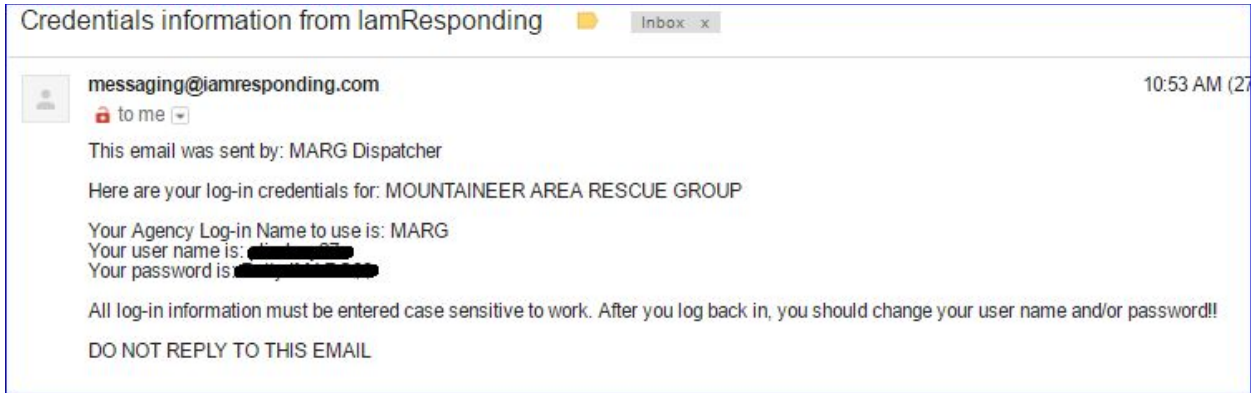


1. Find your I Am Responding username and password in your email. The message will look something like this:



2. In a web browser, go to <http://www.iamresponding.com/>
3. Click on SUBSCRIBER LOGIN in the top right.



4. Enter MARG as the AGENCY NAME, and the username and password. Click on "Remember me for this session".

Login Area

iamresponding.com  
Emergency Responder Reply System™

AGENCY NAME MARG ?

MEMBER USERNAME yourusername ?

PASSWORD ..... ?

Remember me for this session ?

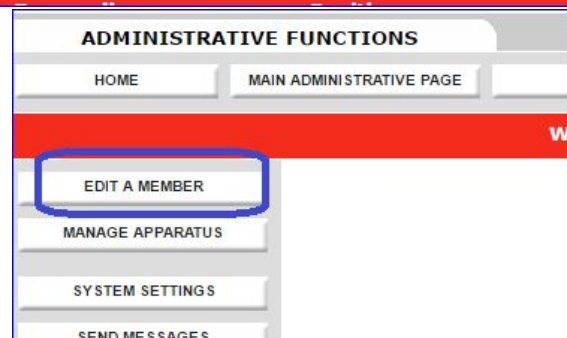
LOGIN CAN'T SIGN IN?

By logging in, you agree that you have reviewed, understand, and consent to the Terms of Use of IamResponding.com. Thanks for serving your community, and Be Safe!

5. Click "ADMINISTRATIVE FUNCTIONS". Any responder information you see now is just system testing, you can ignore.



6. Click on "EDIT A MEMBER"



7. Your name should be selected. Click EDIT MEMBER



Choose Member To Edit: Lindsay Patty

EDIT MEMBER

8. Change your username and password to something easy remember.



Mandatory Fields		
First Name	Patty	*
Last Name	Lindsay	*
User Name	*****	* ?
Password	*****	* ?

Note that the password requirements are:

- Between 12 and 20 characters
- At least one:
  - Upper case letter
  - Number
  - Symbol !@#\$%&\*/? (Dash and period won't work)

9. Review the rest of your information. Make any needed changes to the fields you can edit. If you can't edit the field and you believe it's not correct, contact Patty at patty.lindsay@gmail.com or Rebecca at searchingheart1@hotmail.com

10. Review the dispatch settings.



Send me these dispatches:

- Manual Dispatches
- MECCA 911
- Preston County 911

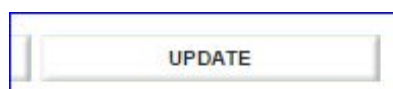
Send dispatch information to my:

- Primary email address
- Secondary email address
- Text message address
- Pager address
- Priority messaging address

Note:

- "Manual Dispatches" indicate dispatches sent by the MARG Alert Officer or Dispatch Officer
- MECCA 911 indicate dispatches initiated by the Monongalia County 911 Center.
- Dispatches from MECCA 911 or Preston County 911 may or may not be for calls within their respective county as other counties and agencies can call either to dispatch us. Those within county will have a dispatch address. If so, you may respond. Expect a 090\*333 callout from the MARG Dispatcher shortly after the 911 Center dispatch.

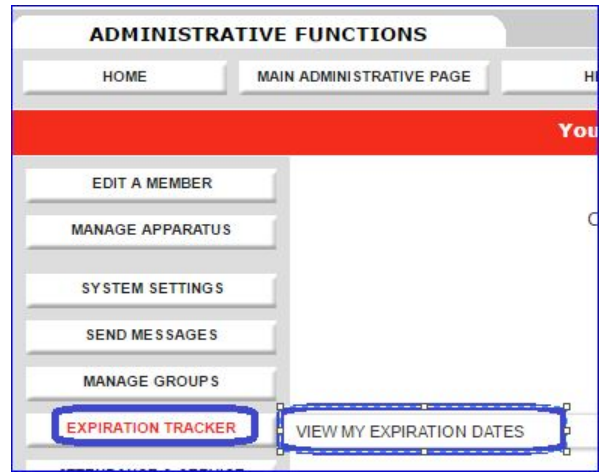
11. Click Update at the bottom of the page.



UPDATE



12. Back on the Administrative Functions page, click on EXPIRATION TRACKER, VIEW MY EXPIRATION DATES



13. Review your dates. If you see something that is missing or incorrect, contact Patty at patty.lindsay@gmail.com or Paula at prepka@aol.com.

<b>Expirations for individuals</b>			
<b>Patty Lindsay</b>			
Item	Origination	Expiration	ID #
Background Check	8/14/2014		
Blood Borne Pathogens		4/18/2017	
CPR/AED		9/26/2017	
CQ	8/23/2014		
First Aid		9/26/2017	
FTL	8/22/2016	12/31/2019	
FTM		12/31/2019	