

FRAUD NOTIFY

HOW TO SET UP ALERTS

CREATE AN ACCOUNT

To set up a Fraud Notify Alert, first you must create a Registered User account.

1. Visit our secure website: <https://wexfordcountymi-web.tylerhost.net/web/>
You must verify you are not a robot and accept the disclaimer content to proceed to the site.
2. Click on the **Fraud Notify** button.
3. On the next page, click the **Sign Up** button.
4. Fill out the registration form and click the **Submit** button at the bottom of the page.
 - *You will need to create your own UserID and Password. There is no requirement length, but User IDs CANNOT contain special characters. Also, please note that both are case-sensitive.*
5. A verification link will be sent to the email address you provided on the form. Click on the link in the email to verify your email address and activate your account.

SET UP ALERTS

Once you have created your account, you can begin setting up alerts:

1. Return to our website: <https://wexfordcountymi-web.tylerhost.net/web/>
2. Click on the **Fraud Notify** button
3. Click on the **Login** button and use the UserID and Password you created on the registration form, or the **Continue** button if it shows and skip to Step 5.
4. Review the disclaimer information and hit the **Continue** button at the bottom of the page.
5. To add alerts, type an Individual Name (LAST NAME (space) FIRST NAME) or business name in the text box on the left, then scroll down and click the **Add Alert** button to add it to your list of alerts on the right. *NOTE: Disregard the Refine Alerts button.*
 - It is recommended that you use just the first three letters of your first name when signing up, so that you will be alerted when any variation of your name appears.
 - Business names should exclude LLC, INC, CORP, etc.
6. Click the **Save** button in the bottom-right corner when you are finished adding alerts.
You will receive an email confirmation that your alerts have been set-up.