

Comprehensive Instructions for loading data in the flashID™ Emergency Identification Document



Step 1

Insert flashID™ device in USB socket of computer, whether a laptop (below) or desktop (right)



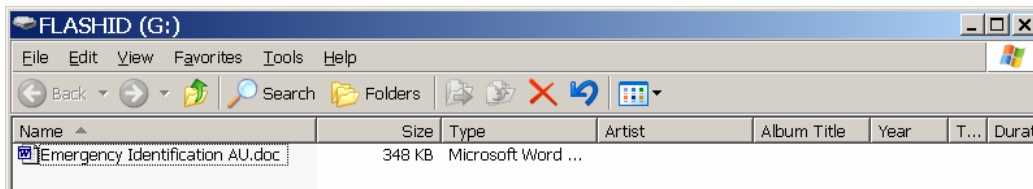
Note:

If computer is operating under Windows XP™ the following window should open automatically.

If your computer is running under an earlier version of Windows, it may be necessary to download a device driver from www.flashid.org/downloads. In this case use Windows Explorer to find document once the driver has been downloaded and installed.

Step 2

When the screen opens showing contents of USB device, double click on document Emergency Identification...



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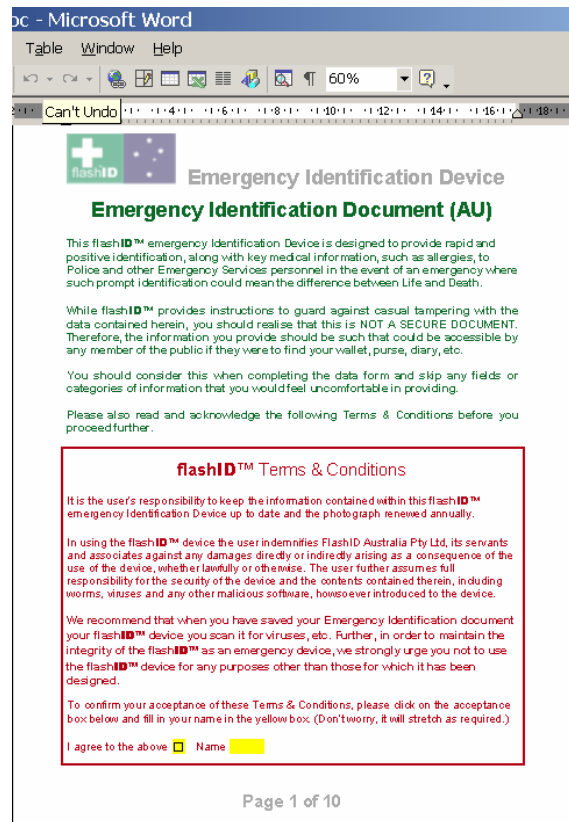
Step 3

Scroll down through the Emergency Identification Document entry screen to Terms & Conditions...

After reading Terms & Conditions, please indicate your acceptance in the tick box and enter your name in the yellow box, which will expand to fit, and then scroll through the Instructions and Warning pages to Page 4.

To confirm your acceptance of these Terms & Conditions, please tick the box below and fill in your name in the yellow box. (Don't worry,

I agree to the above Name



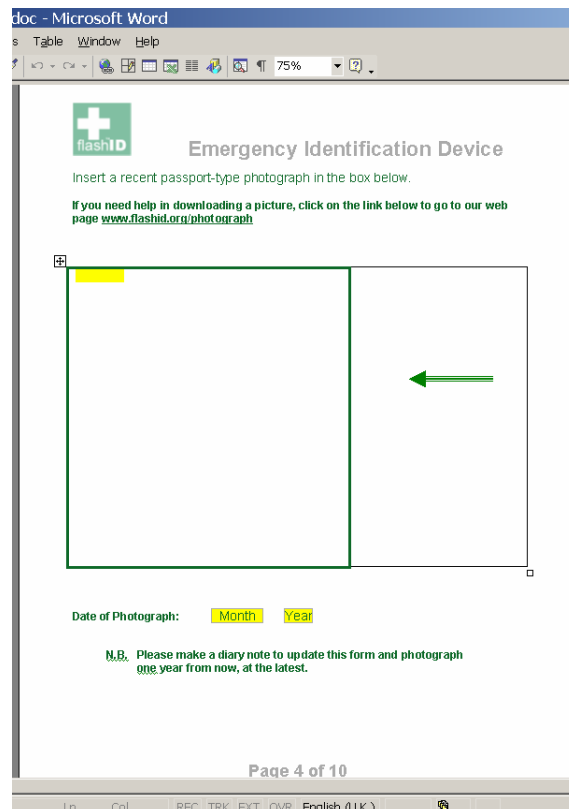
Step 4

Page 4 is the first of the identification pages, on which you post a **recent** photograph if you have one available.

If you do not know how to post a photograph, instructions can be downloaded from our website, from www.flashid.org/photograph.

When you have posted the photograph select the month and the year it was taken from the choices in the yellow boxes beneath the photo panel.

(If the photo panel extends onto the next page after you have loaded the photograph, either ignore it or delete the white space in the box under the photograph. This is not critical, however.)



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Step 5

On Page 5 is the first of the data screens.

It, and those following, contain the following sections:

- Personal information
- Medicare and insurance
- Medical alerts, if any
- Own doctor (GP)
- Specialist (provision for two)
- Emergency contact/Next of kin (provision for four)
- Additional information

Fill in the boxes in yellow, but only where you feel comfortable providing the information requested.

The yellow boxes will expand as necessary and if you want to go onto a second line, simply use the Enter key.

Step 6

Continue to fill in the yellow boxes, but take care to ensure that any medical information is accurate. If uncertain about any of the details in the first box, either check with your Doctor or select Refer to Doctor in the pull-down box.

When you give details of your own Doctor, there is space for details of a second specialist on the next page.

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Step 7

Here is where you provide details of family or other people who may be contacted in the event of an emergency.

There is space for up to four, and we recommend that you provide several alternatives, so that if one is unavailable, another may be contacted.

There are two more boxes on the next page...

Step 8

The last yellow box is one that you can use for whatever purpose you wish, some of which are suggested in the green box.

Finally...!

To protect your document against unauthorised amendment or alteration, before you save, click on **Tools** at top left of screen, then on **Options**. Click on the **Security** tab and go to the box labelled **Password to modify** and enter a password in this box, then check the **Read-only recommended** box. Then press the **OK** button and then save the document by clicking **Ctrl S**, then click the **X** button in the top right hand corner of the screen to close. (If a window appears that says "Do you want to save the changes...", etc, click on the **Yes** button then remove the **flashID™** device from the USB socket of your computer, after having checked it for viruses.

Note:

- You should leave the box **Password to open**: empty. In other words, do not enter any password in this box, but in the box labelled **Password to modify**.
- In choosing a password do not use one that may be deduced from information contained within the document, such as your date of birth or telephone number. Instead, choose a password that is unrelated and, if necessary, write it in your diary or some other safe place if you think you may not be able to remember it in a year or so.
- The reason for recording a password is so that you are able to update the information in your Emergency Identification.doc file when necessary, and certainly at least once a year.
- This procedure does not work with all versions of Microsoft™ Word. If your Tools Options box doesn't have a Security tab, just save the document in the normal way and take extra care not to let your flashID™ device fall into the wrong hands.**
- In closing, please note that these steps do not provide total security, and your **flashID™** should be protected with the same care as your keys and personal papers.

For the latest **flashID™** information, downloads, and so on, please go to our web page www.flashid.org

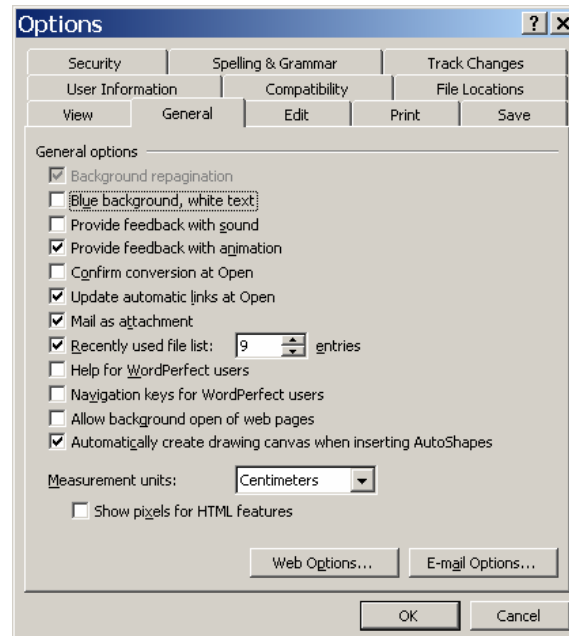
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Step 9

To protect your document against unauthorised amendment or alteration, before you save, click on **T**ools at top left of screen, then on **O**ptions.

When the Options window (right) opens, click on the **S**ecurity tab to open the window shown in Step 10 below..



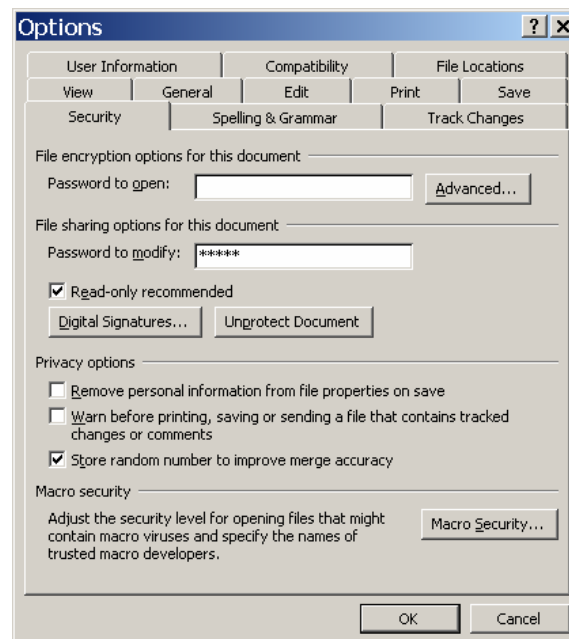
Step 10

Go to the box labelled **P**assword to **m**odify and enter a password in this box, then check the **R**ead-only **r**ecommended box below it. Press the **O**K button to save the password.

Note:

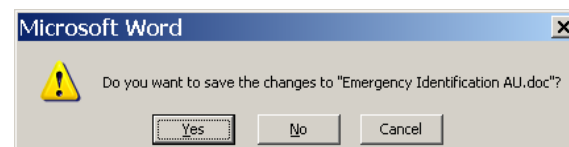
You should leave the box **P**assword to **o**pen: empty. In other words, do not enter any password in this box, but in the box labelled Password to **m**odify:

In choosing a password use one that is unrelated and, if necessary, write it in your diary or some other safe place if you think you may not be able to remember it in a year or so.



Step 11

Save the document by clicking Ctrl S, then click the X button in the top right hand corner of the screen to close. When the window illustrated above appears, click on the **Y**es button then, after having checked the device for viruses, follow the instructions contained in the warning on the next page.

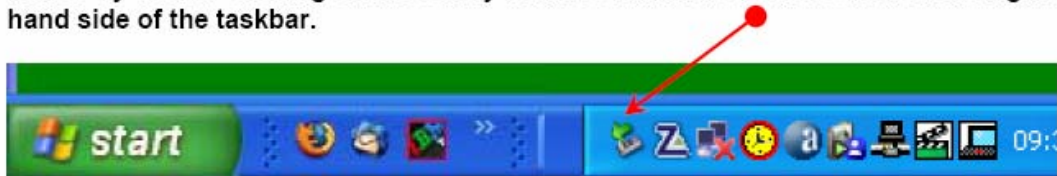




Warning

Unplugging the flashID USB device

Before you unplug the flashID device from a computer you must first stop the device by double-clicking on the Safely Remove Hardware icon located on the right hand side of the taskbar.



When prompted make sure you click on the correct device (in this case Drive F:) – below



When you see the Safe To Remove Hardware message (below) you may safely remove the device from the computer.



This procedure is essential because Windows uses write caching features. Safely removing the hardware ensures that files are properly in place before Windows allows you to unplug the device.

Failure to follow this procedure can result in corruption of files and may invalidate your warranty.