

How to Use SoonerWARN

Getting Started

1. Click on Membership Application from topics listed across top of home page.
2. Fill out form
(required fields indicated by red asterisk)
3. Hit submit key.
If not accepted, **red notes** will appear indicating any fields that need attention.
4. If accepted, a message will appear indicating your application has been submitted.
5. You will receive an automatic email notice confirming your submittal including the information from your application. (You may want to save and/or print out a copy of your application form or the email notice with your application information.)
6. Once an application is received it is reviewed before being approved by SoonerWARN administrators.
7. The primary contact will receive an email indicating the application has been approved.
8. Using the email address and password provided in your application you will then have full access to the secure “members only” area of SoonerWARN.
9. Try it out and please contact info@SoonerWARN.org if you have any questions.

Updating Utility Information

Primary Contacts may add other contacts and change any information regarding their utility. We recommend utilities/ members check information frequently and update their profile as needed.

To update utility information:

1. Log in as a member.
2. Click on My Profile.
3. In the Utilities section, click on the Utility you wish to update.
4. Click on the “edit” icon of the section you want to update.
5. Make any desired changes.
6. Click on the save button.

Updating Individual Contact information:

Anyone (primary and alternate contacts) may update their own contact information. To update individual contact information:

1. Log in as a member.
2. Click on My Profile.
3. Click on the "edit" icon of the section you want to update.
4. Make any changes.
5. Click on the save button.

Using the SoonerWARN Data Bank:

While logged in as a member, you can see utility information, such as the name and county at a glance by simply going to the main “Member Utility” list.

More in-depth utility information can be viewed by clicking on the name of the utility.

Passwords

Passwords are chosen when new members apply.

To change a password:

1. Login as a member.
2. Select My Profile.
3. Click the Change Password link in the Name and Email section.

If you've forgotten your password:

Click the "Forgot Your Password?" link on the Member Login page. Your password will be reset, and an email will be sent to you containing the new password.

How To Use the SoonerWARN Emergency Assistance Notification System (EANS):

The Emergency Assistance Notification System (EANS) can be used by member utilities to coordinate a response to a specific event or disaster. For the EANS to be activated, a member must first create a new notice. When that occurs, an email alert is sent to all members of the network notifying them of the open notice.

Create a New Notice:

1. Log-in as a member
2. From the member page, click on the emergency assistance link.
3. Click on the Add a New Notice link.
4. Fill out the title – indicate the general nature of the need.
5. Fill out the message – this is where you specify what your need is, or how you can meet someone else's need. Be sure to include contact information where appropriate.
6. Click Submit.

Once a post has been submitted, an email notification is sent to all SoonerWARN registered members.

Respond to a Notice:

1. Log-in as a member.
2. Click on the Emergency Assistance link.
3. Click on the title link in the Post column of the notice you wish to respond to. A new page will open showing the details of the notice.
4. Click on the "Respond to this notice" link to open a new page for posting a notice response.
5. Fill out the information.
6. Click the Submit button.

View Responses:

1. Log-in as a member.
2. Click on the Emergency Assistance link.
3. Click on the title link in the Post column of the notice you wish to view responses to date.
4. A new page will open showing the details of the notice, including all responses.

Edit a Notice:

At this time, only the Administrators can edit a notice. Send change information to info@soonerwarn.org, or you can post a response to the notice (see instructions above) to show changed information.

Close/Delete a Notice:

At this time, only the Administrators can close or delete a notice. Send change information to info@soonerwarn.org.

If you need to send a Notice and do not have Computer Access:

Call the DEQ hotline at 1-800-522-0206 and tell the operator that you need to contact SoonerWARN with a request for aid for a water or wastewater utility. The operator will take your name and phone number. The SoonerWARN administrator will call you and will send the notice on your behalf.