

Script for Building Your Family Emergency Network

Choosing to set up the Family Emergency Network **first** will be beneficial in more ways than one. This video will walk you through the entire process. In addition to the video, we have made a copy of the script available for you to print out and use as a reference point.

Completing the Family Emergency Network will acquaint with the basic skills you will need to get the best use out of your POM Vault.

You will have learned how easy and helpful the prepared “In my own words” forms are and how to place them in your POM Vault.

You will have discovered how easy it is to digitize important information, whether with a scanner or a mobile phone. You will know where these documents should be placed in anticipation of putting them into your POM Vault.

You will understand how to add individuals to your “approved” list, how to grant them temporary or full access to certain documents or locations in your POM Vault, and you will be shown how easy it is to cancel or modify those permissions.

You should use a desktop or laptop computer to enter data and to complete fillable forms. Over time, you will see that you can work in the smaller tablets and mobile phones, but in the beginning it is much better to learn on the bigger screens.

Let’s get started with completing your Family Emergency Network.

Here is your first look inside of your POM Vault. We have opened the Family Emergency Network so that you can see the pre-structured sections of your Emergency Network. Let’s choose a section for you to begin with. We’ll start with Burial and Obituary.

Now that we have made our choice, we will open the Dashboard, after we have signed in with our email and password. Notice the list of the “In My Own Words” forms that are commonly used in Family Emergency Network.

Choose the Burial and obituary form, click on it to bring it (Download it) into your computer. You will go to your download file on your computer to click it open. You see this form has lots of blank spaces that require information. Here you will fill in the factual information that you know and make as many comments as you wish to express your feelings or reasoning or whatever you feel is relevant. All of our fill in forms serve the same purpose - you are able to give your insight or explanation about the subject “In your own words” in addition to listing facts.

There are two ways to complete each form. You can type the information in on your computer and then save the completed form, or you can print the blank form, fill it in by hand and then scan the completed form. We will be discuss scanning a bit later in this video.

By far the best way to enter the information is typing it in. By doing it this way, should you ever wish to change information on this form, you can take it out of the POM Vault, retype the changes and save it back into the Vault. If you choose to do it this way, you will have to make sure that when you save the form, you use a program like Adobe Acrobat or any other PDF form reader which allows the changes to be saved on the document.