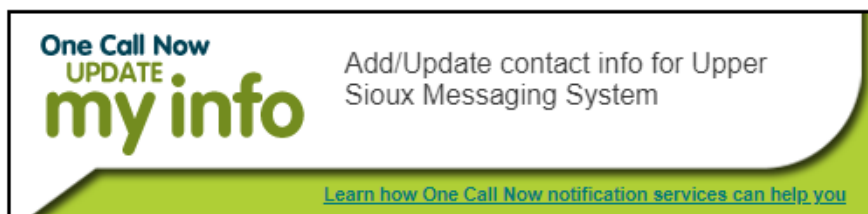




Self-Update Member Quick Start


First Time Users

1. Do one of the following to access the Self-Update Portal:
 - Direct Access:
 1. Open your Internet browser.
 2. In the **Address** textbox, type **https://www.mycallnow.com/**
 3. Press **ENTER**. The **Self-Update Portal** log in page displays.
 - Through your organizations web site:
 1. Access your organization's website.
 2. Click the **One Call Now Update my info** banner. The **Self-Update Portal** log in page displays.



2. Click **Sign Up**.
3. Complete the profile page.
4. Click **Save**. An email is sent with a verification link.
5. In your email inbox, open the email from **no-reply@mycallnow.com**.
6. Click **Verify Email**. The **Self-Update Portal** log in page displays.
7. Log in to the Self-Update Portal.
8. Verify the contact information is correct.

Add/Edit Contact Information

| | | |
|--------------------------------|--|--|
| 1. | Log in to the Self-Update Portal . Your contact information displays. | |
| To edit current information: | Next to the information to be updated, click the Edit  icon. Following the onscreen instructions, agree to the One Call Now terms, and click Save . Then, click Logout . | |
| To add additional information: | Click Add . The Add Phone or Email dialog box displays. Add information as necessary, agree to the One Call Now terms, and click Save . Then, click Logout . | |