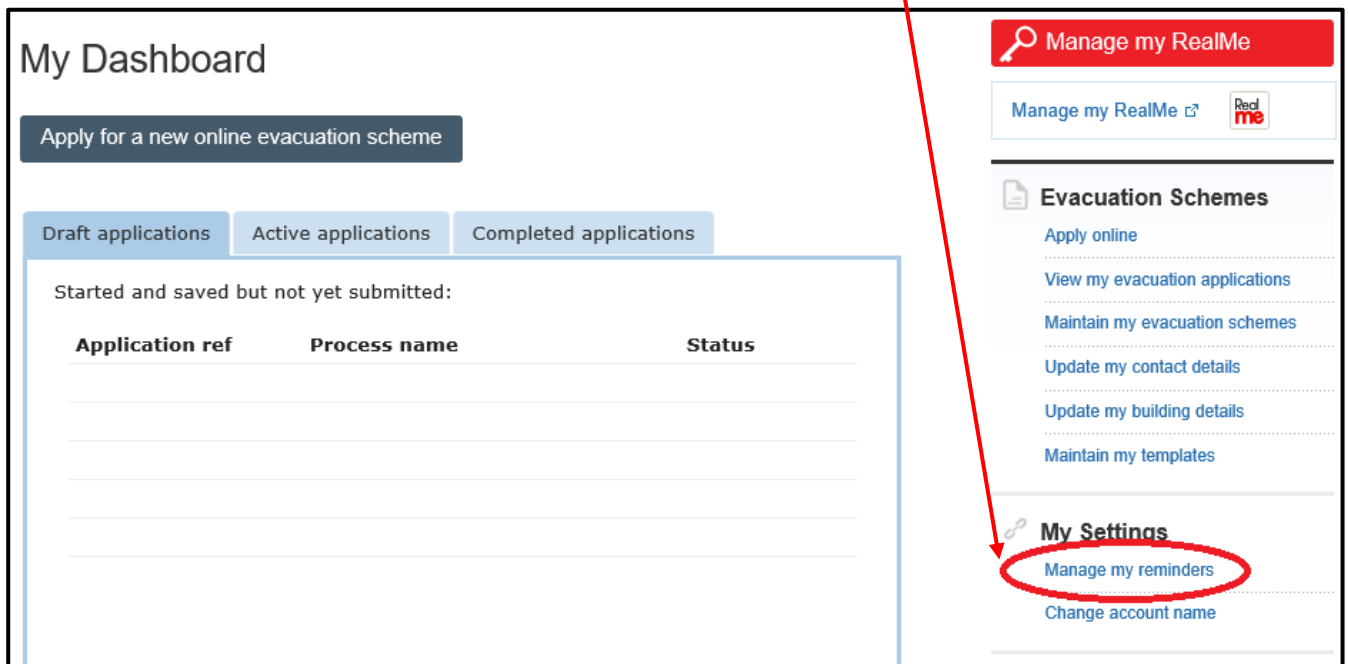


## Managing email reminders for evacuation scheme maintenance

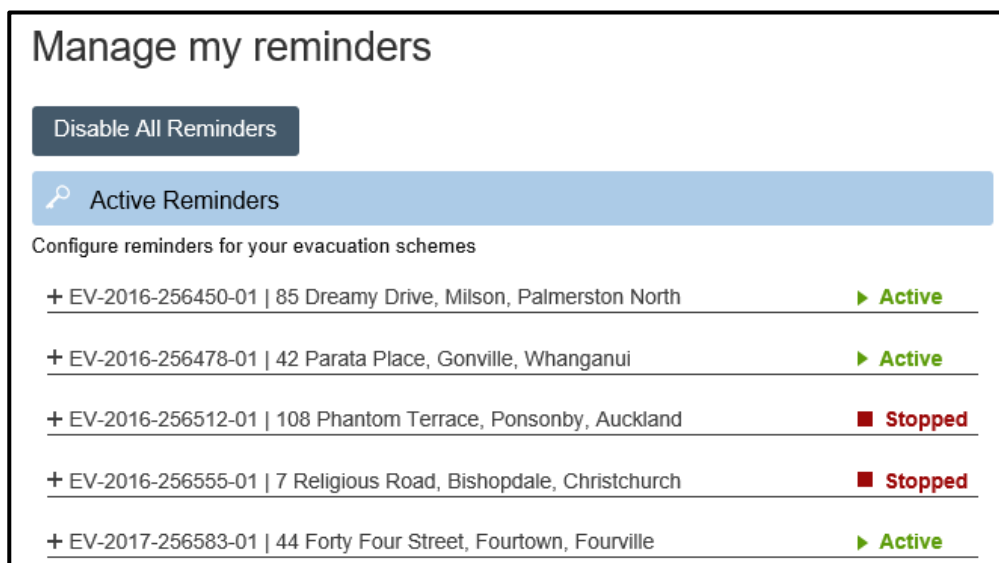
Email reminders to complete evacuation scheme maintenance will be sent to the email address stated in Q1.4 of your application. You can add additional email addresses to receive these reminders if needed. You can also disable all reminders if they are no longer required.

- Log on to Online Services using your RealMe logon as normal.
- Click the 'Manage my reminders' link on the right side of the page.



The screenshot shows the 'My Dashboard' interface. On the right-hand side, there is a sidebar menu. Under the 'My Settings' section, the 'Manage my reminders' link is circled in red. A red arrow points from this link towards the main content area of the dashboard.

- A list of all your approved evacuation schemes will be displayed. The column on the right shows whether the email reminders for that scheme are active or stopped.



The screenshot shows the 'Manage my reminders' page. At the top, there is a 'Disable All Reminders' button. Below it, there is a search bar for 'Active Reminders'. The main content area is titled 'Configure reminders for your evacuation schemes' and contains a table of schemes with their reminder status.

Application ref	Process name	Status
+ EV-2016-256450-01	85 Dreamy Drive, Milson, Palmerston North	Active
+ EV-2016-256478-01	42 Parata Place, Gonville, Whanganui	Active
+ EV-2016-256512-01	108 Phantom Terrace, Ponsonby, Auckland	Stopped
+ EV-2016-256555-01	7 Religious Road, Bishopdale, Christchurch	Stopped
+ EV-2017-256583-01	44 Forty Four Street, Fourtown, Fourville	Active

Click the + symbol next to the relevant scheme to display the options. From here you can:

- Stop or activate all email reminders for this scheme by checking the “Send Reminders” box.
- Add additional email addresses by clicking “Add New” and entering the email address.
- Delete additional email addresses by clicking “Delete” next to the relevant email address.
- **Important:** You must click “Save Changes” to accept any changes before continuing.

**Manage my reminders**

Disable All Reminders

Active Reminders

Configure reminders for your evacuation schemes

– EV-2016-256450-01 | 85 Dreamy Drive, Milson, Palmerston North ▶ Active

Send Reminders:

Secondary Emails: matt@email.com Delete

Add new Save Changes

+ EV-2016-256478-01 | 42 Parata Place, Gonville, Whanganui ▶ Active

+ EV-2016-256512-01 | 108 Phantom Terrace, Ponsonby, Auckland ■ Stopped

- You can also click “Disable All Reminders” at the top of the page to stop all of your email reminders for all of your schemes.

## Transferring a scheme to a different RealMe logon

If you are changing email reminders because you will no longer be responsible for the maintenance of an evacuation scheme (e.g. you have left the company) it may be easier to transfer the whole scheme to another person. This will allow that person to continue the ongoing maintenance needed for the approved evacuation scheme.

To request the transfer of an evacuation scheme please email [fireinfo@fire.org.nz](mailto:fireinfo@fire.org.nz).

## Cancelling an approved evacuation scheme

If you are cancelling email reminders because the evacuation scheme is no longer applicable (e.g. the building has been demolished) you must also notify your local NZFS Area Office that the evacuation scheme is no longer required. You can find full contact details for your local Area Office in our [Contact Details for Evacuation Schemes](#) document.