To register your AED at the National AED Registry please go to www.nationalaedregistry.com and click on “Get Started”
Now click “Register Now”
AED Site Registration: Set up your account

Please provide your contact information to register as an AED Site Manager. As an AED Site Manager, you will be responsible for registering the location of and other information about each AED placed on your site, identifying AED Inspectors, and keeping your information in the National AED Registry current.

*Required information

*Site Name: 
*First Name: 
*Last Name: 
Job Title: 
Organization: 
*Email: 
*Street Address: 
*City: 
*Country: United States 
*State/Province: 
*Zip Code: 

*Primary Phone: 
Text message enabled? 
Alternate Phone: 
Text message enabled? 

Your login is your email. Please create a password.

Login ID: 
*Password: 
ReType Password: 

Continue
This will now be your home page when you log in.

You will now start by adding the locations of your AED(s).

This will be the different buildings they are in or even the different floors of the building they are on.

You can have as many or as few locations as you wish, at a minimum if you have AEDs at different addresses those should be different locations.

To do this click on “View locations”.
Enter the information for each location you wish to have and click “Add location” when done. You can have as many locations as you want.

The next step will be able adding your AED(s) in each location.
Now you need to enter the information about each AED(s) at each location. To do this click on “Register AEDs”
Step 1:
Here you will need to enter all the information about your AED, the manufacturer, model, and serial number, which location the AED is at and more details of where it can be found at that location. Please contact Heart Safe if you need any help in finding this information.

Step 2:
click on the links for “Add/Edit Battery Details” and “Electrode Details” filling out the current dates of your equipment.

Step 3:
“Edit Availability” (meaning when the AED will be available for use, normally during your hours of business)

Step 4:
When all the information is filled out click on “Register AED”
• Ok now all of your locations and AEDs are entered.
• Now you can share the work load of inspecting these AEDs by adding inspectors to each location.
• These people will receive the email prompts that batteries and pads are ready to expire and prompt them to check the units.
• Click on “Invite New AED Inspectors” to do this.
Now fill in their email and name

Modify the email message that they will be receiving if you wish.

Lastly assign which site they will be the inspector of.

To save this information you may need to scroll down your page to see the send invitation button
Congratulations!

• You have now entered all the basic information into the National Registry. You will now receive email updates to help you in maintaining your AED(s).

• But wait, the Registry can do even more for you---You can assign responders to each AED so in the case of a cardiac arrest, a 911 dispatch center may be able to call that responder telling them to bring the AED to the emergency.

• This will not make you liable if the responder does not come and the responder will only receive a call or text message if the emergency happens within the hours you specified your AED to be available.
To assign a responder to an AED click on “View AEDs”
This is a list of all your locations and once you click on the small arrow you will be able to see all the AEDs at each site.

The exclamation mark in the triangle lets you know that an AED at that site needs attention of some kind.
Now you can click “view” to see the details of a particular AED and this will give you access to change its location, assign a new inspector and add the responder.

If an AED has been replaced or you have moved it to a new location you can remove that AED from the system by clicking “Remove”
You can see that you have the ability here to edit any information about your AED from the expiration date if you change the battery or electrodes to the location of the AED itself.

At the bottom of the screen you can change the inspector if needed.

**Most importantly you can add the responder to the AED.**
You will need to fill out the person's name and contact information. You can choose to enter in their CPR Certification expiration if you have it, but they are not required to have a CPR card to be a responder.

You must change the bottom drop down box to whatever notification preference the responder would like. In the case of an emergency that requires an AED that is within 300ft of your AED they can get a phone call and/or text message asking if they can respond and telling them where to go.

You can choose to have as many responders as you would like.

Make sure to click “Save” when you are done making changes.
To save all the information that you have entered or changed, click on the “Save AED” button.

Look here to check that the new responder is “Active”.

### AED and Accessory Details
- **Manufacturer:** Medtronic/Physio Control
- **Type/Model:** LIFEPAK CR Plus - Semi Automatic
- **Serial Number:** 30743543
- **Install Date:** 1/8/2003

### AED Location and Availability
- **Location:** Allina Medical Transportation - Grand C
- **Placement Detail:** Located in the second floor stairwell, near the elevator

### AED Inspectors and Responders
- **AED Inspectors:** 1
  - [Change the Inspector for this AED]
- **AED Responders:** 1
  - [katie kuenzi (Active)]
  - [Add a Responder]
Thank you for taking the time to enter all your AEDs’ information into the National AED Registry
By keeping your AEDs’ equipment up to date you may save someone's life
If you choose to add responders to your AED(s) you have increased the chances that someone needing an AED will have access to one