

WENS Enrollment Form						
Name	First:		Last:			
Wireless Phone #:						
Type of Alert (Check)	Text Msg		Voice call		Email	
County Email:						
Alternate Email if wanted:						
Department Group:						
Subgroup(s):						
Once employee is loaded by individual department, contact mvillatoro@portageco.com with employee name to be added to countywide groups.						

EXAMPLE ONLY						
WENS Enrollment Form						
Name	First:	John	Last:	Smith		
Wireless Phone #:		330-555-1234				
Type of Alert (Check)	Text Msg	☒	Voice call	☒	Email	☒
County Email:		jsmith@portageco.com				
Alternate Email if wanted:		jsmith@gmail.com or N/A				
Department Group:		Clerk of Courts				
Subgroup(s):		Kent Civil & Ravenna Civil or N/A				
Once employee is loaded by individual department, contact mvillatoro@portageco.com with employee name to be added to countywide groups.						