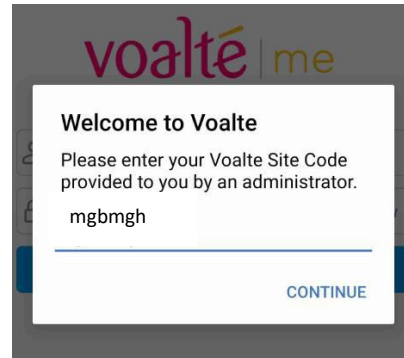


What is a Site Code?

The Site Code is used in the Voalte Me application to enable you to sign into your MGB-specific site or instance (for example, MGH and MEE are sites, but they share a Voalte instance. The site code for these two sites is the same because they are on the same instance). Each MGB instance has a unique Site Code and application access must be granted by the site's Voalte administrator. Please contact the site's administrator for access to Voalte Me and the associated Site Code.

When asked to enter a Voalte Site Code, enter **mgbmgh**



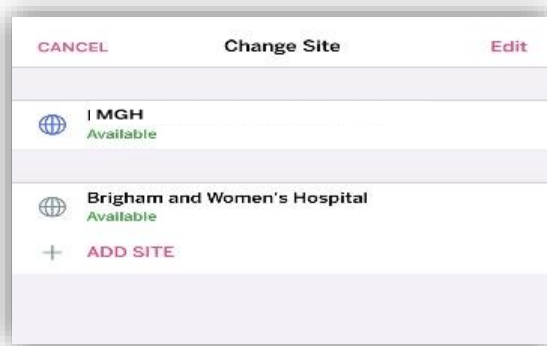
Setting Up and Switching Between MGB Sites on Voalte Me

If you have accounts at multiple MGB sites, the Change Site, or multi-site functionality makes it easy to switch between sites in Voalte Me. The multi-site functionality allows you to:

- Be logged into multiple MGB sites at a time
- Easily switch between MGB sites
- Receive Text and Alert notifications from another site while viewing your current site

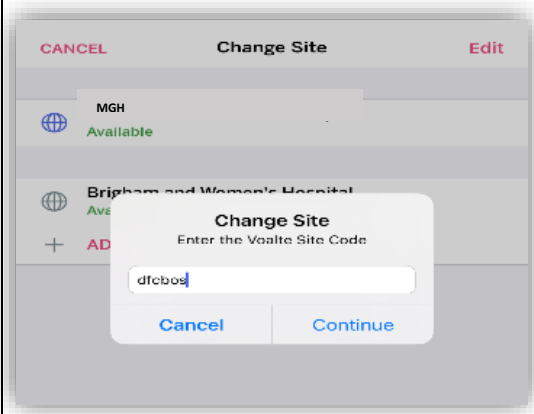
Multi-Site Setup

Once you're logged into one site, you can set up your other sites. Follow these steps to add a new MGB site.



- Go to Menu
- Select Change Site
- Click + **ADDSITE**
- Your current site is listed at the top and has a blue icon to the left with an Available status
- Your other sites will be listed next and have a grey icon to the left
- Statuses
 - **Available:** you're logged into the site
 - **Offline:** you're logged out of the site

- **Unavailable:** you're logged into the site and your status is Unavailable



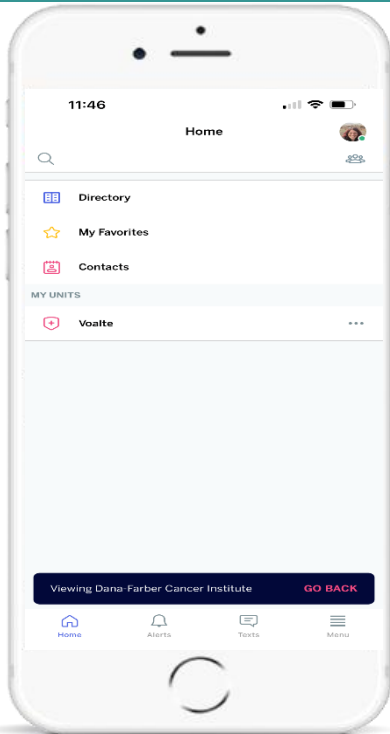
- Enter the Site Code
- Click Continue
- You'll then be prompted to log into the new site

NOTE: Your application settings do not apply to each site. To ensure your settings at each site are correct:

- Go to Menu
- Click Settings
- Select Notifications & Sounds
- Edit settings as needed

How to Change Sites Once Logged into Voalte Me

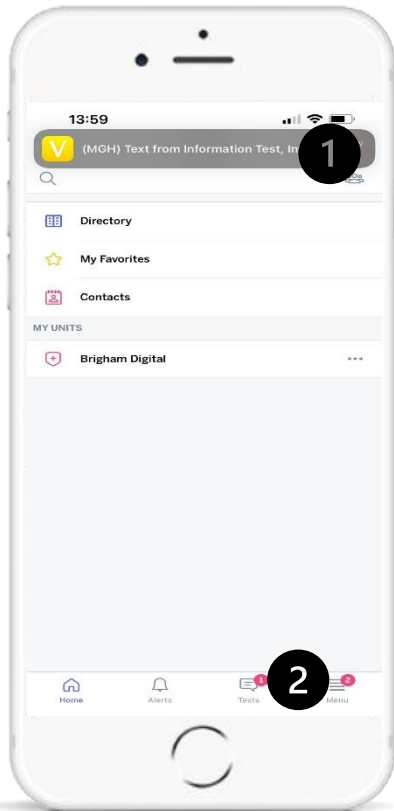
The Change Site functionality allows you to change sites without logging in and out of your accounts. Follow these steps to learn how to switch to another site.



- Go to Menu
- Select Change Site
- Select the site you want to view
- You'll see a message confirming your current site

How to View a Text or Alert From Another Site

When you're viewing your current site, you can receive Text and Alert notifications from another site. Follow these steps to learn how to view a Text or Alert from another site.



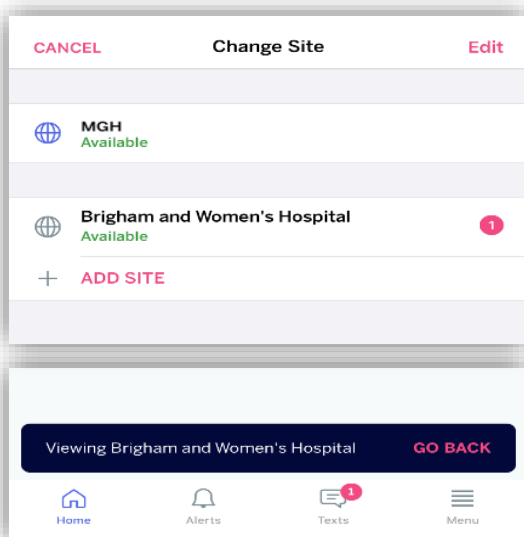
1

There are **two indicators** that you have received a Text or Alert from another site:

The banner notification will indicate the site in parentheses at the beginning of the notification.

2

You'll see a badge number in the Menu. *If you receive a Text or Alert from another site, the number in your Texts and Alerts notification icons will not change in your current site. The number listed in the Menu indicates the total number of Texts and Alerts you have at the other site(s).*

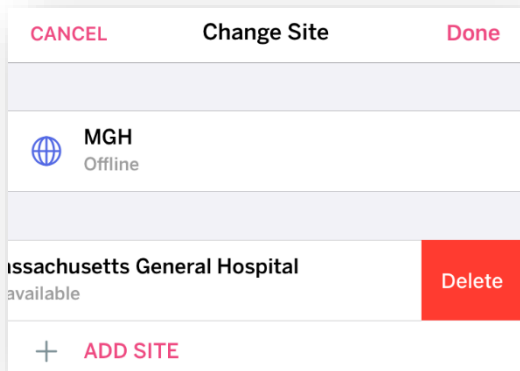


To view a Text or Alert from another other site:

- Go to Menu
- Select Change Site
 - You'll see a number next to the site(s) where you have a new Text or Alert
 - If you have Texts and/or Alerts from multiple sites, you'll see a number next to each site
 - You will not see a number next to your current site
- Select the site you want to view
- Once you have switched to your new site, you'll see the updated badge count
- You can access your Alerts and Texts as you normally do by clicking on either the Texts or Alerts icon

How to Delete a Site

If needed, you can delete a site. *You must be logged out of a site before you can delete it.*



- Go to Menu
- Select Change Site Tap Edit
- Click the Delete icon to the left of the site name, tap Delete
- A confirmation prompt displays, tap Remove