

## Instructions

### Instructions:

1. Review the PDF files included on the disk for indepth ThreatScreen Information. The file "THREATSC.EXE" is a PDA emulator that will demonstrate ThreatScreen on your PC desktop.
2. To sign up, first assign an individual to be the Security Contact. This individual will be the Organization's Administrator. Follow the procedures outlined in the "security contact procedure.doc" file. Fill out the corresponding Excel file.
3. The Security Contact is to fill out the Excel file for the Organization. Follow the procedure outlined in the relevant DOC file. In addition, the ThreatScreen Agreement MUST be signed for usage of ThreatScreen.
4. The Security Contact must fill out an UserId form for each person that wishes to use ThreatScreen. Follow the procedure as outlined in the relevant DOC file.

Once Steps 2 and 3 are completed, mail the completed forms to:

MSDH-EMS  
Attn: Robert Mozingo  
PO Box 1700  
Jackson, MS 39110

Step 4 is an ongoing procedure...requests to add/remove users can be submitted at any time.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL ROBERT MOZINGO, 601.576.8121.