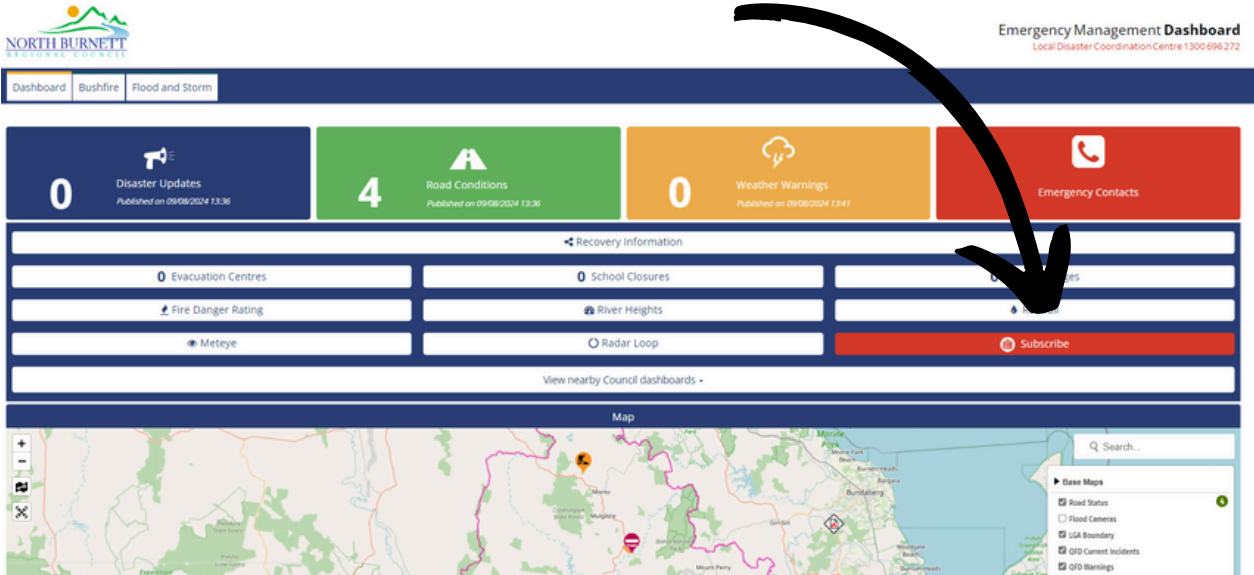


Step By Step Guide

Subscribe your business to the Emergency Management Dashboard

Step 1: Go to emergency.northburnett.qld.gov.au

Step 2: Click on the red “Subscribe” button



Step 3: When the Subscribe box appears, select “Register” on the top of the menu and complete your details.

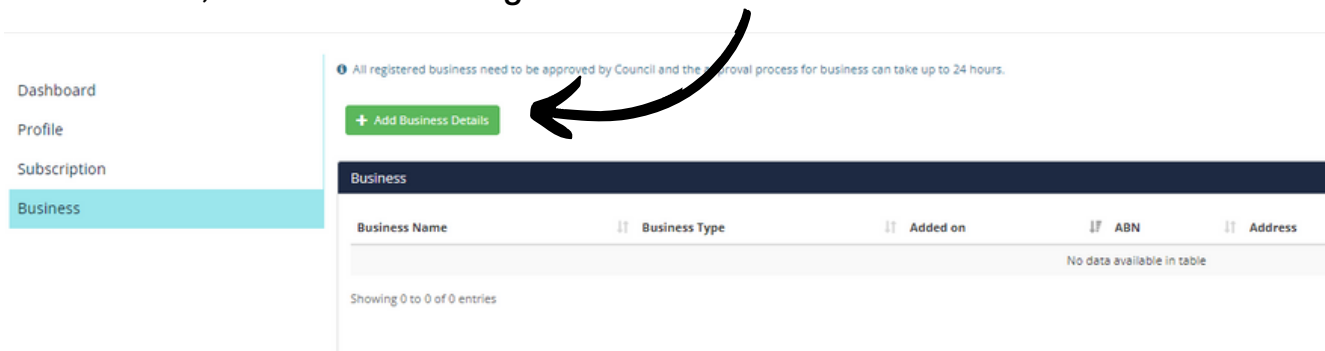
A screenshot of the 'Subscribe' registration form. The form has a red header with the title 'Subscribe'. It features two tabs: 'Sign in' and 'Register', with 'Register' being the active tab. A green informational box states: 'Once you click Sign Up you will receive an email asking you to confirm your account. If you do not receive this email, please check your Spam/Junk folder.' The form contains several input fields: 'Email*' (with a placeholder 'Email'), 'Password*' (with a placeholder 'Password'), 'Confirm Password*' (with a placeholder 'Retype Password'), 'Full Name*' (with a placeholder 'Name'), 'Mobile Number' (with a placeholder 'Mobile Number' and a red 'Verification required' error message), and 'Enter your Residential Address' (with a placeholder 'Enter a location'). At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a 'Sign Up' button.

Important note: You must verify your mobile phone and email to access all of the Dashboard features.

Make sure you use an email you can still access so you can complete the verification process.

Step 4: You will receive an email and SMS message from Guardian IMS. Follow the instructions on both messages to verify your email and mobile number.

Step 5: Add your business details - go to the “Business” tab on the right-hand side, and click on the green “+ Add Business Details” button.



Step 6: Complete the form and click save at the bottom of the page. You can add as more than one business if needed. The form will be sent to North Burnett Regional Council to be verified before appearing on the Dashboard’s interactive map.