**Onboarding Info Sheet**

Please complete and return this document to implementations@everbridge.com

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| Organization Name:  |
| *This is how your organization will appear on the Nixle website. For example, “Rockville County MA Emergency Services”, or “ABC Incorporated”.* |
| **SMS Short Name:**  |
| *This is how your organization will appear over text messages. For example, "ABC Inc." (Character limit: 18)* |
| **Organization Primary Physical Address** |
| Street Address |  |
| **Organization Caller IDs** | **Main** |  | **Alt** |  |
| *These are the numbers from which it will appear messages are being sent when using voice dialing. Up to two can be supplied.*  |
| **Nixle 360 Implementation Preparation:**  |
| 1. **Did you purchase white and yellow page data?**

If so, this will be acquired by Everbridge. Please work with necessary persons to provide a shape file (single, closed loop polygon) that outlines the boundary of your jurisdiction.1. **Are you supplying 911/Telephone Provider data?**

This data generally is acquired from your telco provider. For help on working with your telco provider please see the following resource:<https://supportcenter.nixle.com/articles/Nixle_Implementation/Nixle-Working-with-Telco-Providers> |
| **Website Address:**  |
| *Your organization’s website address. Please note that only one website address can be used for your account.* |
| **Zip Codes in Your Jurisdiction—Public Safety Agencies Only**  |
| *Provide a list of the zip codes within your jurisdiction(s).*  | Zips |
| **Logo** |
|  | *Please supply a logo (300x300 px maximum in jpg or png format). Please note that only one logo can be used for each account.*  |

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| Voice Greeting |
| If you have voice capabilities, an outgoing greeting will be created for your organization by a member of the Nixle team. This greeting will play for call recipients immediately prior to the notifications. For emergency notifications, this message is as follows:  **“This a message from [Organization Name]”.** If you would like to record your own greeting, you may provide us with a replacement wav file. The recommended format is 8KHz, 8bit, mono u-Law or uncompressed PCM WAV.  While we don’t endorse any products, there are several free products out there available that will allow you to record such a message, including Moo0 Voice Recorder, Free Sound Recorder and ExpStudio Audio Editor Free.   You should be able to find downloads for these at CNET. |
| **IPAWS Capabilities—Public Safety Agencies Only** |
| Does your organization currently have access to the IPAWS system? * If you are unfamiliar with IPAWS, please review the article here: [**https://support.everbridge.com/articles/Implementation/IPAWS-101-MN**](https://support.everbridge.com/articles/Implementation/IPAWS-101-MN)
* If you are looking for information on how to get access to the IPAWS system, please review the article below: [**https://supportcenter.nixle.com/articles/Nixle/Applying-for-Access-to-IPAWS-OPEN-NSC**](https://supportcenter.nixle.com/articles/Nixle/Applying-for-Access-to-IPAWS-OPEN-NSC)
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