OCC MyE911 Client Lite

MyE911 Client Application
This client-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.

Download & Register Application
To Download: This may vary depending on your company deployment options. Please refer to local instructions.

To Register: Open the My E911 Client App from your taskbar or toolbar.
Enter your Email address,
Input Host address if blank (also supplied with your download instructions)
Click **Send**

You will be sent a **6-digit security Code.**

Click **Verify**

Check your 'Spam' folder if you don't receive it. It will come from **verification@911cloud.com** The code lasts for 24 hours once received.

You will receive a Windows Notification that registration was successful.

Adding your Location
When you initially log into the site, you will be presented with the below.
You will then need to add your new locations.

Click on the '**Let's find you**' section.

Start to type your address, logical matches will be presented, once exact match is found, select the correct location.

Click '**Add Location and Set as Current**'.

Confirmation of new location is displayed

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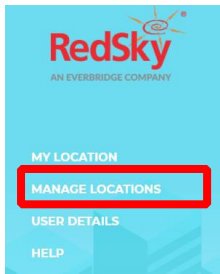
Manage Locations
Once logged into the platform you can manage, add, edit, change, and delete **Personal locations.**

Corporate Locations can **ONLY** be selected and are controlled by your organisation.
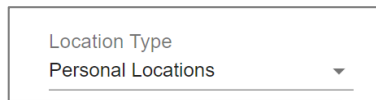
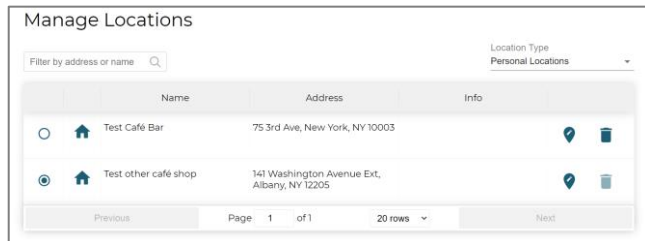Select **Manage Locations menu** on the left-hand side to view them.
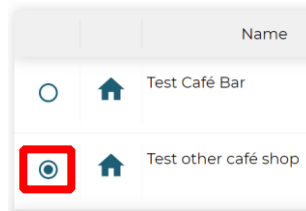

Manage Personal Locations

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.
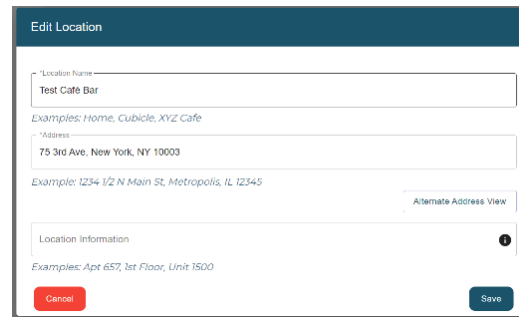

If you are at a location that you previously visited 'select' that location from your list.

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.
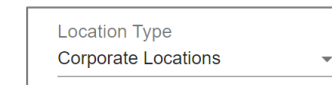Click the Delete Icon

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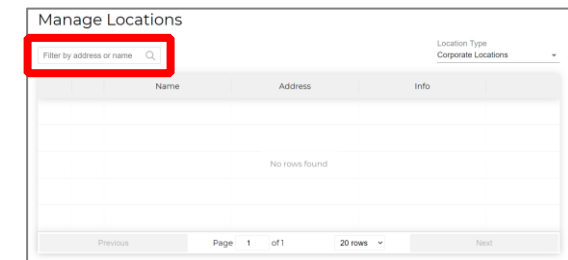
Manage Corporate Locations

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

Select **Manage Locations** menu

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