NATIONAL AED REGISTRY

INSTRUCTIONS FOR USE AND AED REGISTRATION

INSTRUCTIONS FOR USING THE NATIONAL AED REGISTRY

Welcome to the National AED Registry. This free service is made available to you by Atrus, Inc., creators of the AED Link system. AED Link rapidly links Sudden Cardiac Arrest victims, AEDs, trained AED responders in the event of a Sudden Cardiac Arrest. Once this system is activated in your community you will have the opportunity to voluntarily respond with this potential life saving device by becoming a volunteer citizen responder. *This is totally optional*.

The National AED Registry has no banner ads, does not spam or otherwise use this information. This registry will remind site managers and inspectors to periodically inspect the device to make sure that it is "operationally ready". By that we mean that the battery is installed and working, the electrode pads are installed, and equally important that the AED is in the location previously reported.

Prior to the expiration date of the battery and/or the electrode pads, site managers and inspectors will begin receiving notices of the upcoming expiration dates. These notices will be more frequent as the date nears and, if the items have not been replaced, continue until they are.

Let's begin:

Start by opening any browser window to www.nationalaedregistry.com.

There you will see the registration page. If you have already registered, you can log in using the box on the right. If you have already registered, skip to slide:

If you have not registered, you'll need to click on the "Get Started" button on the left. This will bring you to our "Welcome" page. To get started as a site manager click on the "Register Now" button on the lower right.

Next is our "ENROLLMENT AGREEMENT AND RELEASE OF LIABILITY" form. Once you have read this and accept its terms and conditions, please click "accept". This will take you to: "AED Site Registration: Set up your account", where you can enter the information ask for. Note that when you enter your email address, that address will also show up as your login address on the right. Once complete, you will need to set up your password. Your login will always be your email address. The password is a minimum of 8 characters and must contain at least one letter.

If you have entered an email address already in the system, the screen will re-appear without the password and tell you that the **"email address is already registered"**. In that case you will either need a different/new email address, or add the locations you are attempting to add to the location list under the already registered email address.

The next page is "AED Site Registration: Describe your AED locations". Here you will begin on the lower part of the page in the section: "Enter new location information". Complete the information then click "Add Location". The Geocoding Method will automatically default to "Calculate position automatically". This will enable our system to locate this AED in time of need if you have agreed to be a volunteer citizen responder.

In the rare occasion where that address does not appear on the standardized GPS system, you will get an error message at the bottom of the screen: **"This address cannot be verified as a specific street address"**. If you get this message you will need to contact support@nationalaedregistry.com with your address so we can manually enter your information.

When the information is successfully input, it will appear in the box at the top of the page, and the message **"A new location was added"** will appear at the bottom of the page. You can then add more locations as needed at this time, or if you are done, click the "continue" button in the very lower right hand corner.

After the first location, you can stop at any time and add locations later using the "add/edit locations" menu on the left side of the site manager's home page.

If this is the first time adding locations, you will then get a page saying "Your registration is confirmed". The message reads:

> Your registration is confirmed. **Now you need to add your AED(s)**.
>
> An email has been sent to you to confirm your registration as a Site Manager. Your account will not be active until you respond to the email and begin entering your AED information.

You will now need to go to your email and get the auto-generated email that has been sent to you and click on the link in that email to complete the registration.

IMPORTANT: IF YOU STOP HERE YOUR ACCOUNT WILL NOT BE ACTIVE AND YOU WILL HAVE NO AED INFORMATION IN THE SYSTEM. THEREFORE YOU WILL NOT RECEIVE THE BENEFITS YOUR ARE INTENDING TO GET.

> Also, we strongly suggest that you clear the National AED Registry support page email address in your spam or junk mail filter. You will receive the periodic announcement and reminders and it is possible they can be missed if you skip this important step.

When you confirm the email, you will be taken to the Site Manager Home Page where you can begin to register AEDs. If you need to add additional locations you can do that at this time also.

Begin to register AEDs by clicking "Register AEDs". Please follow these steps:
Choose the Manufacturer
Chose the Type/Model
Add the Serial number (usually located on the back of the AED)
If you have an "Asset Tag" or other custom identification of this particular AED in your system this is an _optional_ field for you to use.
Install Date. If you don't know the exact date, an approximation is sufficient. Hint: Checking with your accounting department to determine the date of purchase is a good way to start.
Click "Edit Battery Details" and enter the type/model of battery and the expiration date of the battery. Since most dates are in the form "month/year", use the last day of the month for the "dd" (day).
Click "Save Battery"*
Click "Close Window"
Click "Edit Electrode Details" and enter the type/model of electrode and the expiration date. Since most dates are in the form "month/year", use the last day of the month for the "dd" (day).
Click "Add Electrode"
Repeat this process if you have multiple (spare) electrode
Click "Close Window"

Now click: "Register AED" to complete this part of the process. Caution: be sure and scroll down to the bottom of the page to make sure registration is complete and that you didn't receive an error message. If you do receive an error message, please review these steps to confirm all necessary information is added.

Return to the "Register AED" page and now add the AED's Location and Availability.

Select the location for this AED from the drop down list. These are the locations you previously added. If you do not see that location in the list, look on the left side of the page and click on the "View/edit site locations" in the "SITE LOCATIONS" section. Once you have added a new location you can go back and edit this AED.

Once you have selected the location, please put in as much specific placement details as you can. Be very, very specific. Think of this as having to tell someone where get this device in case of a cardiac arrest emergency.

Next, click on the "Edit Availability". Follow the self explanatory prompts on this page. This will help the system know when this AED is available for use during an emergency.

A WORD ABOUT THE "PUBLIC" AND "PRIVATE" NOTATIONS.

As mentioned earlier, if Atrus' AED Link system is available in your community you will have the option to be part of your community's response plan for Public Access Defibrillation, a program allowing trained volunteer citizen responders to provide early defibrillation, a key element in surviving Sudden Cardiac Arrest. A "Public" AED will be shown as available to a 9-1-1 dispatcher during the hours selected. This would make your AED available to be used on a sudden cardiac arrest victim not only in your building, but also nearby.

A "Private" AED will not. It will only be available to a cardiac arrest victim in your location.

When you complete this page, click "Save Schedule" then "Close Window".

Inspectors

In the section, "Invite new AED Inspectors" you have the option to assign inspectors to specific AEDs. This allows for routine maintenance and inspection to be delegated to those closer to the AED, if needed.

You complete this section by adding the person's email, First Name and Last Name. There is a pre formatted message below that which you can modify to your satisfaction.

Once you have completed the message you simply select the location to which you want to assign this inspector.