## INTRODUCTION

Without warning, disasters or emergencies can occur. It can force you to confine you to your home or evacuate your community. In most cases, cell towers and phone lines are overwhelmed for a longer period, which makes calling or texting impossible. Fathers and Mothers become desperate as they attempt to reach their children. Children also become anxious and over stressed as they worry about their parent or the next line of action. How can such real life be prepared for? Kindly follow the following instructions.
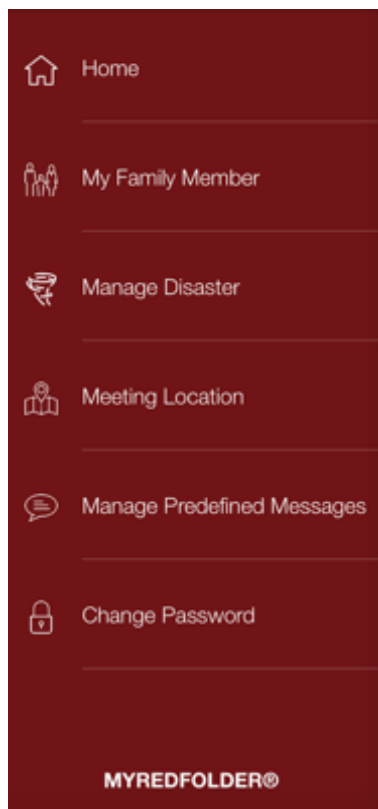
HOW TO REGISTER

- Quickly visit our website @ www.myredfolder.com and sign up as a premium member.
- Fill up all required fields, and click on sign-up as a premium member
- Fill up all required fields **inside** of your MYREDFOLDER® Plan then click on:

  MYREDFOLDER® APP

- Simply download MYREDFOLDER® APP onto your device. (Please be assured to give us a five-star rating)

SETTING UP YOUR ACCOUNT

- Kindly sign in as a **PLAN OWNER**. Type in your user name, password/pin, and 4-digit code
- Select **MY FAMILY MEMBERS** and add up to 7 Family Members.
- Pick one of the Family Member to be an **AUTHORIZED USER,** preferably your spouse. The Authorized user would have the same access to the App as the plan owner.
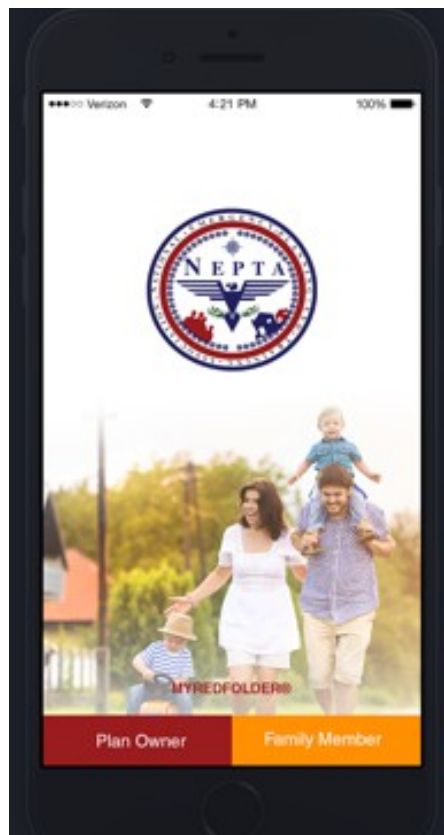

- Click on **MANAGE DISASTER**. There are up to 8 disasters that are firmly coded into the App (Hurricane, Fire, Wild Fire, Tsunami, Tornado, Ice Storm, Flood, and Earthquake). We advise you to add your disaster/emergency types to the list such as Civil Unrest, Active Shooter, etc.
- Select **MEETING LOCATIONS**. You should have a **PRE-ESTABLISHED** location of the meeting in the event of a disaster; some **OUT-OF-TOWN** and some **IN-TOWN.**
- Kindly input Out-of-town and In-town addresses where the family members will be meeting in the case of a disaster/emergency
- You may want to substitute some addresses for well known places, such as "Grandma's home, Aunt Jane's home, Uncle John's home, etc. In other sections you may want to put a physical address in.
- Click on **PREDEFINED MESSAGES.** In the case of emergency/disaster, it is mandatory to have a response message that will be rehearsed and understood by the family members in the event of disaster/emergency, and the message will be sent. E.g., **DO NOT GO HOME**, **Jane is coming to you, stay where you are, Meet at Uncle Johns House**; **The Authorities are on the way**, etc. Practice your disaster response/message to get used to it.
- Ensure that ALL family members sign-in on the FAMILY MEMBER section with their various phone/mobile numbers.
  It is compulsory that each family member input their phone number. The individual phone numbers provided **MUST TALLY** with the phone numbers provided by the Plan Owner when setting up the **APP**. The Authorized User and the Plan Owner have the same access and can edit the photos of all family members.
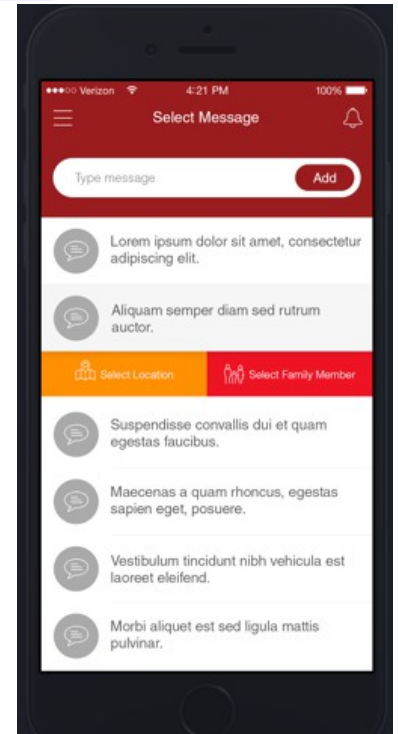- **MYREDFOLDER® APP** Alert is now fully set, you can begin using it with your family.

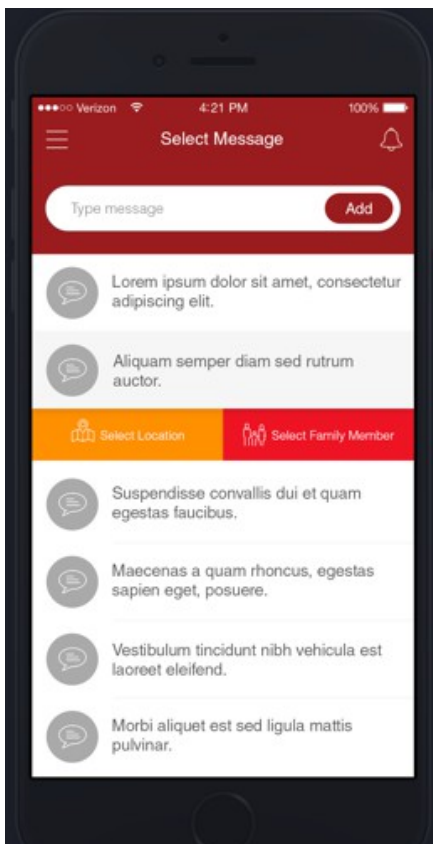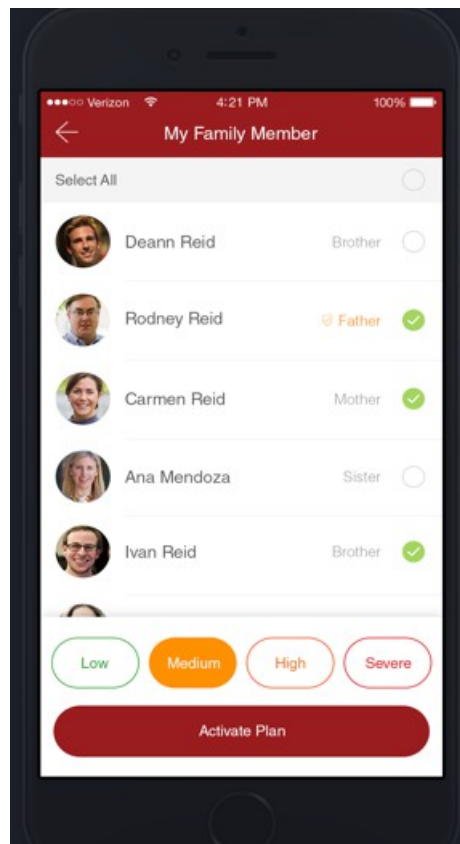# EMERGENCY ALERT ACTIVATION

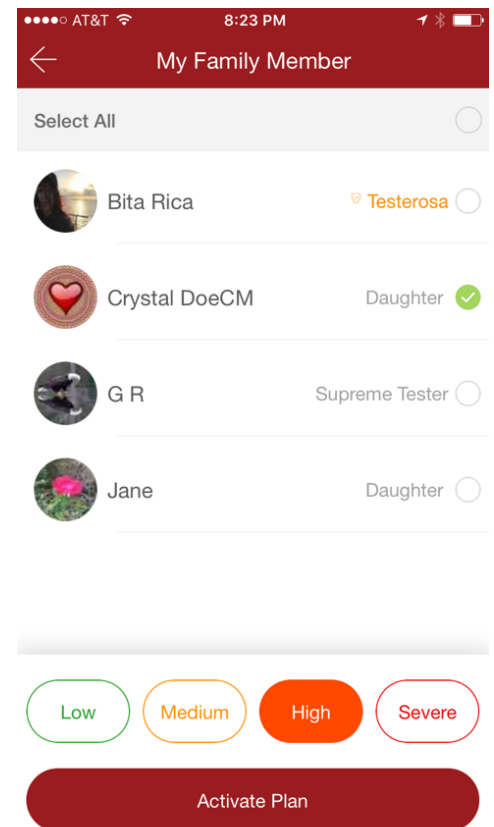Select **ACTIVATE EMERGENCY ALERT**
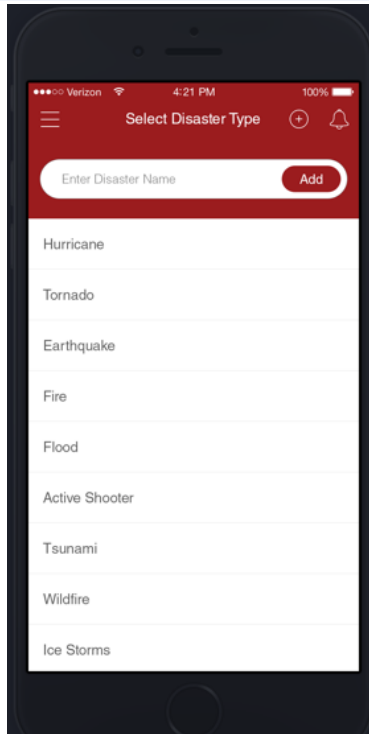
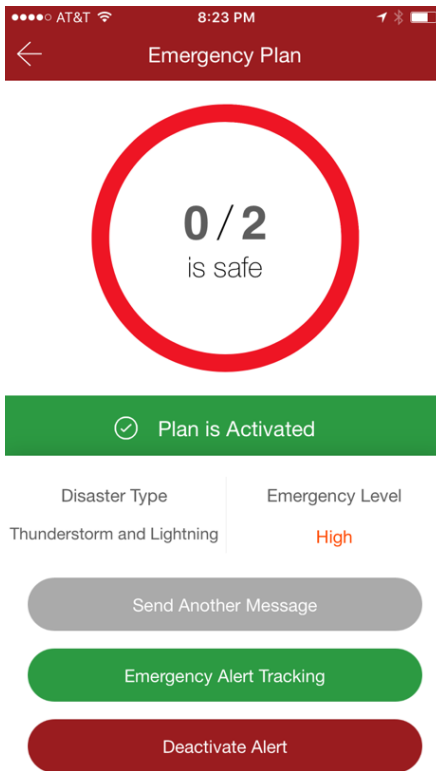Click on **DISASTER TYPE**

Press/click **PRE-WRITTEN MESSAGE**
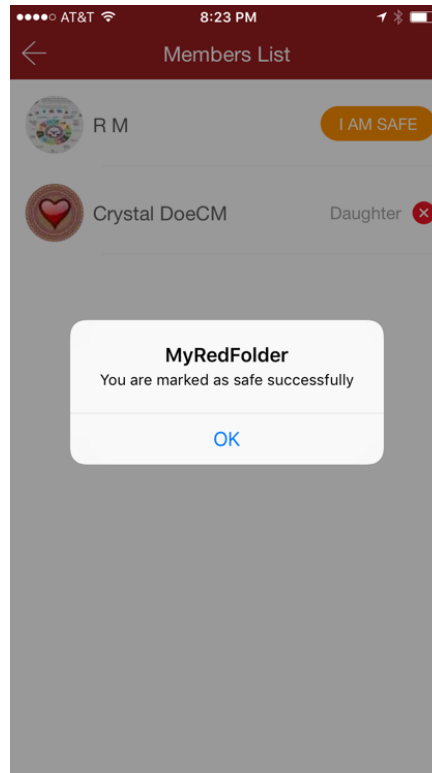

Select **LOCATION** or **FAMILY MEMBER** or BOTH

Select ALL family members by clicking the Select All button, or select each individual by clicking the next button to the suitable name.


Select Severity Level then click on Activate Plan

The plan is now fully activated. The next step is to **CHECK IN SAFE** by clicking inside the **RED CIRCLE**

Click on the I AM SAFE button. ALL family members that were previously selected will be notified that you are safe when they receive the message. Each family member will also have the same opportunity to 'Check-in-Safe', in which you will receive a message that they are also safe and have checking in safe.
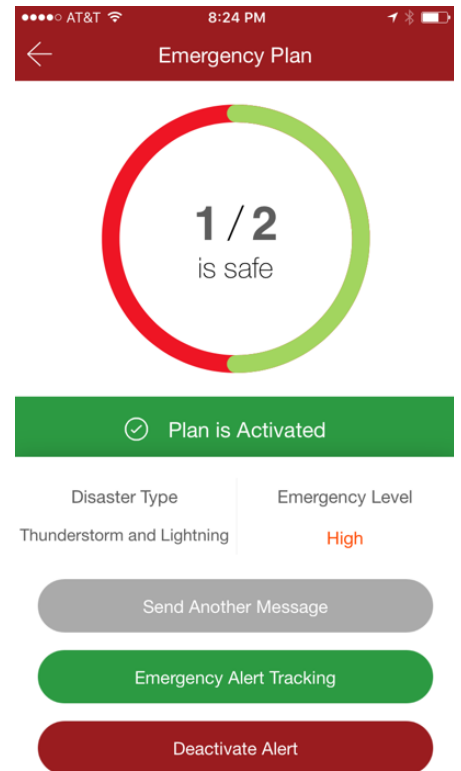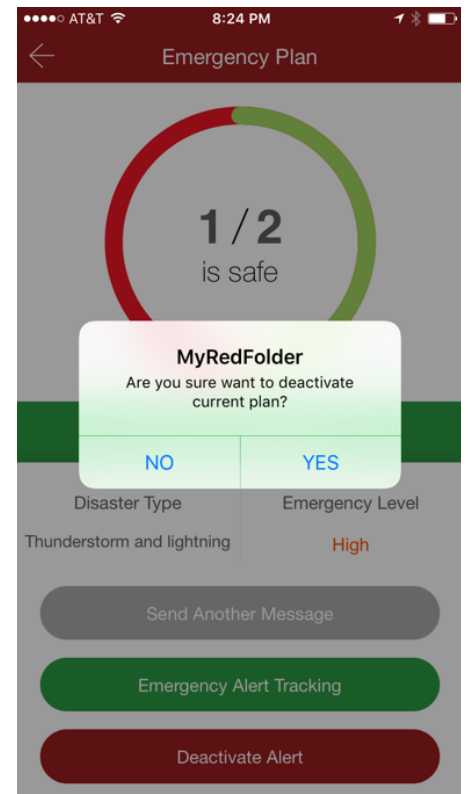

As each family member checks in safe, the circle changes to green. Click on 'Emergency Alert Tracking' to track and monitor all family members.
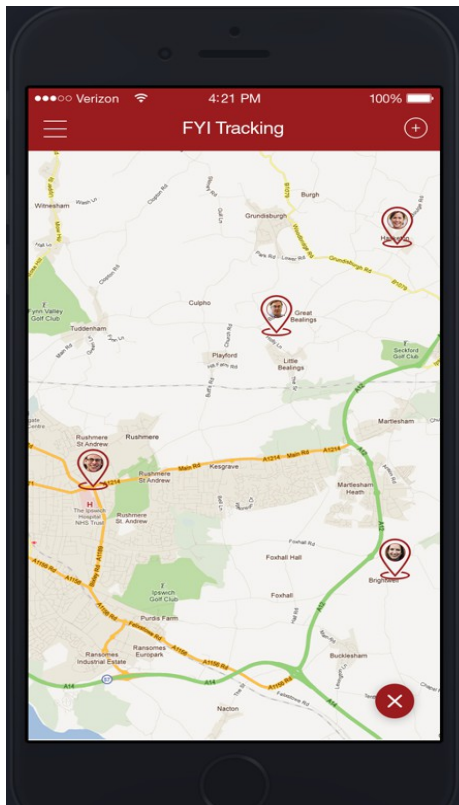
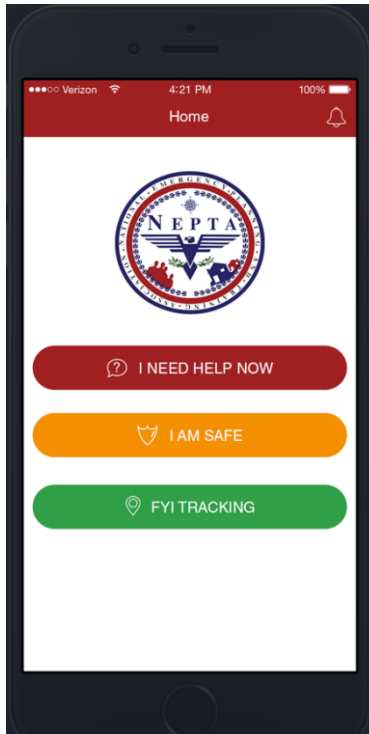Continue to track and monitor all family members as long as needed.

IMPORTANT NOTICE: Remember that **ALL FAMILY MEMBERS MUST CHECK IN SAFE FOR THE EMERGENCY ALERT TO FULLY RESET TO THE STARTING SCREEN**.


Simply click on **DEACTIVATE ALERT** and enable it if you want to deactivate the alert. You will then receive a confirmation message.
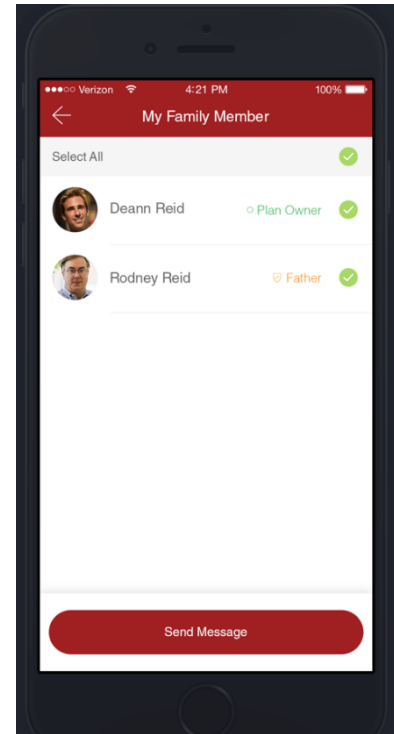
FUNCTIONS FOR FAMILY MEMBER

The family members are to select **I NEED HELP NOW** in the case of any emergency situation. In most cases it will be advisable/ beneficial to call the emergency services for immediate actions/assistance before selecting the **I NEED HELP NOW** button.
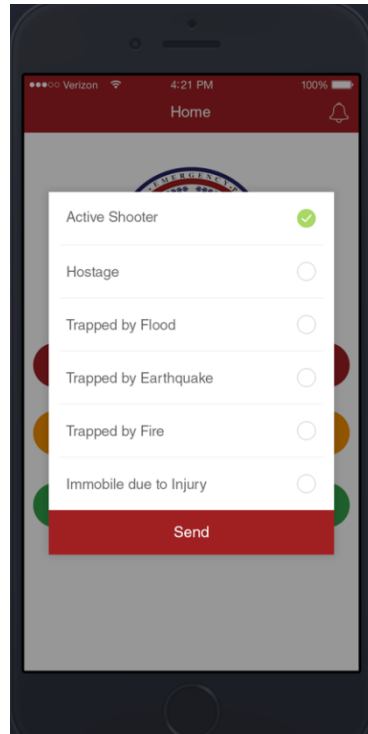
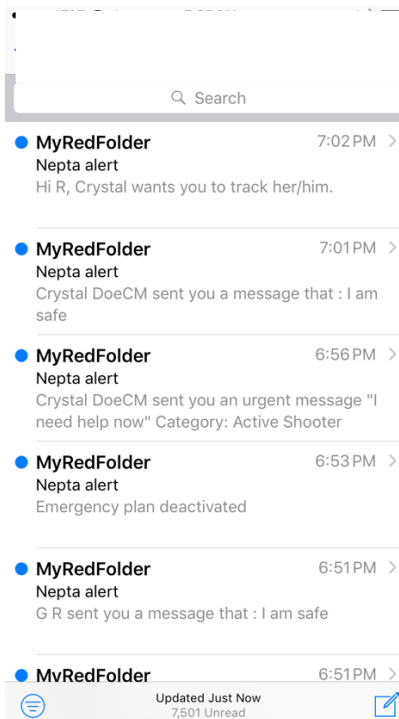Select the Emergency type. Then click send.

Select the Family member whose help is needed or Select All members to receive the "I need help now" alert. Then click send.
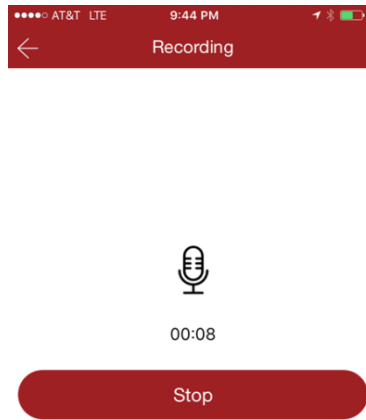
Note: During an Emergency, it would be most beneficial to select 'ALL', so that everyone will receive the message that you need help NOW and will have the opportunity reach out to the appropriate authorities for help as well as to track and monitor you.
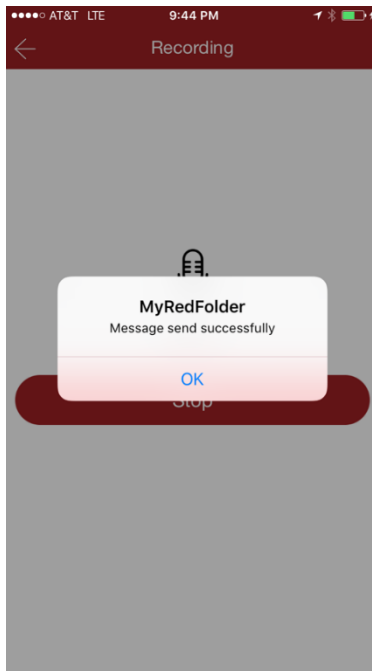
After clicking the send button, messages will pop-up on your phone which reads "Message sent successfully."

Immediately after the **I NEED HELP NOW** message is sent, the **MYREDFOLDER® APP** will begin recording (Voice/Sound only) any occurring activity within the environment at the time the alert is activated. The recording will last for (5) minutes. The Plan Owner and Authorized User will receive a recorded message every 30 seconds

The recording can be stopped at any time simply by pressing the STOP button and then confirming the process by selecting yes.

NOTE: In most cases it will be more beneficial to call emergency services **FIRST** before sending the **I NEED HELP NOW** Alert**.**
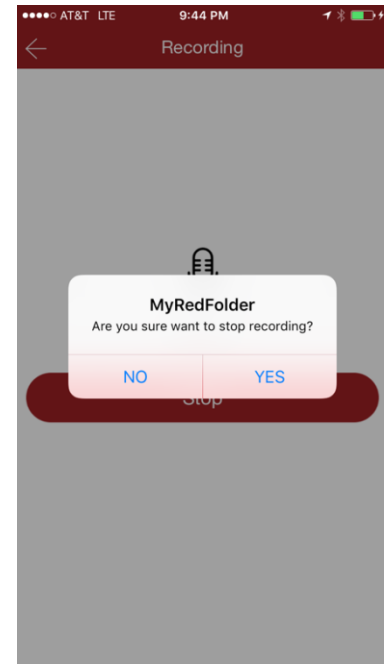

An email will be sent to the plan owner for every activated alert, all alerts sent from family members are inclusive. In case the mobile device is not the plan owner when the alert is activated, the messages are saved within the APP and backed up by email.

IMPORTANT The Family Member Who Activated the Alert MUST CHECK IN SAFE then click (I AM SAFE) For the Emergency Alert to Fully Reset to The Starting Screen.

FOR YOUR INFORMATION (FYI) TRACKING

FYI TRACKING:

(FAMILY MEMBERS) FYI Tracking will be selected by the family member who wants to be tracked in a NON-EMERGENCY situation. If any family member is going out with friends or perhaps catching a TAXI and desires that a family member or all family members track them while they are away from home.

(**PLAN OWNER/AUTHORIZED USER**) The Plan Owner or Authorized User, who selects the FYI tracking, uses this feature to request to track a family member in a NON-EMERGENCY situation. They do not use it to be tracked by a family member.
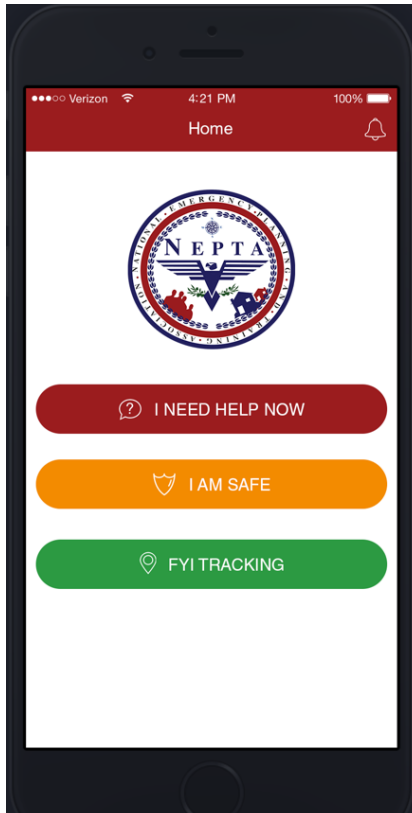
Simply select the **FYI TRACKING** Feature Monitor and Manage all alerts and messages by clicking on the Bell.
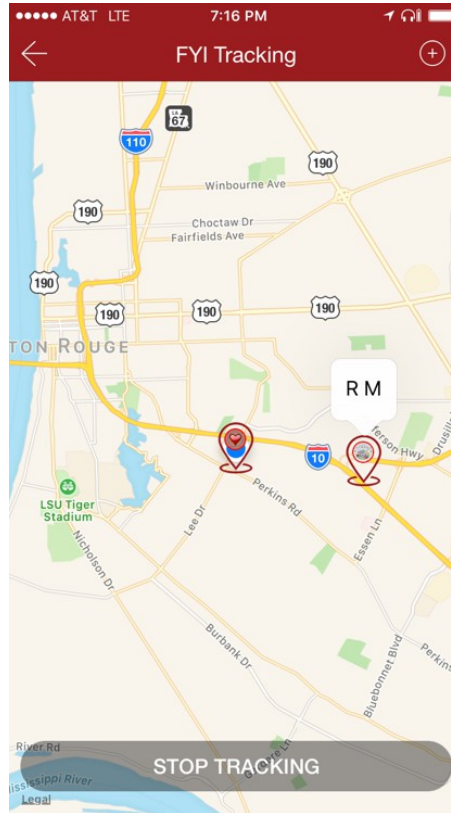
After selecting the **FYI TRACKING**, also click the "**+**" sign in order to select a particular member of the family you want to track.
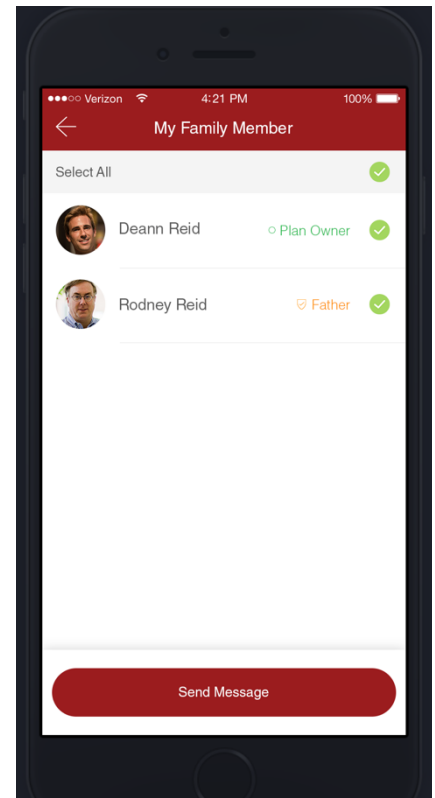
Click on the **SELECT ALL** or Select an individual family member to receive the tracking message.

The Tracking message will be received by the Family Member who will have the option to Accept or Reject the message.
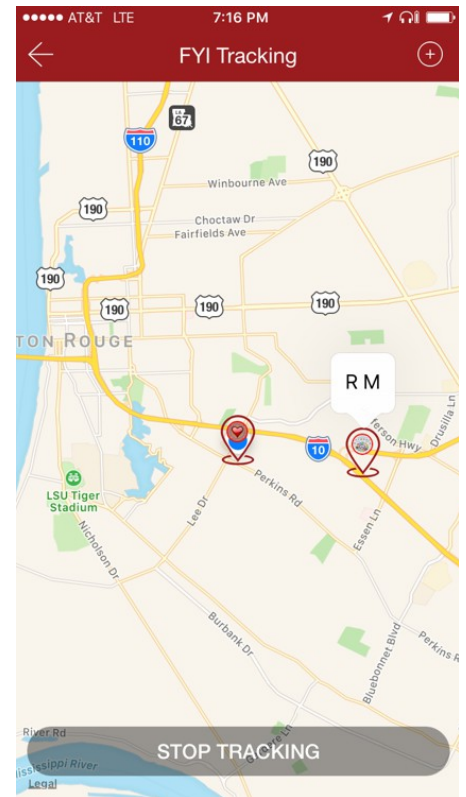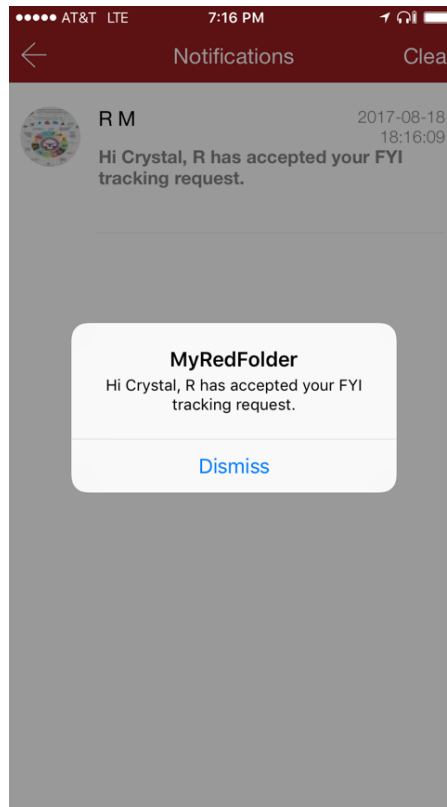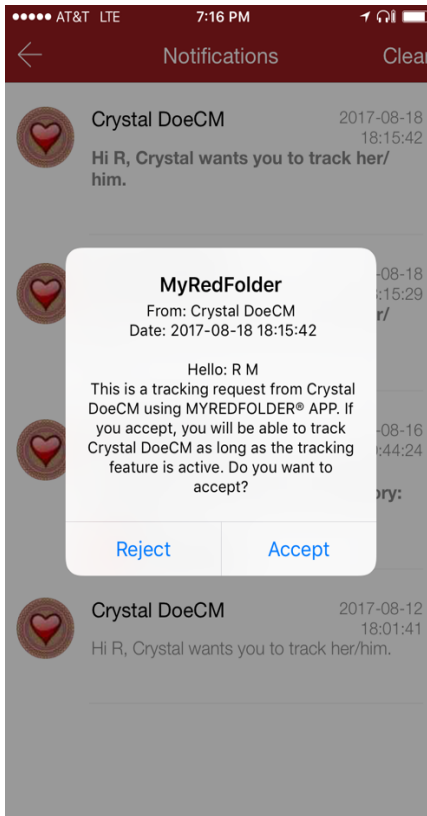
After a Family Member accepts the **FYI TRACKING** request, a message stating that the tracking request was accepted will be sent to the family member who initiated

Click on **STOP TRACKING** whenever you want to stop the tracking features

MYREDFOLDER® APP

COMING SOON!

- ➤ Weather Alerts
- ➤ Chat Room
- ➤ In-App family messaging
- ➤ Photo / Video Recordation (Property Damage, Car Accident, Etc.)
- ➤ Critical Contact Alerts
- ➤ Help Alarm
- ➤ Much More