

# How to Use WisWARN

## Getting Started

Click on Membership Application from topics listed across top of home page.

Fill out form (required fields indicated by red asterisk) and hit submit key.

If not accepted, red notes will appear indicating any fields that need attention.

If accepted, a message will appear indicating your application has been submitted.

You will receive an automatic email notice confirming your submittal including the information from you application. You may want to save and/or print out a copy of your application form or the submittal email notice with the application information. A printed copy of the application, or the email notice should be attached to an original signed copy of the Mutual Aid Agreement when it is sent to WisWARN.

Once an application is received it is reviewed for validity and security purposes before being approved by WisWARN administrators. This process should not take more than a week. The primary contact will receive an email indicating your application has been approved. Using the email address and password provided in your application you will then have full access to the secure “members only” area of WisWARN. Try out your access ability and contact [wiswarninfo@wiswarn.org](mailto:wiswarninfo@wiswarn.org) if you have any questions.

## Updating Agency Information

The Primary Contact may add other contacts and alter any information regarding their agency. We recommend that Agencies check information frequently and update as needed.

To update Agencies information, go to the main Member Agency list:

Click on the **name** (as opposed to the “+” plus sign) of your agency

Click on the tablet icon, make any changes and click on the save button

## Updating Individual Contact information

Anyone, primary contacts and alternate contacts, may update their contact information by:

Logging in as a member

Clicking on My Profile

Click on the tablet icon, make any changes and click on the save button

## **Using the WisWARN Data Bank**

Simply by going to the main **“Member List”** tab you can see at a glance the name, county, region and Mutual Aid Agreement status of any member agency. For quick reference to agency contact information you can click on the “+” sign next to the name on the main “Member List” tab. More in-depth agency information can be viewed by clicking on the name of the utility.