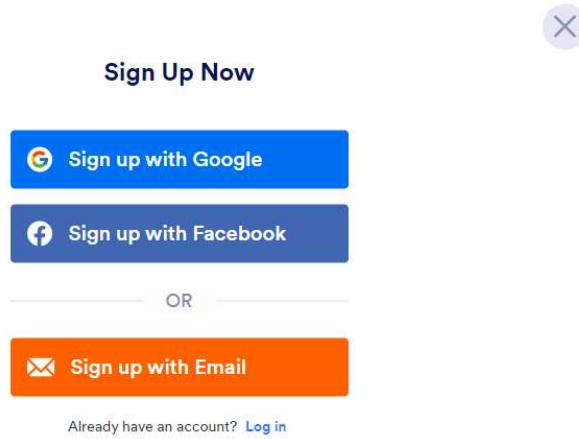




How to sign-up for JotForm

1. Consult your IT and legal team for approval to implement JotForm
2. Select an individual to be the point of contact (POC) for JotForm
3. <https://www.jotform.com/login/>
4. Sign up with your email




Sign Up Now

 Sign up with Google

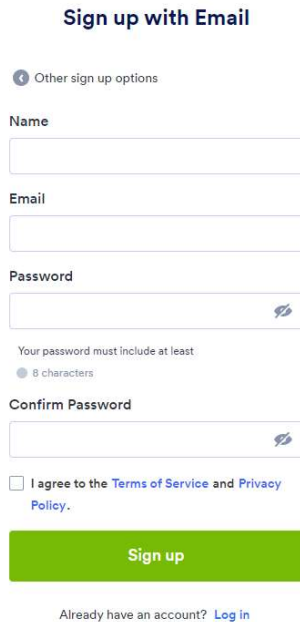
 Sign up with Facebook

OR


 Sign up with Email

Already have an account? [Log in](#)

5.
 - a. Name: Health Department
 - b. Email: general email or email of point of contact
 - c. Password: general could be shared



Sign up with Email

 Other sign up options

Name

Email

Password

Your password must include at least

- 8 characters

Confirm Password

I agree to the [Terms of Service and Privacy Policy](#).

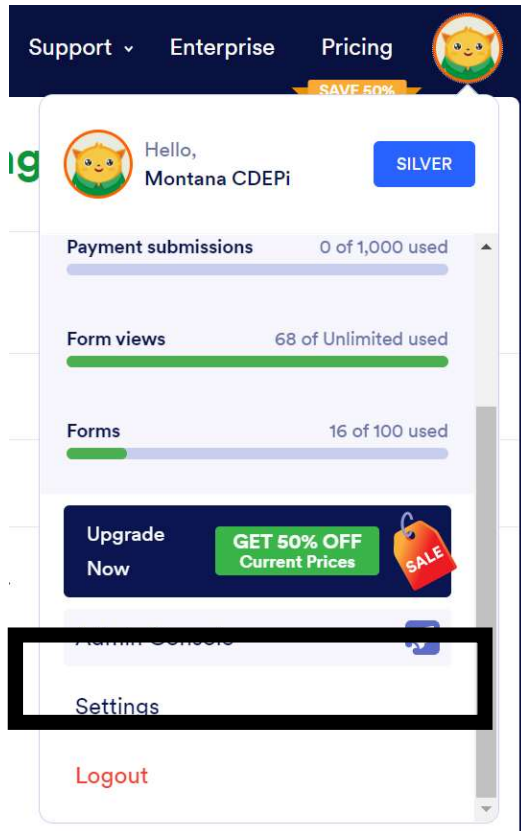
Sign up

Already have an account? [Log in](#)

6. Send login information to Meagan.Gillespie@mt.gov and schedule a meeting to purchase a HIPAA compliant account.

Enable HIPAA compliance

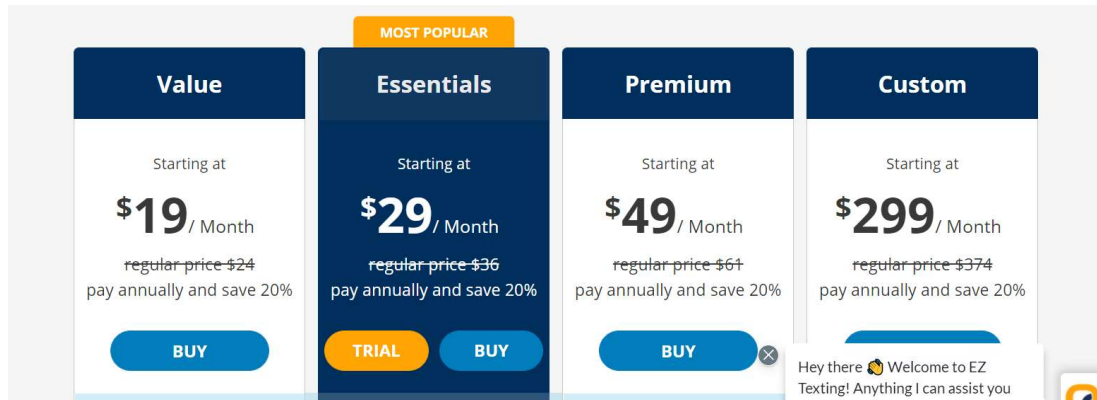
1. Go to Settings



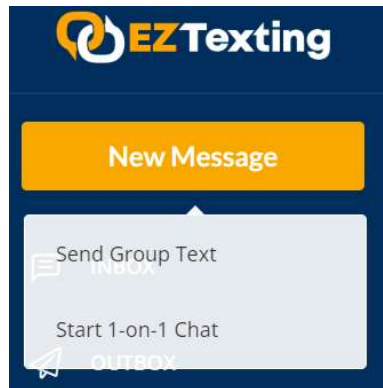
2. Click on "Data"
3. Select "Enable HIPAA compliance"
4. Review information and sign if you agree

How to use EZ texting

1. Consult your IT and legal team for approval to implement EZ texting
2. Sign-up for EZ texting: <https://spa.eztexting.com/guest/signup>
3. Select a plan. Most counties have elected to purchase the “Essentials” plan.



4. On the Dashboard page, click on “New Message”
 - a. If you have multiple contacts or phone numbers, select “Send Group Text”
 - b. If you have a single contact or phone number, select “Start 1-on-1 Chat”



5. Compose text message:
 - a. To:
 - i. Numbers generated from MIDIS
 - ii. Copy and paste or manually enter each phone number
 - b. Message:
 - i. Short, concise, and seventh grade reading level
 - ii. Include link to resources
 - iii. Prewrite message and share with all staff using EZ texting

TO

(406) 471-2688 X

MESSAGE

CDEpi

<https://form.jotform.com/220445950825154>
 Additional resources can be found at
<https://dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt/index>

3 credits per message
 1182 / 1600 MMS

ATTACH A FREE IMAGE SEARCH FREE IMAGES

(406) 278-8917

(CDEpi) It is time to empower the public! Your County Health Department has a new way to report your COVID-19 infection. Please follow the link provided to report your COVID-19 infection and symptoms to Meagher Health Department, in a HIPAA compliant survey: <https://form.jotform.com/220445950825154> Additional resources can be found at <https://dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt/index> STOP to end

Chat with an Expert

- c. Schedule:
 - i. Send now
 - ii. Schedule for Later
 - 1. Schedule a time and date

SCHEDULE

Send Now

Schedule for Later

05-04-2022 10:16 AM

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7

REVIEW MESSAGE

- d. Click on "Review Message"
 - i. Ensure phone numbers are correct and review the message
- e. If incorrect, select "Edit Message or Recipients" to make changes
- f. If correct, select "Send Message"