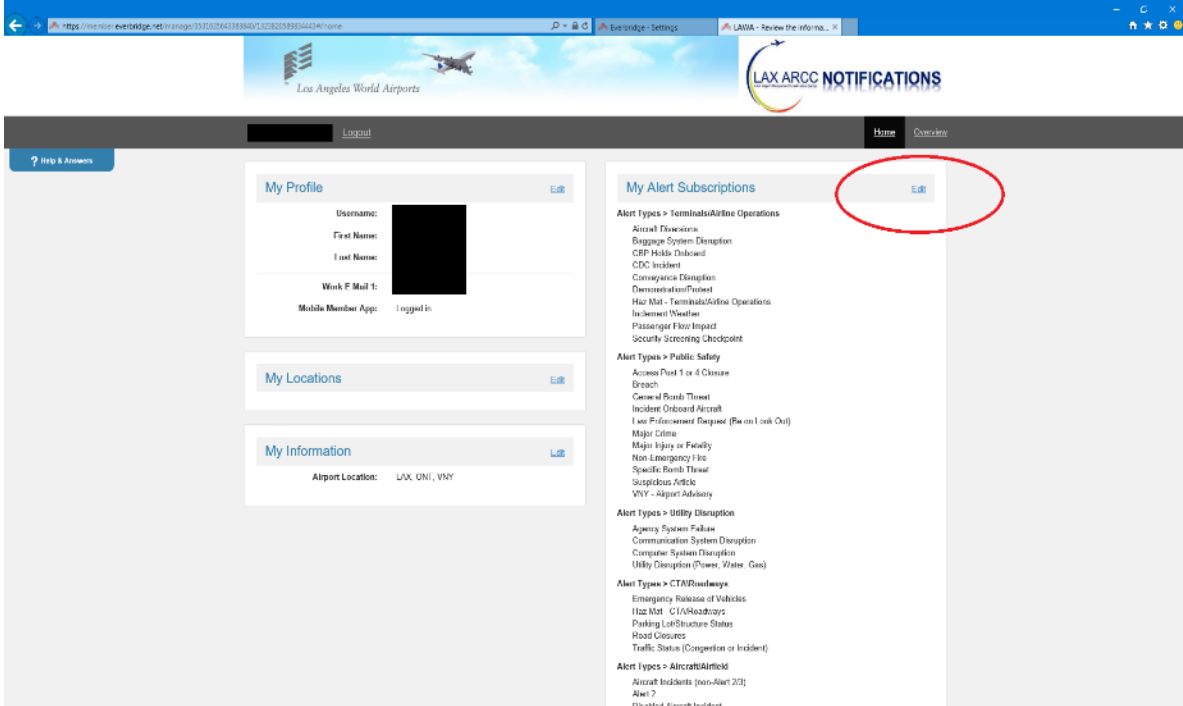
1. Log into your Everbridge LAWA Alerts portal account at:  
<https://member.everbridge.net/index/3531635643383840>
  - If you are having difficulty accessing your account, please use the “forgot username” or “forgot password” links.
  - For technical support please call the LAWA IT Service Desk at (424)646-9000 for further assistance regarding Everbridge LAWA Alerts.
2. Notice the **Automatic Message Subscription** setting under **My Information**



3. Click Edit
4. Change the option to **Subscribed Notifications Only**.



5. Click on the Edit button under My Alert Subscriptions



6. You will then be presented with the topmost level of subscriptions. The “Alert Types” section contains your current selections for the existing system. This section may be ignored, as it will be removed after migration to the new system.

## My Alert Subscriptions

Choose what you want to be informed about.

+ VNY

+ LAX

+ Alert Types

Save

Cancel

7. Select and expand the VNY or LAX sections to customize your subscription preferences for notifications pertaining to those airports.
  - In the example below, the user is subscribed to all notifications for LAX, except the Low or Medium impact administrative notifications.
  - Note that when checking multiple impact level checkboxes, the one that includes the most impact levels will take precedence.
    - i. If you check Low/Medium/High, you will receive all notifications flagged with that category.
    - ii. If you check Medium/High, you will receive all medium and high notifications flagged with that category, unless you also checked Low/Medium/High in which case you will also receive low impact notifications.
    - iii. If you check High, you will receive high impact notifications within that category, in addition to any other notifications which you have selected.

## My Alert Subscriptions

Choose what you want to be informed about.

**+ VNY**

**- LAX**

- Administrative (3)**
  - LAX - Administrative - Low/Medium/High
  - LAX - Administrative - Medium/High
  - LAX - Administrative - High
- + Infrastructure (3)**
- + Safety (3)**
- + Security (3)**
- + Throughput (3)**

**+ Alert Types**

For more information regarding LAWA Alerts or to give feedback, please visit our home page at: <http://www.lawa.org/LAWAAlerts/>