How to Sign Up for Yellowstone County Informed

Text a keyword

1. Text **YCINFORM** to **888777**
2. Click the link.
   a. This will take you to the EverBridge online portal for Yellowstone County
3. Sign-up
   a. If using a mobile device, you will be prompted to use the app.
      i. If you **CANCEL:**
         1. You will sign up for YCI through your web browser and need to download the app separately (see Step 9).
      ii. If you **CONTINUE:**
         1. It will take you to download the app.
            a. Make sure you **ALLOW NOTIFICATIONS**
            b. Once the app is downloaded, you can find YCI by searching "Billings" or "Yellowstone County".
            c. Complete steps 4-8 to finish setting up your account.
4. Create your account.
   a. Username
      i. This needs to be unique. We recommend using your email address.
   b. Password
   c. Security Question
   d. Location #1
      i. Make sure you **VERIFY** the address entered.
         1. You can either use the provided, verified address OR
         2. You can drag the **RED** pin to the correct location (the A pin shows where the provided, verified address shows on the map)
            a. If using a mobile device, then you need to click the MAP option in the top right corner of the screen.
      ii. Once correct, click USE THIS ADDRESS
   e. Contact Information (enter what you have)
      i. Enter your email address
      ii. Enter your phone number that you want to receive text messages to
      iii. Enter your phone number that you want to receive phone calls to
   f. Check the box to accept TERMS OF USE
   g. CREATE ACCOUNT

5. Rank your contact methods.
    a. Defaults to text, phone call, email, other options.
        i. We encourage people to NOT have their email FIRST.
    b. SAVE & CONTINUE

6. Locations
    a. This is where you can add additional locations.
        i. You can have a **MAXIMUM** of 5 total (1 original and 4 additional).
        ii. Repeat step 4d and all sub-steps for each location.
    b. SAVE & CONTINUE
7. Subscriptions
    a. You are auto subscribed to Weather Alerts.
        i. We have limited these to the worst weather alerts.
            1. You can select additional, non-mandatory weather alerts if desired, though not required.
    b. SAVE & CONTINUE

8. Review Your Account
    a. Review the information to ensure that you entered everything correctly.
    b. FINISH

9. Download the EverBridge App to receive notifications wherever you go.
    a. Search EVERBRIDGE in your app store.
    b. Download the app (Blue square with white checkmark outline called Everbridge. >>>

    c. Open the app.
    d. Click the 3 lines in the top left corner of the screen.
    e. Click ENROLL
    f. Any of the following search terms will work:
        i. Billings
        ii. Yellowstone County
        iii. Montana
    g. Select the YELLOWSTONE COUNTY, MT option
    h. Click LOGIN if you already completed steps 3-8.
    i. ALLOW Push Notifications (defaults ON)
        i. DONE