

UPDATING CLIENT PROFILE CONTACT INFORMATION IN ALERT

9/1/2026

1. Navigate to <https://dod.alert.mil>
2. Acknowledge any statements, select appropriate authentication certificates, enter PIN.
3. When the “Client Account Dashboard” opens, either click on “Contact Information” in the blue column on the left side or click on edit/pencil icon to the right of “Contact Information.”

ALERT ! Client Account Dashboard

Dashboard

Personal Information

Associations

Contact Information

Family Members

Personal Information

Full Name: JON-SCOTT SNYDER

Rank: Civ

CAC EDIPI: 1008405928

Associations

Pentagon (loc)

Raven Rock Mountain Complex (loc)

DoD, Navy (cmd)

US ARMY ELEMENT, RAVEN ROCK MOUNTAIN COMPLEX (W6DBAA) (cmd)

RPMC-USMC (attrib)

Contact Information

Work Landline/Teams DID: 717-878-3526

Work Cell: 571-987-6543

Receives Text Messages

Home Cell: 717-867-5309

Receives Text Messages

Home Landline/Teams DID: 717-555-1234

Work: jon-scott.snyder@usmc.mil

Home: scottsnnyder@email.com

Family Members

Wife Snyder

4. The Phone editing page will open with the ability to add, remove or edit phone information. Click on “Add Phone” or “Remove” or click on existing information to edit the phone numbers.

ALERT ! Add one or more phone numbers to receive alerts

Do NOT enter DSN numbers.

Format Phone Number* Extension Usage

North America 717-878-3526 Work Remove

Type Non-Confirming

Landline/Teams DID

Format Phone Number* Extension Usage

North America 571-987-6543 Work Remove

Type Non-Confirming Receive SMS

Cell

Format Phone Number* Extension Usage

North America 717-867-5309 Home Remove

Type Non-Confirming Receive SMS

Cell

Add Phone Next Cancel

Add one or more phone numbers to receive alerts
Do NOT enter DSN numbers.

Step 5 – phone # (points to Phone Number field)

Step 6 – Work or Home (points to Usage dropdown)

Step 7 – Landline or Cell (points to Type dropdown)

Step 8 – Only if shared # (points to Non-Confirming toggle)

Step 9 – Receive Text (points to Receive SMS toggle)

Step 10 – Next (points to Next button)

The form contains three entries:

- Entry 1: Format: North America, Phone Number: 717-878-3526, Extension: (empty), Usage: Work, Type: Landline/Teams DID, Non-Confirming: (unchecked), Receive SMS: (unchecked).
- Entry 2: Format: North America, Phone Number: 571-987-6543, Extension: (empty), Usage: Work, Type: Cell, Non-Confirming: (unchecked), Receive SMS: (checked).
- Entry 3: Format: North America, Phone Number: 717-867-5309, Extension: (empty), Usage: Home, Type: Cell, Non-Confirming: (checked), Receive SMS: (checked).

Buttons: Add Phone, Next, Cancel, Remove (for each entry).

5. When adding or editing a number, ensure the “Format” is “North America” then enter the 10-digit phone number.
6. Select the “Usage” as either “Work” or “Home” (personal). Do not recommend selecting the “Both” option.
7. Select the “Type” as either “Landline/Teams DID” for office or home landline or select “Cell” for government or personal cell phone. Do not recommend selecting the “Text-only” or “TTY” options – unless TTY is required.
8. Do not check the “Non-Confirming” box unless that phone is shared by multiple people (e.g. a duty phone). Non-Confirming phones will not be able to confirm receipt of the notification.
9. For “Cell” phones, check the “Receive SMS” box to receive text messages.” A dialog box will appear that requires selecting “Opt-in” to receive texts.
10. Click the “Next” button at the bottom to edit email information.

Add one or more email addresses

Step 11 – Add or Remove (points to Add Email and Remove buttons)

Step 12 – Email address / Work or Home (points to Email Address and Usage fields)

Step 13 – Save (points to Save button)

The form contains two entries:

- Entry 1: Email Address: jon-scott.snyder@usmc.mil, Usage: Work, Remove button.
- Entry 2: Email Address: scottsnider@email.com, Usage: Home, Remove button.

Buttons: Add Email, Save, Cancel, Remove (for each entry).

11. Click on “Add Email” or “Remove” or click on existing information to edit it.
12. Enter email address and select “Home” or “Work.”
13. Hit the “Save” button to return to the Client Dashboard.