

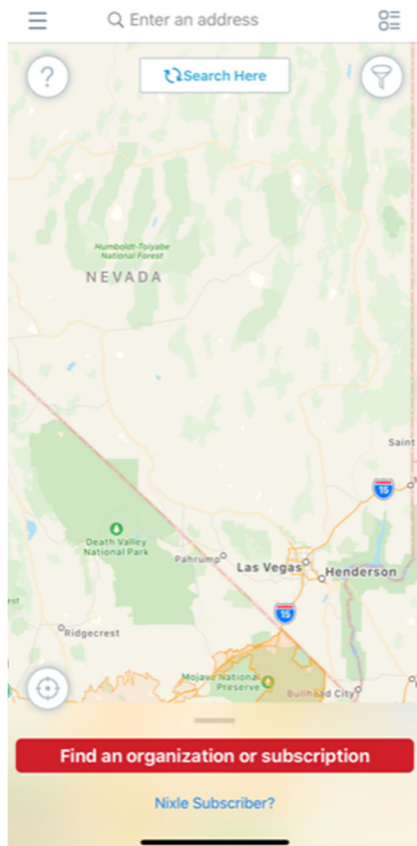
Downloading the Everbridge Mobile Phone App

Step 1: Download the app from the app store. Links below.

[Apple App Store](#)

[Google Play](#)

Step 2: Open the app. You will see this screen. Select '*Find an organization or subscription*'

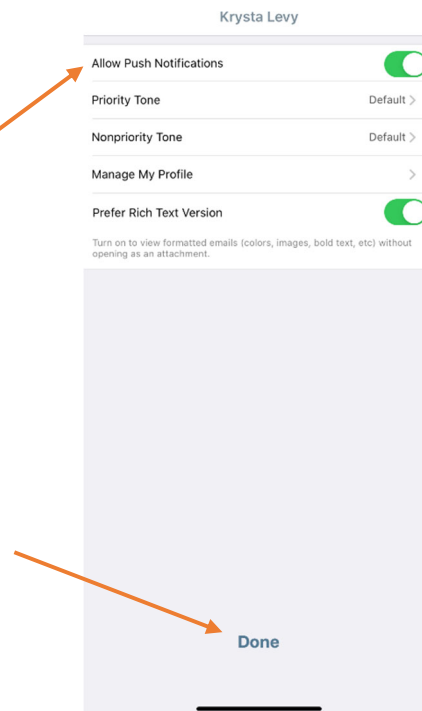


Step 3: On the search screen, type the word 'Allegiant' into the search box. You should see 'Allegiant' listed on the '*Organizations*' list. Select it.

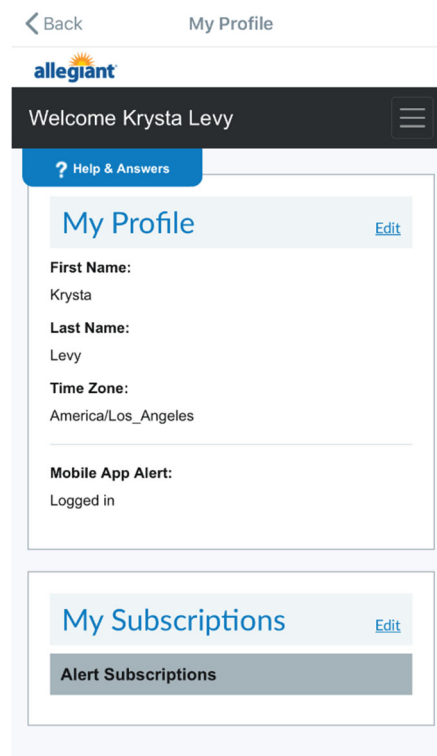


Step 4: You will be taken to a single sign-on (SSO) screen that should look familiar to you. Enter your Allegiant credentials there and press '*Sign On*'.

Step 5: When you've successfully logged in, you will be taken to your *Profile* screen. You can elect to turn on 'push notifications', which will display alerts on your phone screen. You can also set specific message tones. Be sure to click '*Done*' at the bottom of the screen



If you select '*Manage my Profile*', you will be taken to your profile in Everbridge, where you can update your contact information and add your G4 Alert subscriptions. For more information on this, [click here](#).

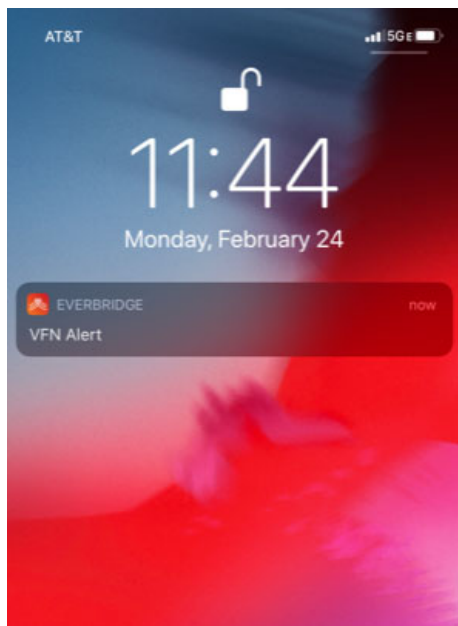


Step 6: You will be taken to your 'Feed', which will most likely be blank to start. When you begin to receive alerts, this is where you will find them.

Receiving and Answering an Alert

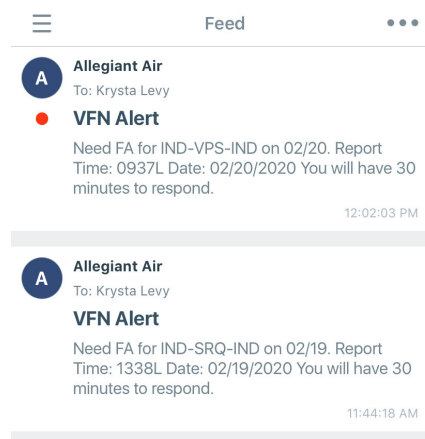
Step 1:

If you're using the mobile app and have notifications turned on, your initial notification may look like this:



Step 2:

When you open the app, you will either be taken directly to the alert or to your "Feed". This is what your feed looks like when you have both a new notification and an old (read) notification:

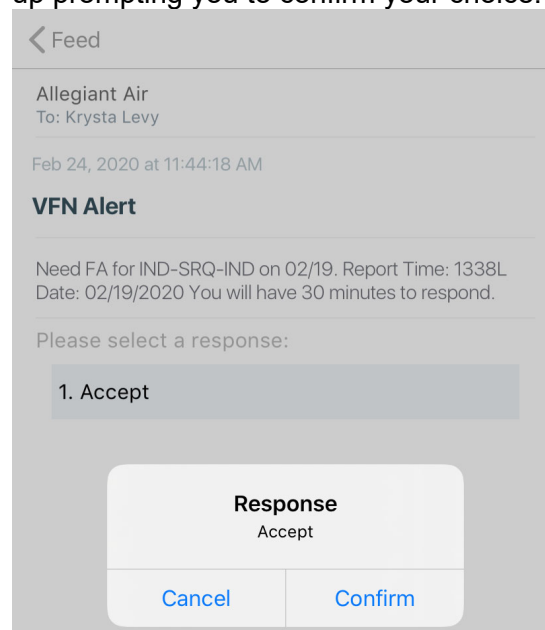


Note: the red dot next to a message means you have not yet read it on the mobile app

Step 3: Click on the alert you want to respond to. It should look something like this:



Step 4: If you want to accept the bid, tap the "1. Accept" button. You will get a pop-up prompting you to confirm your choice:



Step 5: Once you've accepted the alert, you cannot change your response. This is what your alert will look like if you've accepted it:

< Feed

Allegiant Air
To: Krysta Levy

Feb 24, 2020 at 11:44:18 AM

VFN Alert

Need FA for IND-SRQ-IND on 02/19. Report Time: 1338L
Date: 02/19/2020 You will have 30 minutes to respond.

Selected response:

Accept



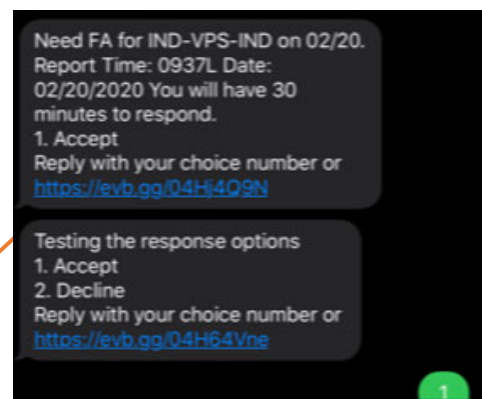
FAQs:

Q: Can I change my response in the app once I've selected and confirmed it?

A: No, once you have completed step 4, the confirmation, you cannot change your selection in the app OR via SMS or email, if you subscribe to those.

Q: I received multiple VFNs/G4 Alerts at the same time, how do I respond to more than one?

A: You can respond to more than one notification at a time via email, mobile app, and text message link - NOT regular SMS message. Via SMS – two notifications will show up in a row. Your texted response back will only correspond to the most recent message. However, you can click the link in a message to respond that way.



Q: How long does an alert stay in my feed after I've read and/or responded to it?

A: An alert will stay in your feed for 18 months, unless you delete it manually. To delete an alert manually, click the menu button in the top right corner (three dots in a line) and press '*Select and delete*'. Choose the alerts you'd like to delete and press the trashcan.