NATIONAL AED REGISTRY INSTRUCTIONS FOR

➢ COMPLETING THE AED INSPECTOR INVITATION

➢ COMPLETING INSPECTION ACTIVITIES

www.nationalaedregistry.com
The purpose of the National AED Registry is to provide AED owners with important information to ensure that when needed, an AED will be fully operational.

In addition to providing AED owners with free timely email reminders such as when to check AEDs and when batteries and electrodes may need to be replaced, registering may also help them comply with state and local AED notification and registration requirements.

**Who at your company will use the Atrus National AED Registry?**

A "Site Manager" is the person responsible for making sure that an organization’s AEDs are in complete working order. Site Managers are the primary managers who register the location of AEDs and other information about each AED placed on a site, identify AED Inspectors, and keep information in the National AED Registry current.

"AED Inspectors" are the individuals within your organization who will receive National AED Registry maintenance messages and check the status of your company’s AEDs, batteries and electrodes.
When a Site Manager invites an individual to become a site inspector the inspector receives an email with the following:

You are formally invited to join the National AED Registry as an AED Inspector for our site.

Click on the following link to register:

By clicking on the link in the email, they will be taken to the following page:

Simply click on the “submit” button.
You will be taken to the Registry Welcome Page. At the lower right corner click “Register Now”.

Welcome to the Atrus National AED Registry

Ready to enroll as an AED Inspector? We will request some basic contact information from you. You can then review your AED assignment - one or more AEDs your Site Manager would like you to monitor.

After accepting your assignment, you will have access to details about the AEDs under your care, and will be notified when an AED requires maintenance.

Who at your company will use the Atrus National AED Registry?

Site Managers register the location of AEDs and other information about each AED placed on your site. Learn more >>

AED Inspectors are individuals within your organization who will check the status of your AEDs, batteries and electrodes. Learn more >>

Get Started as an AED Inspector

Registration is free and easy to do.

Register Now
Please read and accept the terms on the following page:

ENROLLMENT AGREEMENT AND RELEASE OF LIABILITY

Atrus, Inc. ("Atrus") operates the National AED Registry ("Registry"), an online information system intended to help link automated external defibrillators ("AEDs"), AED users and sudden cardiac arrest victims, and to help AED owners manage and track data and information concerning their AEDs. Through its AED Link™ product, Atrus endeavors to provide certain 911 dispatch agencies and others access to information regarding the location of AEDs stored in the Registry. Through the Registry, Atrus endeavors to notify designated AED inspectors via email of the expiration date of batteries and electrodes based on the information submitted by the AED site manager or AED inspector. Whether an AED inspector acts on this information is entirely within the discretion of the inspector.

Please carefully read this Agreement. By clicking on the "ACCEPT" button, you acknowledge that you have read this Agreement and agree to be bound by the terms and conditions of this Agreement. If you do not agree to these terms and conditions, do not use or continue to use the Registry.

1. Enrollment

Accept
You will then be taken here, where the inspector will register as the inspector.
Please complete this page as shown in this example below:

<table>
<thead>
<tr>
<th>Required Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: Elliot</td>
<td></td>
</tr>
<tr>
<td>Last Name: Fisch</td>
<td></td>
</tr>
<tr>
<td>Job Title: President</td>
<td></td>
</tr>
<tr>
<td>Organization: AED Now!</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:erlisch@aednow.com">erlisch@aednow.com</a></td>
<td></td>
</tr>
<tr>
<td>Street Address: 9958 Clint Moore Rd. Ste. C111-281</td>
<td></td>
</tr>
<tr>
<td>City: Boca Raton</td>
<td></td>
</tr>
<tr>
<td>Country: United States</td>
<td></td>
</tr>
<tr>
<td>State/Province: Florida</td>
<td></td>
</tr>
<tr>
<td>Zip Code: 33496</td>
<td></td>
</tr>
</tbody>
</table>

*Primary Phone: 561-965-0565
Alternate Phone: 561-965-0565

Your login is your email. Please create a password.

Login ID: erlisch@aednow.com
Password: ********
Retype Password: ********
This page will show the AEDs which have been assigned to the inspector. Click “Continue”
You will then get the following message:

An email has been sent to you to confirm your registration as an AED Inspector. **Your account will not be active until you respond to the email and begin entering your AED information.**

Please check your email.
Dear (Inspector’s name),

Thank you for joining the Atrus National AED Registry. To activate your account and begin adding AEDs, please click on the following link:

http://www.nationalaedregistry.com/registercomplete.aspx?

Once your account is activated, you may login and begin entering your AED information.

Part of the service you will receive from us includes periodic reminders to check your AEDs for operational readiness. In addition, you will receive emails from us regarding pad (electrode) and battery expirations when applicable. In order for our emails to arrive, please make sure any spam filters or firewalls clear emails from nationalaedregistry.com.

Sincerely,

The Atrus Customer Support Team
By clicking on the email link, the inspector will be taken to the following and asked to “click here to login”. Click on that link.
This will bring up the login page where they will need to log back into the system.
This will bring them to their individual Inspector Page, giving them an overview of all the AEDs for which they are responsible.

By clicking on the “view” under details of each AED, the inspector will be able to see the following “Maintain AED” page:
When a battery is changed, click “update battery details”
This screen, with the out of date battery, will come up
Change the battery expiration date and then “save battery’. When you get the confirmation “Battery information saved” message, then click “close window”
Follow these same instructions for the changing of electrode pads.

On the “Maintain AED” Page click “edit electrode details”

Click “edit” for the set of electrodes whose date of expiration you wish to change
Change the “Expiration date” to reflect the date of the new electrodes; click “save electrodes”.

When you get the confirmation “Electrode information saved” message, then click “close window”
This will take you back to the “Maintain AED” window and it will reflect the new expiration dates.
THESE NEXT STEPS ARE VERY IMPORTANT TO COMPLETE THE DUTIES OF A SITE INSPECTOR.

**YOU MUST THEN FILE A MAINTENANCE REPORT.**

THIS IS DONE BY SCROLLING TO THE BOTTOM OF THE PAGE TO THE SECTION “OPEN MAINTENANCE ISSUES”

Click on “file report” for each of the activities
Click on an activity that you completed (either battery or electrode – not both), make sure that you keep “Send a copy of this maintenance report to the site manager” checked, then click “FILE REPORT”.

When you get the confirmation “Maintenance report saved.” You can then click “close window”

Each time your complete an activity it will take you back to the AED Maintenance screen where you will have the opportunity to complete any other activities.
Once all maintenance activities are completed the “Open Maintenance Issues” box will look like this:

![Open Maintenance Issues](image)

Furthermore, all site managers will get an email notifying them of completed activities.

Dear (Site Manager name),

(site inspector name) has filed a maintenance report on an AED. The details of the report are:

Location: (Location)  
AED Placement: (specific placement information)  
Corrective Action(s): Battery replaced, Electrode replaced

You may contact (site inspector name) directly at (site inspector’s email address) if you have questions about this maintenance report.

Sincerely,  
The Atrus Customer Support Team