

## **How to register for your NCORCA CrimeDex membership:**

### **If you aren't a CrimeDex member already:**

Registration to CrimeDex is fast and easy! To join, simply follow the step-by-step instructions below.

- 1) Go to [www.crimedex.com](http://www.crimedex.com)
- 2) Click the "Join Now" button.
- 3) Complete the sign-up form:
  - a. Click the radio button for Group
  - b. Type "NCORCA" in the box
  - c. Highlight "NCORCA" in the box when it appears.
  - d. Click "Select Group", and then click Next.
  - e. Follow the rest of the prompts and you will be a new CrimeDex member.
  - f. After your application is approved, a confirmation will be sent to via e-mail. **The approval may take some time; the Moderator of the NCORCA portal must approve your membership.**

#### Group

- You are a member of a group with a pre-negotiated membership in CrimeDex.
- A membership has been provided to you as a membership benefit of your group or association.
- Do not use this option unless you were instructed to by your group or association.

**Selected Group: NCORCA**

**Select Group**

### **If you're already a CrimeDex Member but not in the NCORCA group:**

The following only applies if you are already in CrimeDex and want to join additional groups, not the group you originally signed up in:

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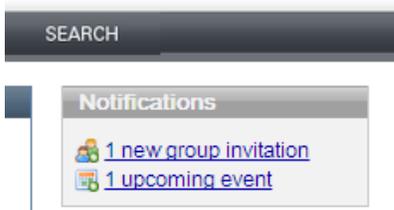


Send an email to Al Moody, [AMoody@roseville.ca.us](mailto:AMoody@roseville.ca.us), and after verifying you are a NCORCA member you will be invited into the group portal.

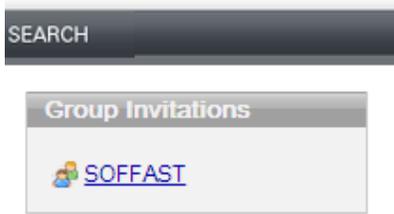
You will receive an email invitation to join the group with a link. Click the link. –OR– After you login in the upper right of your screen will be a box under the Search Tab that says:

Notifications. Yours will have a link in it that says “1 new group invitation”

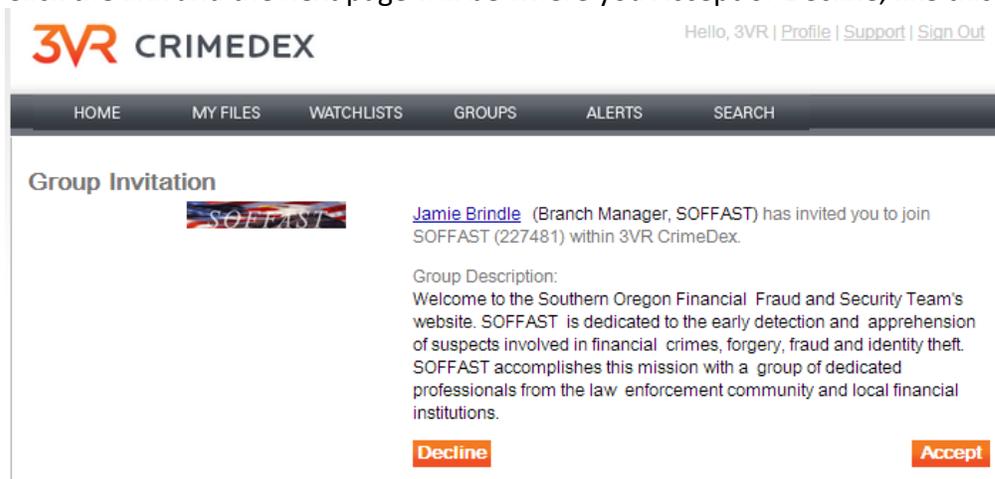
Hello, 3VR | [Profile](#) | [Support](#) | [Sign Out](#)



Click the new group invitation link, the next page will be your Groups page; in the same location will be a box with the name of the Group(s) that sent you an invitation. In my case I have one pending from SOFFAST:



Click the link and the next page will be where you Accept or Decline, like this one:





Click **Accept** and you are in!

### **Your Profile:**

Both when you sign up and anytime afterwards you can modify your Profile. In your Profile you can change the company name you work for, the address, phone...all the usual contact info. You **CANNOT change your email address.** To change your email address send an email to [info@crimedex.com](mailto:info@crimedex.com) with the new email address you want to use.

To access your Profile click the Profile link on every page in the upper right:

Hello, 3VR | [Profile](#) | [Support](#) | [Sign Out](#)

On the Profile page, to make changes click Edit Profile:

**Edit Profile**

In your Edit Profile you can also choose to get Alerts from a geographical list of states/regions/countries, or to just get Alerts from your Groups:

#### **Alert Notifications**

##### **Do you want to receive CrimeDex Alert emails?**

- Send me alerts from my groups.

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- Send me alerts from the areas I specify below.

If you ONLY want Alerts from NCORCA members ONLY check the Send me alerts from my Groups box.

Below the Alert Notifications is the Other Notifications. We **STRONGLY** suggest checking these boxes, otherwise you won't get posts from the NCORCA Discussion Board and other group notifications:

#### **Other Notifications**

**Do you want to be notified by email when others add comments or links to your suspects, checks, cases, etc.?**

- Yes, notify me     No, do not notify me

**Do you want to be notified by email when others in your group(s) add comments?**

- Yes, notify me     No, do not notify me



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## **Welcome to CrimeDex!**

### **Gator**

**Note:** If you are using a free email account (like Hotmail, Yahoo, Gmail, etc.) the system will not allow you to “auto join”. Please use a valid company/work email which identifies you as an employee of the company you are signing up with. If you must use one of those type email addresses, send us an email at [info@crimedex.com](mailto:info@crimedex.com) with your phone number and we will contact you directly to help setup your membership.

We reserve the right to cancel any individual CrimeDex user's license at any time. CrimeDex users must agree to the terms and conditions listed at <https://www.crimedex.com/terms>

If you should have any questions or suggestions, please feel free to call me directly.

Sincerely,

James "Gator" Hudson, Det. Sgt. Ret.

VP CrimeDex Services

Mobile: 503-381-5860

[Info@crimedex.com](mailto:Info@crimedex.com)