MutualAidNet: Step by Step

Updating Resource Request
• Navigate to the Activation Status page, and select the activation you want to update.
• Select the **UPDATE** button
• If you need to extend the same request to a bigger area, then add those Dept/Agencies unable to provide the requested resources to the exclusion list.
• Make any changes, if needed, to the request information
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• If you are adding additional resource requests to the activation, then navigate to those resources and enter the additional number required.
• If you don’t need more than originally requested, then skip this step.
If you are adding additional resources to your original request, select those needed and select Next Step.
The Review Request page will allow you to review your updated request.

- Will include all resources requested and sent.
• Complete the Activation Type and select Complete
• Changes will be included in the Activation Status list
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- Changes will be included in the Pending Activation page