STEP 1

Tap the **MyTriCountyTX icon** on your device to open the app.

STEP 2
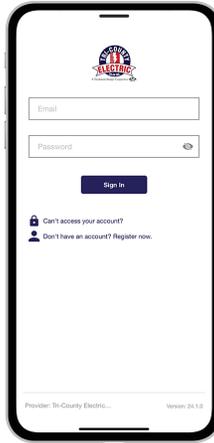
Log in to MyTriCountyTX with the email and password that you used during registration.

STEP 3
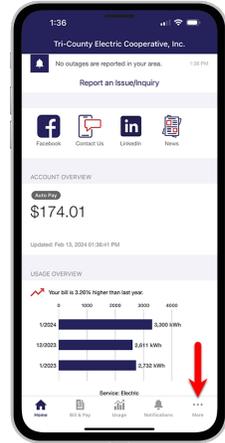
Tap on the **More** button in the bottom right.

STEP 4
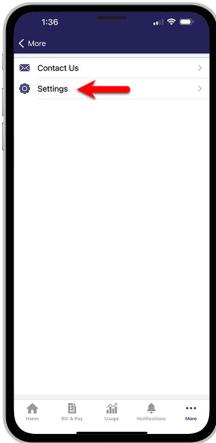
Tap on the **Settings** menu.

STEP 5
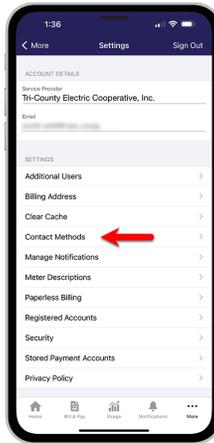
Tap on the **Contact Methods** sub-menu.

STEP 6
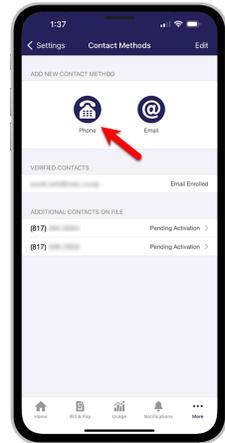
For this example we will tap the **Phone** button.

STEP 7

Type your phone number in and set the rules for that particular phone number. Then tap the **Continue** button.

STEP 8
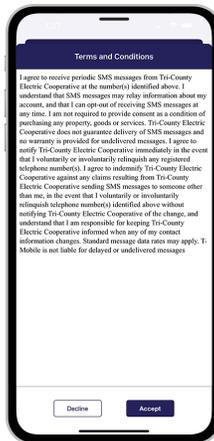
You will be asked to accept the text terms and conditions. Tap the **Accept** button to continue.

STEP 9
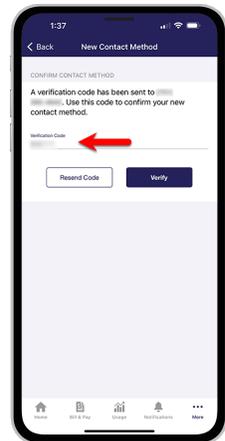
Enter the **verfication code** that was texted to your phone and tap the **Verify** button.

STEP 10

You'll see the phone number in the Verified Contacts section with a status of **Text Enrolled**.

STEP 11
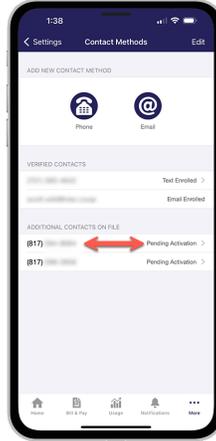
If you click on the **Pending Activation** link for a contact listed in the Additional Contacts on File it will be the same verification process.

STEP 12

Tap Settings in upper left corner.

STEP 13
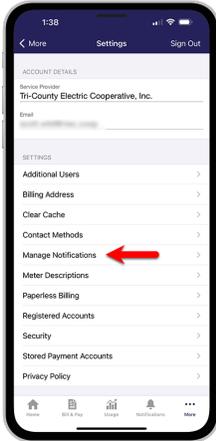
Next, you will tap on the **Manage Notifications** sub-menu.

STEP 14
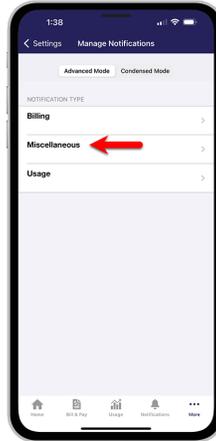
In this example we will Tap on the **Miscellaneous** category.

STEP 15
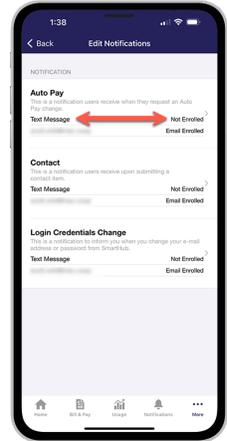
Tap the **Not Enrolled** link next to any contact that you want to assign to a specific alert.

STEP 16
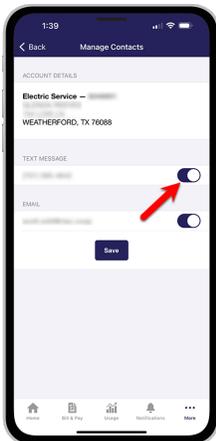
Slide the activation button to the right to turn add that contact to the alert.

STEP 17
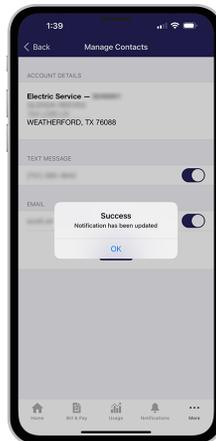
You will see a success message indicating you have activated your contact to an alert.

STEP 18
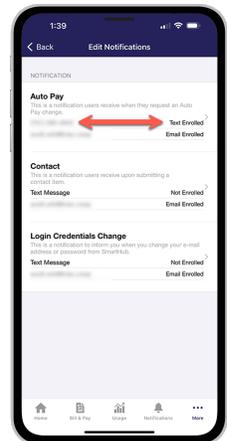
Notice the status change. You can keep adding or removing contacts from specific alerts anytime you wish to make changes.

STEP 1
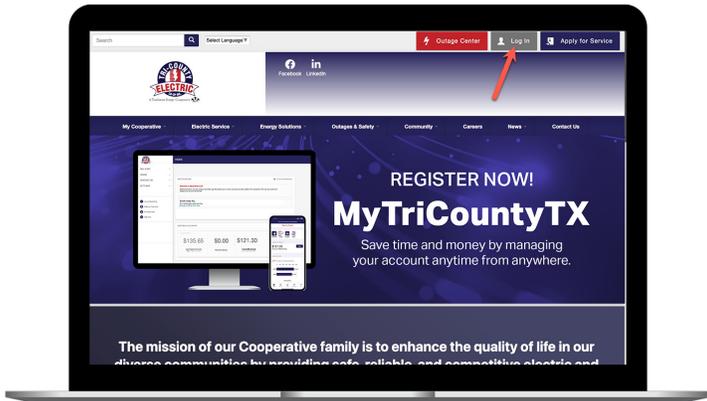
On our web site, click on the **Login button** in the upper right corner of our home page.

STEP 2
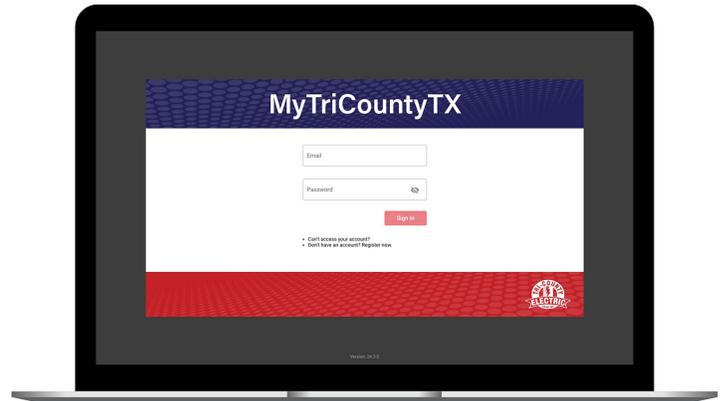
Log in to MyTriCountyTX with the email and password you used during registration.

STEP 3
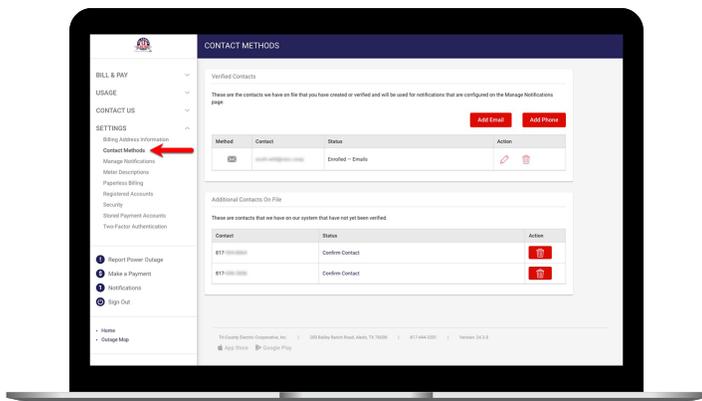
From the **Settings** menu on the left side of the screen, click on the **Contact Methods** sub-menu.

STEP 4
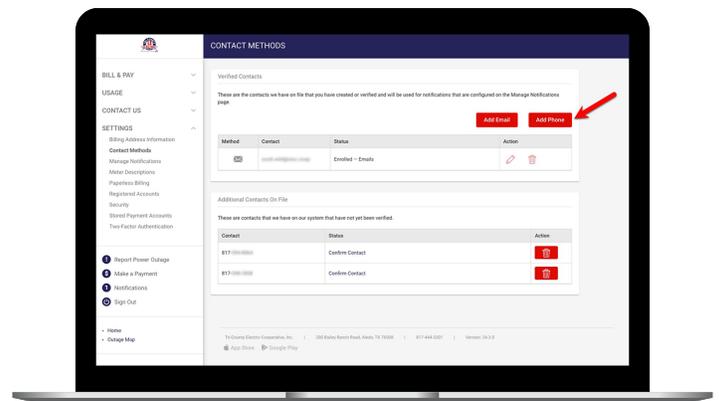
We are going to add a phone number in this example. Click on the **Add Phone button** to begin.

STEP 5
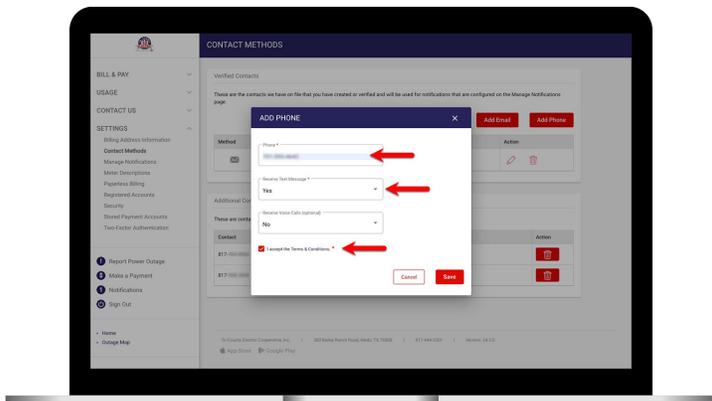
Enter your phone number, set the rules for that phone number, check the terms & conditions box and click the **Save** button.

STEP 6
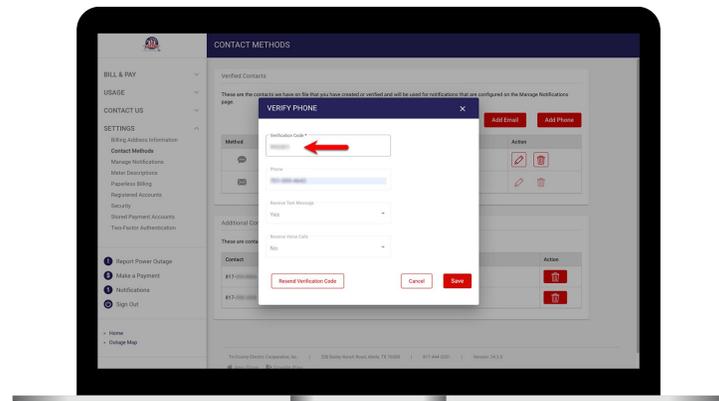
Enter the **Verfication Code** that was texted to your phone and click the **Save** button.

STEP 7
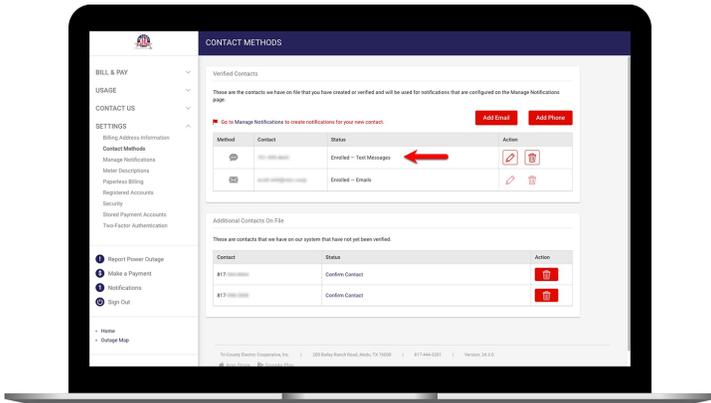
The new phone number is now listed in the Verified Contacts section. You can always come back to edit or delete this contact.

STEP 8
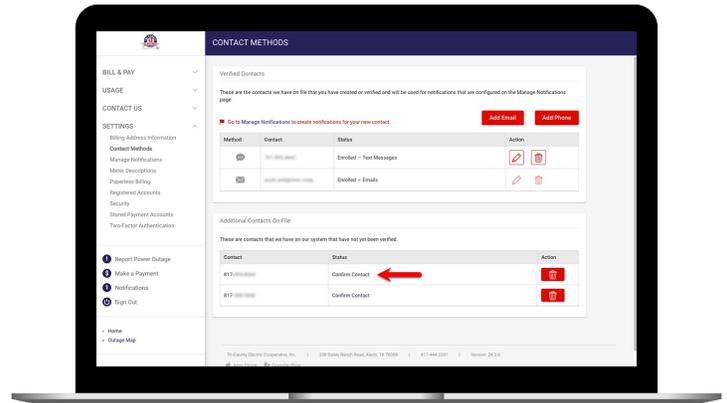
For unconfirmed phone/emails in the Additional Contacts on File section, you can click **Confirm Contact**.

STEP 9
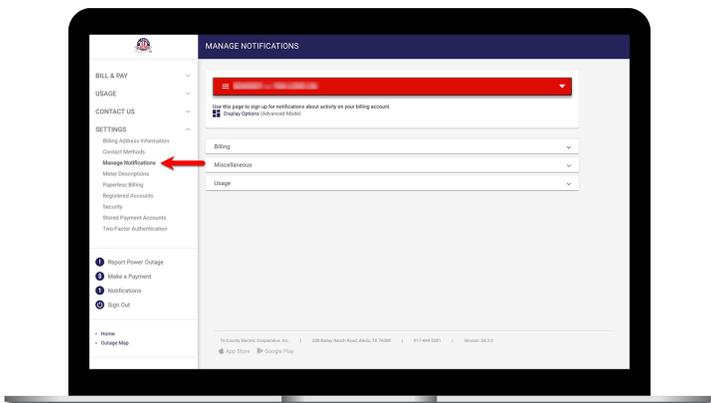
Next click on the **Manage Notifications** sub-menu under **Settings**. Note all of the categories of notifications available.

STEP 10
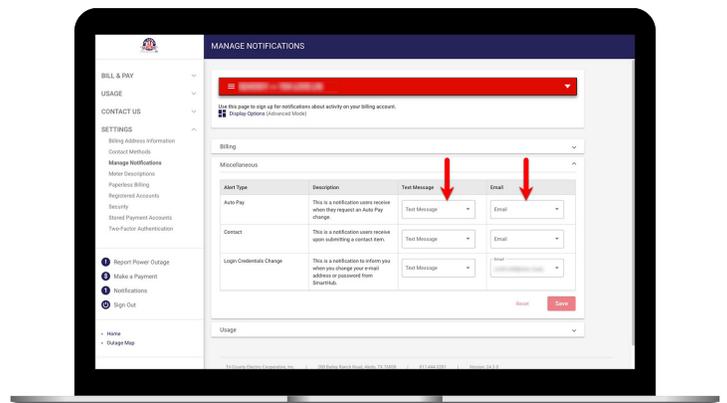
For each category click the **dropdown menu** in the **Text Message and/or Email columns** and select the contact from the list.