

## Loudoun Citizen Alert System

The first step to receiving alerts is to register for the service.

Instructions for registration:

- 1) From the main county Website ([www.loudoun.gov](http://www.loudoun.gov)) click on “View all online services” on the right-hand side of the main page.
- 2) Then click on “Citizen Alert System.”
- 3) From the Citizen Alert page, click on “Register”
- 4) That will bring you to the page shown below:

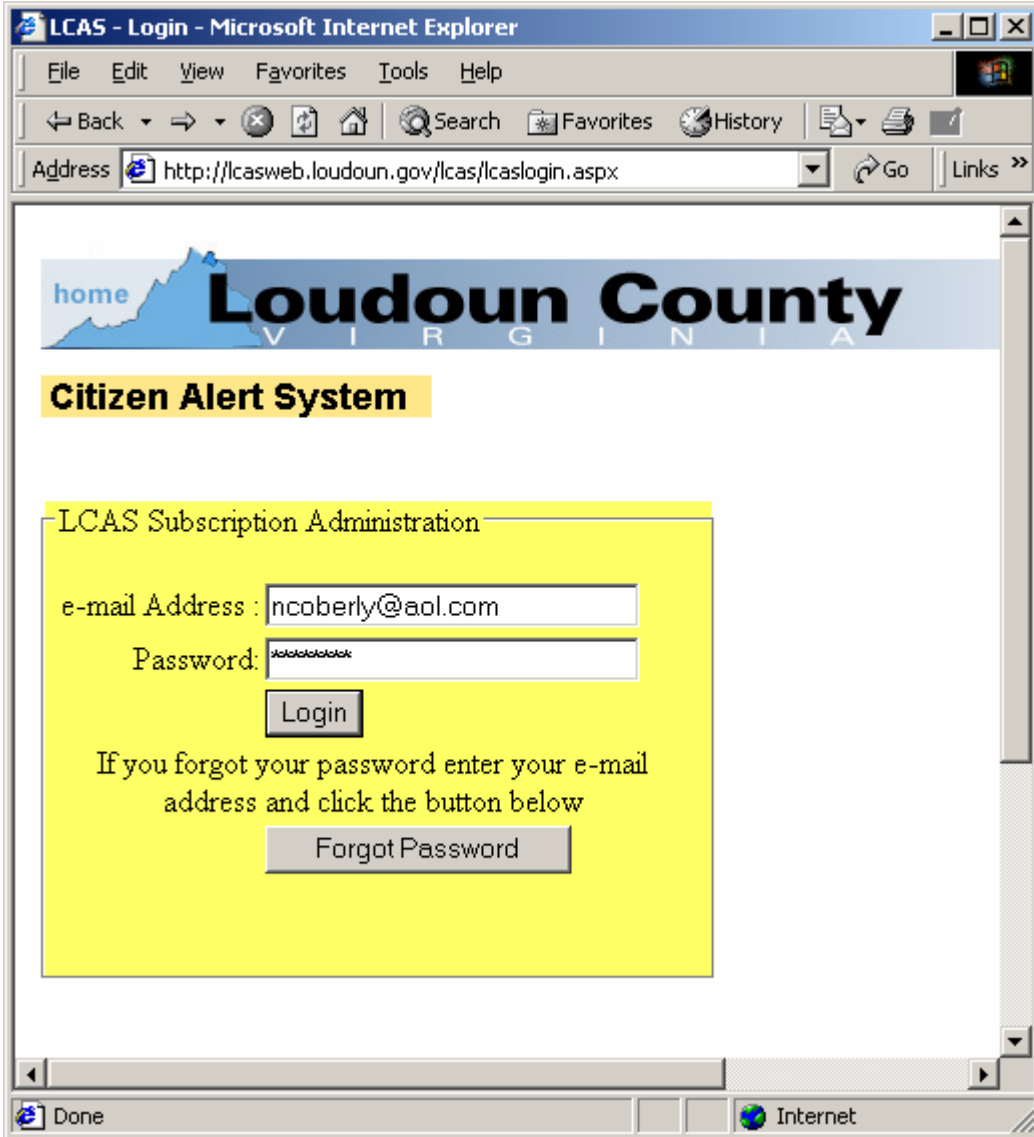
The screenshot shows a Microsoft Internet Explorer browser window displaying the registration page for the Loudoun County Citizen Alert System. The browser's address bar shows the URL <http://lcasweb.loudoun.gov/lcas/lcasreg.aspx>. The page features the Loudoun County logo and a navigation menu. The main heading is "Citizen Alert System". A red warning message states: "Important! This service requires your browser to support both Javascript and Cookies." Below this, a note says "Fields in Bold are Required". The registration form is highlighted in yellow and includes the following fields: "Last Name", "First Name", "e-mail Address", "Repeat e-mail for Verification", "Mobile/Pager Number", "Mobile/Pager Carrier" (a dropdown menu), "Password", and "Repeat Password for Verification". A checkbox option is provided: "Do not release my information for 'Freedom of Information Act' requests". A note below the checkbox reads: "For more info on 'Freedom of Information Act' requests read the FAQ at <http://lcasweb.loudoun.gov/faqs.htm#Question7>". A "Register" button is located at the bottom of the form.

- 5) You must fill in an email address to sign up for this service. The system finishes the registration process by sending an email to the subscriber's email address. The subscriber must reply to this email in order to activate the service.
- 6) Once all information is filled out, just click the button labeled “Register”.
- 7) You will be sent a registration notice via email. Just reply to this email to complete the registration process.

## Subscribing to Specific Alerts

After you have completed registration, you may sign up for any of the available alerts. To sign up for an alert follow the directions below:

- 1) From the Citizen Alert page, click on the link labeled “Edit User Info.” Note: that if you have just finished registering, the system will take you immediately to step 4.
- 2) This will bring you to a login screen as shown below. Enter your email address and password and then click on the button labeled “Login”.



The screenshot shows a Microsoft Internet Explorer browser window titled "LCAS - Login - Microsoft Internet Explorer". The address bar displays "http://lcasweb.loudoun.gov/lcas/lcaslogin.aspx". The page content includes the Loudoun County logo with the text "home Loudoun County VIRGINIA" and a yellow banner for the "Citizen Alert System". Below this is a yellow box titled "LCAS Subscription Administration" containing a login form. The form has two input fields: "e-mail Address" with the value "ncoberly@aol.com" and "Password" with masked characters. There are two buttons: "Login" and "Forgot Password". Below the buttons, a message reads: "If you forgot your password enter your e-mail address and click the button below". The browser's status bar at the bottom shows "Done" and "Internet".

LCAS - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Links

Address <http://lcasweb.loudoun.gov/lcas/lcaslogin.aspx> Go Links

home Loudoun County  
VIRGINIA

**Citizen Alert System**

LCAS Subscription Administration

e-mail Address :

Password:

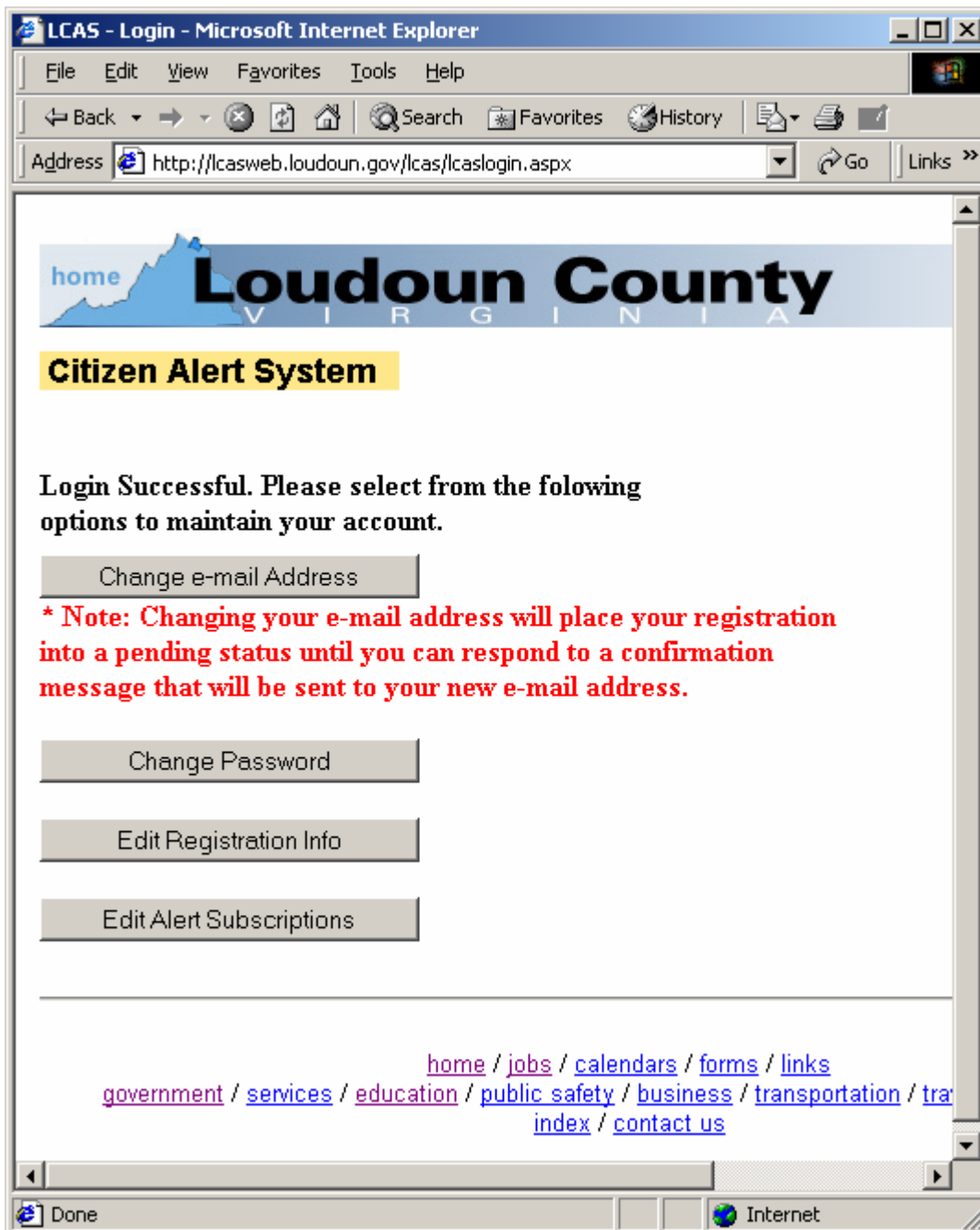
Login

If you forgot your password enter your e-mail address and click the button below

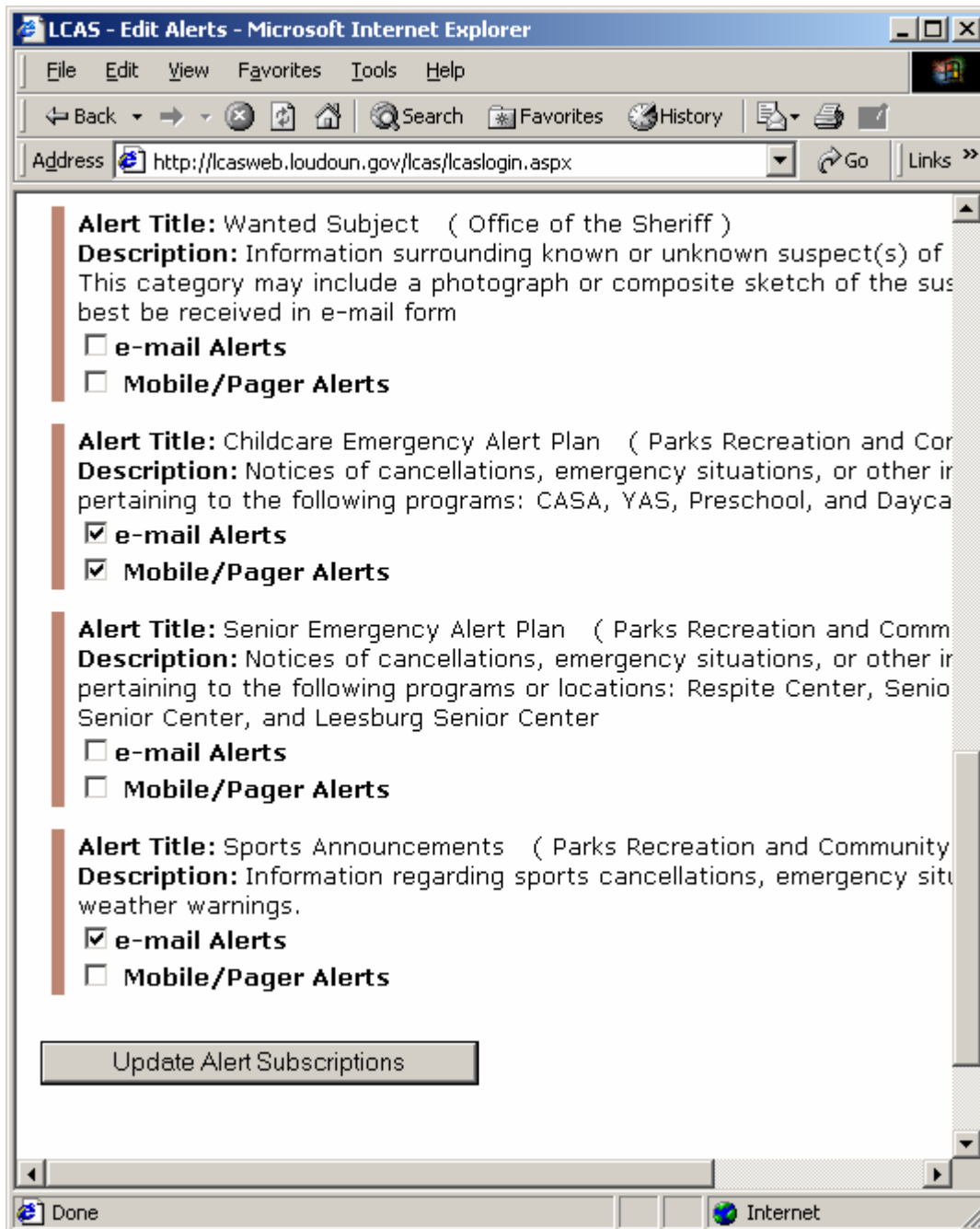
Forgot Password

Done Internet

- 3) This will take you to the screen shown below. To sign up for or edit the subscriptions of alerts, click on the button labeled “Edit Alert Subscriptions”.



- 4) The Alert Subscription screen is where you can subscribe, unsubscribe, or change any of your alerts. Do this just by clicking the check boxes under the alerts.



- 5) Please note that for each alert, you may sign up to receive email alerts, or mobile device alerts, or both. Once you have made your selections, just click the button labeled "Update Alert Subscriptions" or "Subscribe to Selected Alerts" (for new subscribers). This will update your subscriptions.