

ONBOARDING CHECKLIST

- ▶ Send Agency logo securedesk@nixle.com
- ▶ Review Nixle Engage User Guide
- ▶ Invite other users / administrators and assign permissions
- ▶ Create public / private groups and import contacts
- ▶ Create a Keyword for your Nixle Wire and Group to be used for Tipping
- ▶ Create Registration and Message widgets on Agency website
- ▶ Link your Facebook / Twitter pages
- ▶ Create Internal / Agency Manual or Policy guidelines
- ▶ Visit Nixle Community Platform (<https://community.nixle.com/nixle>)
- ▶ Submit Press release to local media / social media
- ▶ Send Test message (Encourage subscribers to tell friends / family)
- ▶ Bookmark www.a.nixle.com for mobile publications
- ▶ Complete IPAWS certification through FEMA (website), if applicable
- ▶ Schedule live training
- ▶ Acct Manager: _____ Email: _____ Phone: _____

Nixle Engage Features:

- | | | |
|---|--|--|
| ✓ Unlimited Text/Email/Web Messaging | ✓ Anonymous Tipping | ✓ Mobile Publishing Interface |
| ✓ Unlimited Agency Users | ✓ Public & Private Group Notifications | ✓ Mobile Keyword & Zip Code Registration |
| ✓ Google Public Alerts Integration | ✓ Import tool for Contacts/Databases | ✓ Custom Registration Widget |
| ✓ Federal Level Security Through NLETS | ✓ Point & Radius Geographic Targeting | ✓ Custom Message Widget |
| ✓ Image, Document, & PDF Attachments | ✓ IPAWS Publication | ✓ RSS Feed |
| ✓ Social Media Integration | ✓ Scheduled Messaging | ✓ Remote Emergency Publishing |
| ✓ National Weather Service Rebroadcast | ✓ Web Publication via local.nixle.com | ✓ Live 24 Hour Phone Support |
| ✓ Spanish Language Translation | ✓ HTML Editor for Advanced Publication | |

Support Information

☎ 877-649-5362
(M-F 8am-5pm PST)

✉ securedesk@nixle.com
AGENCY SUPPORT

✉ support@nixle.com
RESIDENT SUPPORT

➤ agency.nixle.com
AGENCY

➤ local.nixle.com
RESIDENTS

➤ a.nixle.com
MOBILE

