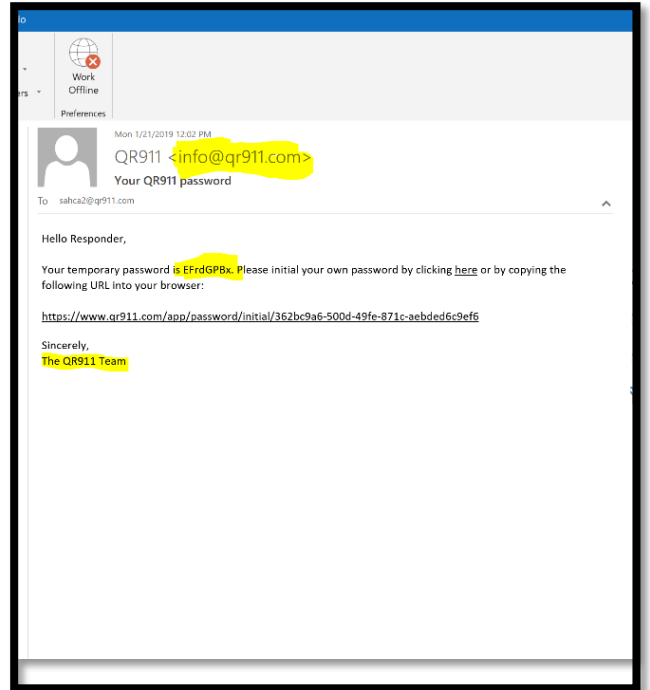


Registering New Community Administrators, Fire Stations, and First Responders

Setting Up Community Administrators

Step 1: Admin Sign Up

To begin, a community admin will receive an email with their temporary password and a link.



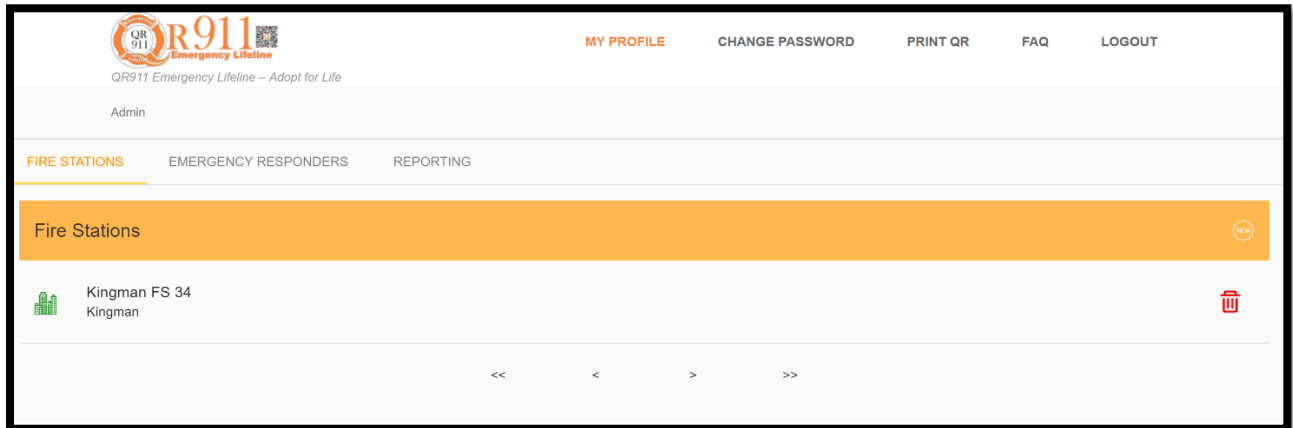
Clicking on the link will bring them to the QR911 Initial Password reset.

Enter the Temporary Password and the New Password. Hit “Initial” After entering in the new password, click the “Got It” button on the following pop up. For future log ins, the admin will use their email and new password.

A screenshot of a web form titled 'Initial Password'. It contains three input fields: 'Temporary Password *', 'New Password *', and 'Confirm Password *'. Each field is filled with seven black dots. At the bottom of the form is an orange button labeled 'INITIAL'.A screenshot of a confirmation screen titled 'Initial Password'. It displays the message 'Your own password is initialized' and 'Please use new password to login.' in a white box. Below the box is an orange button labeled 'GOT IT!'. At the bottom of the screen, there is a red error message 'Passwords don't match' and an orange button labeled 'INITIAL'.

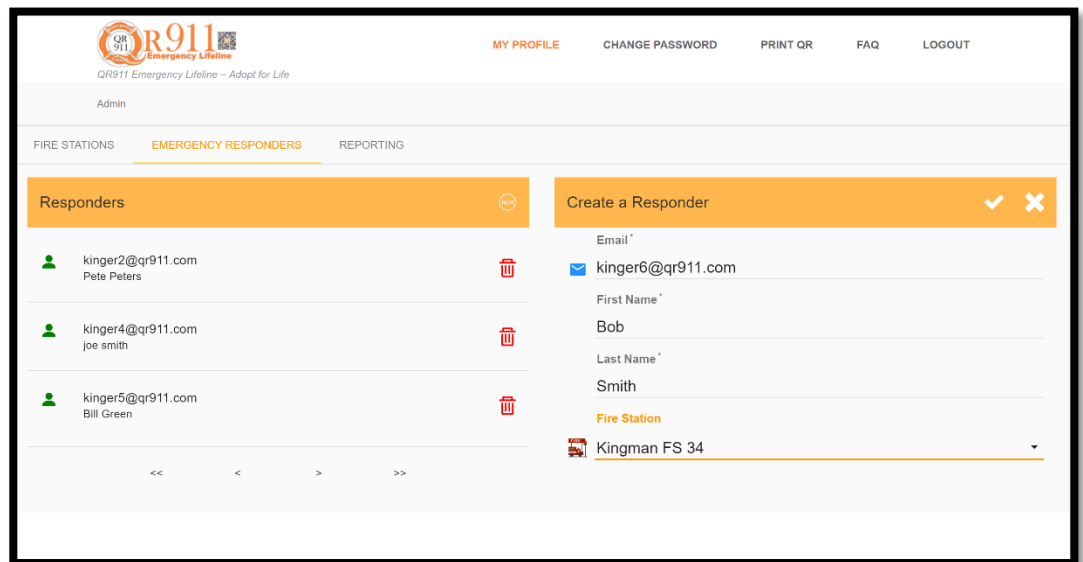
Step 2: Registering a Fire Station

After registering and creating a new password, the community admin will be able to register a fire station. QR911.com will redirect the admin to the admin's profile page. The admin then clicks on "Fire Stations". From there, the community admin can fill in the information for each fire station.



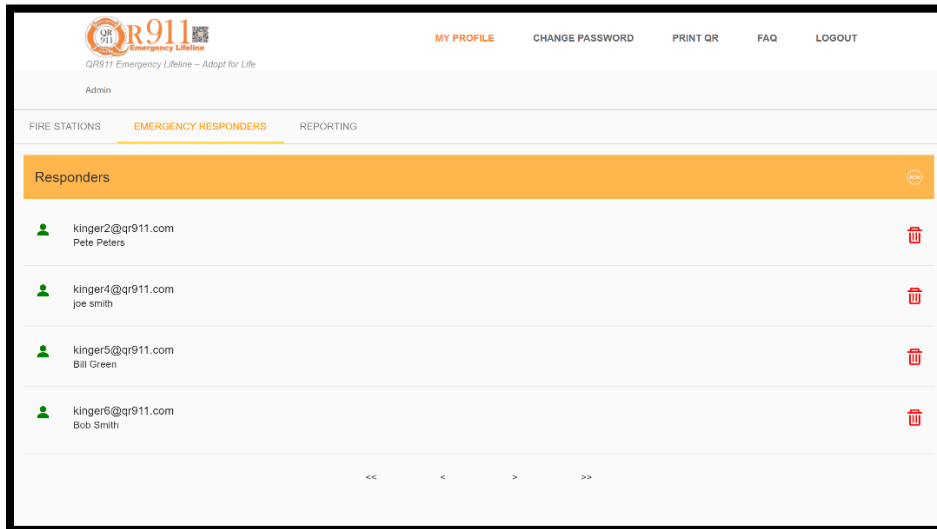
Step 3: Registering Emergency Responders

After registering fire stations, the community admin can sign up individual emergency responders. To do so, click the "New" button on the far right of the orange block.



Enter in the emergency responder's personal information (full name and email) as prompted. Then click on "Fire Station" and choose the correct station the emergency responder is attached to from the drop-down box. Finally, click the check mark in the orange block labeled "Create a Responder".

With multiple emergency responders registered:



Step 4: Emergency Responders Sign Up

After the community admin submits the emergency responder's information, the emergency responder will receive an email with a login link. Following the link, the emergency responder will enter their new password, click on "Initial", then click on "Got It".

Step 5: Profile Access for Emergency Responders

After clicking on "Got It", QR911.com will take the user to the login page. Here, the emergency responder will enter their email and new password. This will allow the Emergency Responder to access their profile. From their profile, the Emergency Responder is ready to scan civilian users QR911 signs.

