

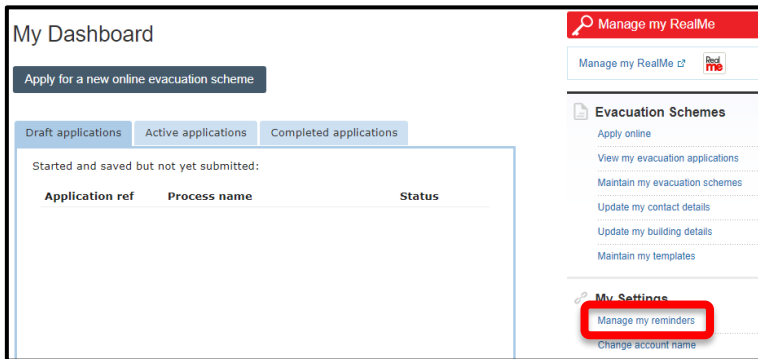
# MANAGING YOUR EMAIL REMINDERS

## MANAGING EMAIL REMINDERS FOR EVACUATION SCHEME MAINTENANCE

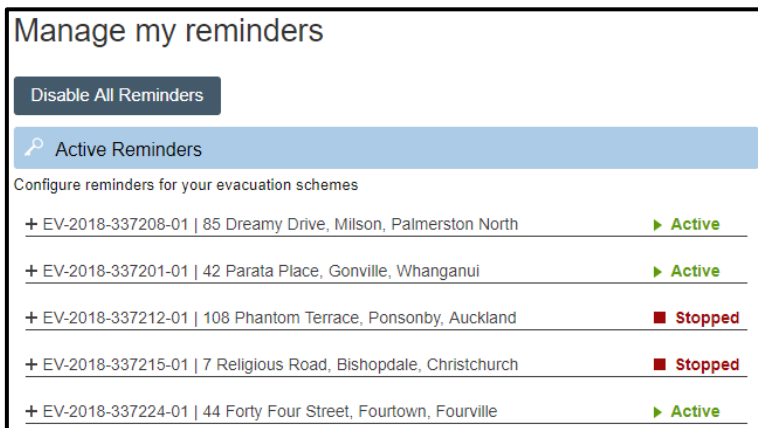
Email reminders to complete evacuation scheme maintenance will be sent to the email address stated in Q1.2 of your application. You can add additional email addresses to receive these reminders if needed. You can also disable all reminders if they are no longer required.

To add or delete email addresses that receive reminders:

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

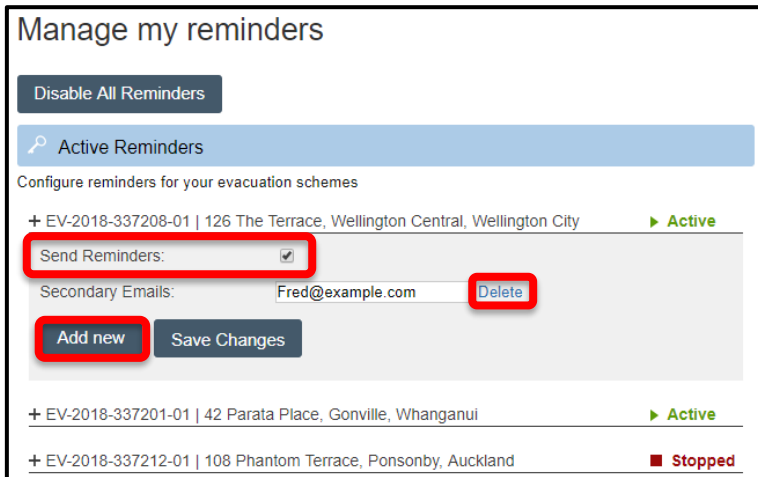


- A list of all your approved evacuation schemes will be displayed. The column on the right shows whether the email reminders for that scheme are active or stopped.



- 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.



- 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@fireandemergency.nz](mailto:fireinfo@fireandemergency.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If you are cancelling email reminders because the evacuation scheme is no longer applicable (e.g. the building has been demolished) you must notify Fire and Emergency New Zealand that the evacuation scheme is no longer required.

Complete a [Notification of building changes form](#) and send it to the Fire Information Unit:

email: [fireinfo@fireandemergency.nz](mailto:fireinfo@fireandemergency.nz)  
 fax: 09 309 0483  
 post: Fire Information Unit  
 Fire and Emergency New Zealand  
 PO Box 68042  
 Wellesley Street  
 Auckland 1141