ePACT
your emergency network

Launch Checklist For New Year

MAKE SURE YOUR ACCOUNT IS READY TO START ON THE ONBOARDING PROCESS FOR THIS YEAR. INSTRUCTIONS AVAILABLE HERE.

☐ Form Approved

- ✔ Review your previously approved form. Read how to do a form review here.
- ✔ Ensure your waivers and consents are current for this year.
- ✔ Ensure all links to handbooks or third party forms are current for year.
- ✔ Messaging templates reviewed and approved

☐ Members Alerted of ePACT

- ✔ Communications to members :
  - New to ePACT
  - Returning Members
- ✔ Reference to ePACT is on website or other materials.

☐ Data Pipeline Set Up

- ✔ Upload your list of your new participants.
- ✔ Once this is done, review to make sure it looks right and then :
  - Send Invites
  - Turn on Auto-reconfirms and auto-reminders.