# 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

O Device registration MY Email E911 Host https://primelabga.e911cloud.com Send Device registration You will be MY Enter verification code sent a 6-digit E911 security Code. Registration request sent Click Verify Verify Retry

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

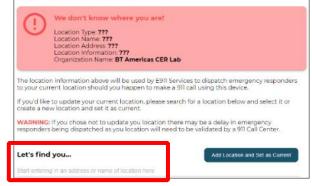
You will receive a Windows Notification that registration was successful.

## 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.

Welcome to MyE911.



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'.

Х

Let's find you	Add Location and Set as Current
New York	
<b>38 E 8th St, New York, NY 10003</b>	
481 8th Ave, New York, NY 10001	
414 W 141st Street, New York, NY 10031	
414 W 141st St, New York, NY 10031	
414 W 141st St, New York, NY 10031	

# 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 lefthand side to view them.



# **Manage Personal Locations**

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

Location Type	
Personal Locations	

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

		or name Q			Location Type Personal Locations	
		Name	Address	Info		
0	ħ	Test Café Bar	75 3rd Ave, New York, NY 10003		9	Î
۲	ħ	Test other café shop	141 Washington Avenue Ext, Albany, NY 12205		9	Î

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

		Name
0	A	Test Café Bar
۲	A	Test other café shop

### **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.

Edit Location	
- "Location Name	
Test Café Bar	
Examples: Home, Cubicle, XYZ Cafe	
<ul> <li>*Address</li> <li>75 3rd Ave. New York, NY 10003</li> </ul>	
Example: 1234 1/2 N Main St, Metropolis, IL 12345	
	Alternate Address View
Location Information	0
Examples: Apt 657, 1st Floor, Unit 1500	
Cancel	Save

## **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**.

Location Type	
Corporate Locations	•

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

Filter by address or name Q			ation Type porate Locations	
Name	Address	Info		
	No rows found			

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.