

# OCC MyE911 Lite

## MyE911 Browser Application

This web-based application enables you to correctly assign and allocate your mobile location when you are out of the office to assist emergency services locate you in the event of an emergency call.

The following browsers can be used: - *Microsoft IE 11, Microsoft Edge version 79 or later, Mozilla Firefox v46 or higher, Google Chrome v50 or higher, Apple Safari 9.x or higher.*

## Sign into the Application

Go to the following URL:  
<https://mye911.horizon.e911cloud.com/>  
Enter your 'Email Address'

You will then be sent a **6-digit security Code**. Check your 'Spam' folder if you don't receive it. It will come from [verification@911cloud.com](mailto:verification@911cloud.com). The code lasts for 24 hours once received.

Enter the code and it will log you into your portal. If you still haven't received the code, you can use the 'click here' to request another code in the banner below 'Security Code'.

**Note.** You will need to repeat the **Sign into Application** steps when you require access to the portal, and if you do not use the security code sent within the 24-hour period.

## Adding your Location

When you initially log into the site, you will be presented with the below. You will then need to add your location. Add your location in the 'Let's find you' section.

Once you have found your location 'Click' **Add Location and Set as Current**.

Once information is added. It will be used by E911 Services to dispatch emergency responders to your current location should you happen to make a 911 call using this device.

## My Location

View or check you have the correct location set each time you move to new mobile location. This may auto prompt on the detection of a new IP Address depending on your administration settings.

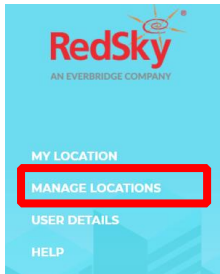


## Manage Locations

Once logged into the platform you can manage, add, edit, change, and delete **Personal locations**.

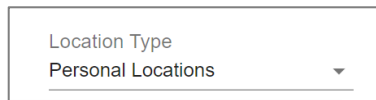
**Corporate Locations** can **ONLY** be selected and are controlled by your organisation.

'Click' **Manage Locations** on the left-hand side to view them.

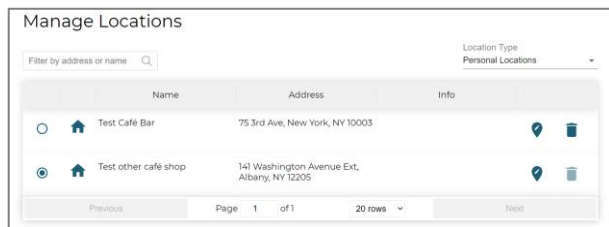


## Manage Personal Locations

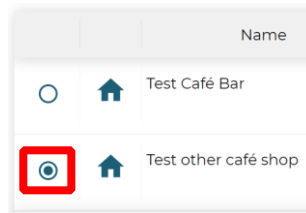
Click the right-hand side **Location type** Select **Personal Locations**.



Once in your **Personal Locations** you will then be presented with locations that you entered previously or saved.



If you are at a location that you previously visited 'select' that location from your list.



## Edit Personal Locations

To edit a location 'click' the edit icon next to the place you want to change.

This will open a menu to edit or amend the location details.



## Delete Personal Locations

If you wish to delete a personal location 'select' the one you wish to delete. Click the Delete Icon

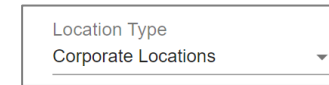


**Please note.** That you cannot delete an entry that is set as your current active location.

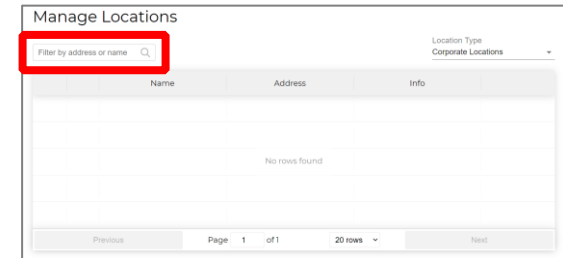
## Manage Corporate Locations

With **Corporate Locations**, you can only search or select from your company list. These are administered by your organisation.

Click the right-hand side **Location type** Select **Corporate Locations**.



Once selected, you can view and search for your Company locations.



Ensure your current location is selected and active.

## User Details

View user details to ensure these are correct, however, you can only edit your first and last name. Any other changes are managed via your administrator.

