



To sign on with Media Alert, print this form, fill in the requested information and **e-mail** it to us at **sus@media-alert.com**

Description: \_\_\_\_\_

**DESCRIPTIONS** are a plain language explanation of your entity.

**EXAMPLE:** City Fire and Rescue Department - Hazard Materials Division

Password:

**PASSWORDS** contain a mixture of at least 6 letters and numbers **you can remember**.

**EXAMPLE:** cat6507buffy

**NOTE:** As added security, both **Login** and **Password** must be lower case.

**EXAMPLE:** "password" not "PASSWORD"

**SECURITY NOTE:** If you suspect your password has been discovered by an unauthorized person(s), report the condition immediately to Media Alert's 24-hour report line **813 282-8612** or E-mail **bevo@media-alert.com**. We will change your password for you. **This is very important** since you have been given special access to the Media Alert system.

**PLEASE FILL IN THE FOLLOWING**, so we can supply sign-on instructions.

Name/Title \_\_\_\_\_ Organization \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

You may use the "contact information" feature, which will automatically end your message with name, phone number, fax number and other information you desire. This keeps the media aware of your current names and numbers.

**EXAMPLE:** For further information contact John Doe, PIO, 555-1212, jdoe@pio.gov

**There is no limit to the length of your signature message. You may include FAX numbers, organization address, other contact persons, cell phones, web sites or any other information you want the media to know about your organization.**