**Onboarding Info Sheet**

Please complete and return this document to [implementations@everbridge.com](mailto:implementations@everbridge.com)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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.* | | |

**Onboarding Info Sheet**

|  |
| --- |
| 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) |