

## Swift911 Notification Registration Instructions

- Click on the logo “**Swift911 Notifications**”
- On the Swift911 Portal select “**Register Now**”

Complete the Register Form with:

- **Name:** Last, First
- **Main Phone:** Primary Phone Number (10 digit with no spaces)
- **Text/SMS:** if the number is a Cell phone and you wish to receive text messages
- **Email:** Your Email Address
- **Password:** You will need to remember your password to access your account in the future
- **Confirm Password:** Passwords must match

Complete Address information

- Select “**Validate Address**” (this will associate a Latitude and Longitude with your address)
- **Submit:** (you will receive a message labeled Registration Verification. Follow the instructions.)
- Enter the 4-digit Confirmation Code
- **Submit:** (should receive a box stating registration is complete)

### Edit your Account to add phones and information

Sign into your account from the Swift911 Notification logo

- Select **My Contact Information**

From this screen you can edit your information or add contact numbers. You can add all your household contacts or each person can self- register from the portal. This option allows each user to enter a unique email address for alerts if desired.

### Add Contact

Under the Phone Tab select “**add phone**”

- **Phone Label:** What you wish your phone to be named (My Cell, Wife Cell, Home etc.)
- **Phone Number:** must be 10 digits with no spaces (7172346555)
- **Extension:** If your phone is on a multi-line system and assigned an extension
- **TTY / TDD:** Check this box if your phone is either a TTY or TDD

- **Opt-In for TXT/SMS Messages:** If you are entering cellular phone information you must check this box to receive a text message.
- Select **Save**

**Phone priority:** Swift911 will contact the phone numbers in the order listed. An alert will be sent to all contact numbers listed beginning with the number listed at the top. To change the priority of the contact numbers select the up or down arrows under “priority” until your desired number is listed at the top of the list.

- After your changes are complete select “**Save Updates**” in the bottom left corner