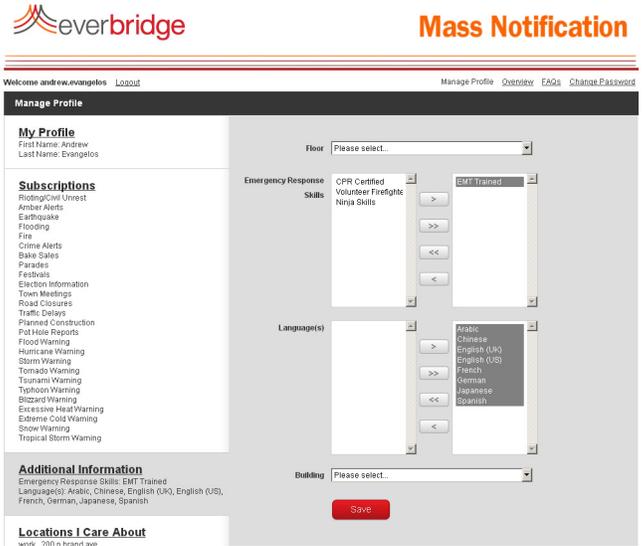


Quick Sheet MN: Managing the Member portal

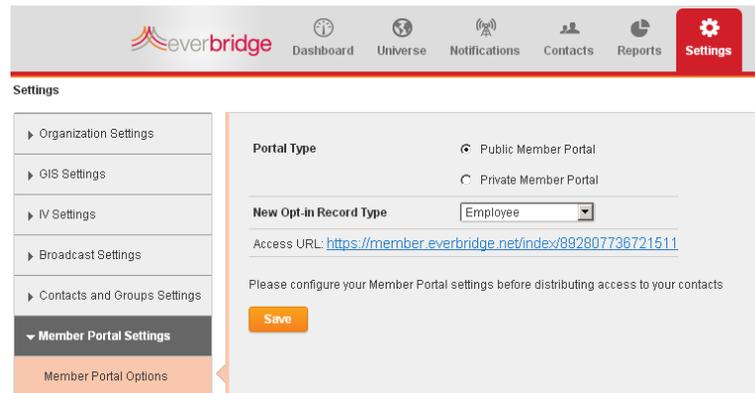
Member Portal Basics

The Everbridge Member Portal enables you to create a custom portal that allows your employees, students, citizens, or other recipients to log in and update their contact information. The portal is fully hosted by Everbridge. Any changes that are made in the Member Portal are immediately uploaded into the production environment and can be used for notification. The portal allows you to customize the branding, FAQ, instructions, and contents of the portal.



Private vs. Public Portal

Depending on the needs of your organization you may wish to utilize a private or public member portal. A public portal allows any user with your unique URL to log in and create a recipient account. There is no initial information needed in order to start a recipient account. With a private portal, your organization must upload a contact database with a minimum of First and Last name, email address, and ExternalID. Once your database is loaded, you can send an invitation email from the contact management page by clicking the envelope to the right of the contact record. Each user will receive an email with a link to access the portal.



Customizing the Member Portal

You can customize which pieces of information are exposed, editable and mandatory. This allows your organization to have the appropriate amount of control over the member portal. If information is sensitive it does not need to be shown to the member, if it should not be editable the field can be locked, and if it must be completed it can be made mandatory, not allowing the user to advance until they complete the field. These options are available for the profile settings, subscriptions, additional information fields, location, and delivery methods. The administrator can also customize the banner across the top, and the home page, FAQ and Overview information page.

Name	Expose	Editable	Mandatory
Floor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Response Skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Network Security Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passports/Visas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing Specialties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Maintenance Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call Lab On-Call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EBMAD Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dorm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>