AlertMedia Instructions

AlertMedia is an easy to use messaging system that allows PODS to get urgent or critical information out quickly to all associates via many avenues, including SMS text messages, voice calls, emails and app notifications.

SET UP FOR ASSOCIATES

Step 1:

Verify your personal cell phone number and email in UKG. Confirming your contact information in UKG is up-to-date is crucial because it will sync with AlertMedia.

1. Log in via https://e43.ultipro.com/
2. Click the three lines in the top left corner to reveal the side bar menu
3. Under "Myself" click "Personal"
4. From the drop-down menu, click "Name, Address, and Telephone"
5. In the Name, Address and Telephone section, verify your personal cell phone number and email.
    A. If correct, no action needed.
    B. If you need to update your contact information, click "edit", make your changes, and click "save". Confirm your changes were processed before logging out.

Step 2:

Download the AlertMedia Pro app and activate your account. The AlertMedia Pro app is available can be downloaded through the Apple App Store and Google Play.

1. Open the app and tap "Activate Account."
2. Enter your PODS email address and personal cell phone number, create a password, and review/agree to the terms of service.
3. An activation code will be emailed to you. Enter the activation code in the app and sign in.
    - If prompted to enable location services, tap "Allow" so you can send a signal for help with your location in an emergency.
    - If prompted to enable push notifications, tap "Allow" so you can receive important notifications during an event.
    - If prompted to enable access to photos, media, and files, tap "Allow" so you can upload a profile image.
    - If prompted to allow AlertMedia Pro to make and manage phone calls, tap "Allow" so you can call the emergency line during an event.

Step 3:

Choose your preferred method(s) for receiving notifications.

1. Log into the AlertMedia dashboard at alertmedia.com
2. In the left-hand menu, go to "Settings" > "My Account" > "Preferences"
3. On the next screen, select your preferred notification formats.

Please submit a SNOW Ticket or call 866-310-6811 if you have any questions or encounter technical issues

AlertMedia Instructions

SET UP FOR CONTRACTORS

Download the AlertMedia Pro app, activate your account, and add cell phone number. The AlertMedia Pro app can be downloaded through the Apple App Store and Google Play.

1. Open the app and tap “Activate Account.”
2. Enter your PODS email address and personal cell phone number, create a password, and review/agree to the terms of service.
3. An activation code will be emailed to you. Enter your activation code in the app and sign in.
    - If prompted to enable location services, tap “Allow” so you can send a signal for help with your location in an emergency.
    - If prompted to enable push notifications, tap “Allow” so you can receive important notifications during an event.
    - If prompted to enable access to photos, media, and files, tap “Allow” so you can upload a profile image.
    - If prompted to allow AlertMedia Pro to make and manage phone calls, tap “Allow” so you can call the emergency line during an event.
4. Choose your preferred method(s) for receiving notifications.
    - Log into the AlertMedia dashboard at alertmedia.com
    - In the left-hand menu, go to “Settings” > “My Account” > “Preferences”
    - On the next screen, select your preferred notification formats.