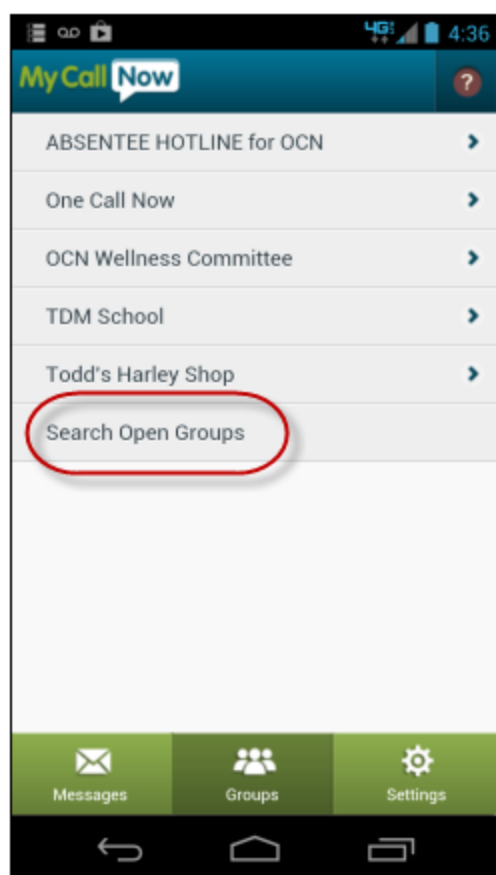


Instructions for Using the My Call Now App & Self-Update Portal

What is Self-Add?

Self-Add is flexible and secure. It allows new members, grandparents, aunts, uncles, etc. who are non-household members of the student to join a One Call group. This feature enables members to search for the group online using the Self-Update Portal and/or the My Call Now mobile app on your iPhone or Android device:



My Call Now:

What is My Call Now?

My Call Now is a free mobile app for Android (2.3 and higher) & iOS (5.0 and higher). With the app, recipients of One Call Now messages can:

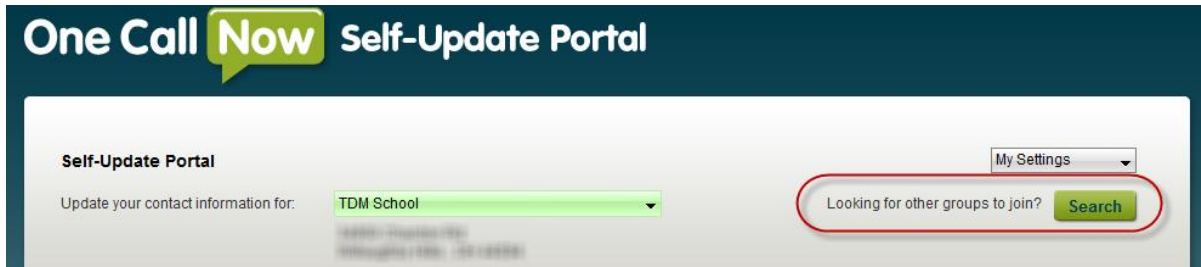
1. Add/update their contact information for any One Call Now group.
2. Control where, when and how to be reached
3. Can INTERACT and REPLY to messages
4. Can push reminders to calendar on phone
5. Can forward messages to friend or family (if the Group allows this)
6. Can share messages with social network (if the Group allows this)

Message recipients can also choose to receive mobile alerts (called Push Notifications) through their phone when a group sends a message. Recipients can add other phone numbers and/or email addresses to the app and organize all messages they receive.

As connections are added, a verification process ensures the recipient's connection is valid (no typos) and is in possession of that connection. Once verified, the recipient can choose to simply include app alerts as an additional way to receive the message and/or configure the app to receive these Push Notifications instead of traditional delivery methods (phone, text, or email).

NOTE: A profile (name, email address, password) must be created for the recipient to turn off traditional delivery methods.

Self-Update Portal:



Using Self-Update Portal to Add/Update Contact Information

To access the Self-Update Portal for your child’s school go to the web banner link that has been posted on the school’s website.

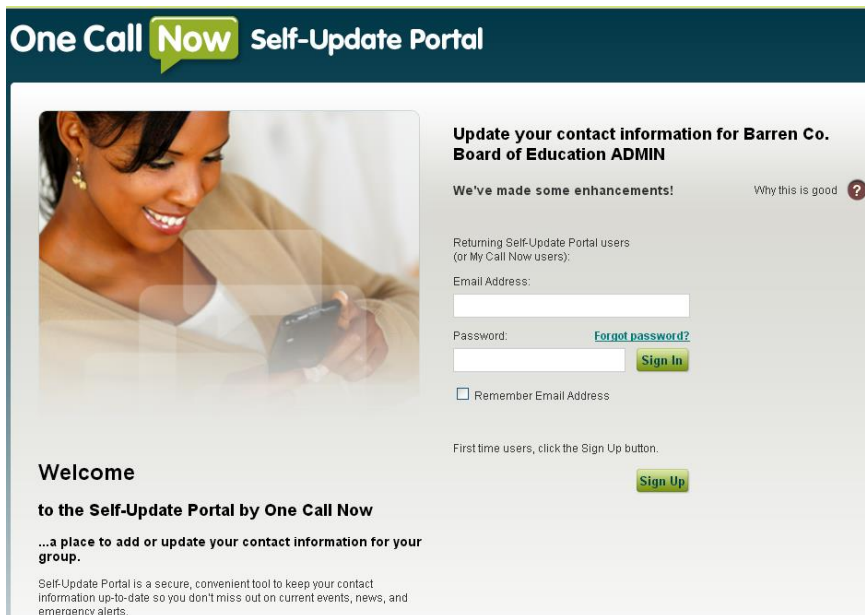
Below are the steps that members follow to update or submit additional contact information using the Self-Update Portal. You can also update their information using the My Call Now mobile app. (as shown above)

NOTE: Members cannot change main contact (primary number) information using Self-Update or My Call Now. This is primary contact number is listed on file for your child in the student information system at his or her school.

1. Click on the web banner link on the website. Be sure to click here.



2. First time users click the Sign Up button & create a profile. Returning user login.



One Call Now Self-Update Portal

The Self-Update Portal allows you to manage how and where you receive messages from your One Call Now groups!

* First Name: * Last Name:

* Phone Number: Receive Text Messages

* Email Address:

* Password:

* Confirm Password:

* I accept the Terms of Use

By providing the requested information and hitting Save, you are consenting in writing to receive, at the provided telephone number, pre-recorded messages from or on behalf of your One Call Now groups, regardless if such phone number is or becomes part of any State or Federal "Do Not Call" list. You acknowledge that the information you provide is accurate and your own. If you do not consent to receiving these pre-recorded messages, you must not submit your information. You can opt out of receiving messages at any time by visiting our website: <https://www.onecallnow.com/corporate/opt-out>

Clicking the Save button will send an email with instructions on completing your Profile.

3. Complete all information then click the **Save** button.
4. Select a group from the drop-down box at the top of the screen.

One Call Now Self-Update Portal

Self-Update Portal

Update your contact information for:

34900 Chardon Rd
Willoughby Hills, OH 44094

Contact information currently in use for: Nicole Tester

	Phone Number	Main Contact	Status	Receive Texts	Verified
	(877) 698-3262	no	Opted-in	yes	yes

	Email Address	Status	Verified
	nicole.olding@onecallnow.com	Opted-in	yes

Verified Connections ?

The connections listed below are not being used by THIS organization. If you would like this organization to contact you at these phone numbers or email addresses, check the appropriate boxes for Main Contact and Receive Texts, then click the Add to Group button.

Connection	Description	Main Contact	Receive Texts
nicole.olding@onecallnow.com			

My Settings

Looking for other groups to join?

Update your profile or change your password under My Settings.

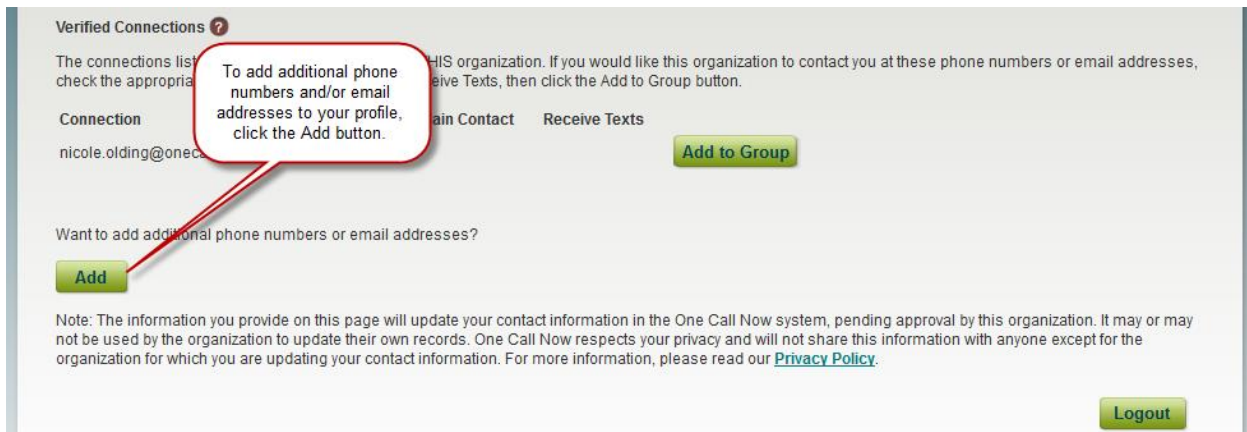
Choose a group from the drop-down box.

Primary Number is now called Main Contact.

Try the new Search option to Search for groups you can join!

At the bottom of the list, you will find other Verified Connections. To add any of these connections to this group, simply click the add to Group button.

- To add an additional connection (phone or email address), click the **Add** button.



- Choose either the phone or email radio button:

Phone:

The screenshot shows a dialog box titled "Add Phone or Email" with a close button (X) in the top right corner. The dialog contains the following text and controls:

- A paragraph: "For your security, we will verify all new phone numbers and/or email addresses (we call them connections) before they can be added to this organization's list. Once verified, you have the option of adding it to any other organizations that contact you using One Call Now."
- A label: "Add contact information for: Nicole Tester"
- Radio buttons: "Phone" (selected) and "Email"
- A text input field labeled "* Phone Number:" followed by a green "Call Me" button.
- A "Description:" dropdown menu with "Cell" selected.
- Checkboxes: "Main Contact" (with a help icon), "Receive Text Messages", and "I agree to One Call Now's Terms Of Use" (with an asterisk).
- Buttons: "Save" and "Cancel" at the bottom.

Email:

Add Phone or Email

For your security, we will verify all new phone numbers and/or email addresses (we call them connections) before they can be added to this organization's list. Once verified, you have the option of adding it to any other organizations that contact you using One Call Now.

Add contact information for: **Nicole Tester**

Phone Email

* Email Address:

7. Enter the phone/email then click the Verify button. Each connection must be verified, after that, you can then add that new connection to any of the One Call Now groups to which you are associated!