

# THE CITY OF SUMMIT

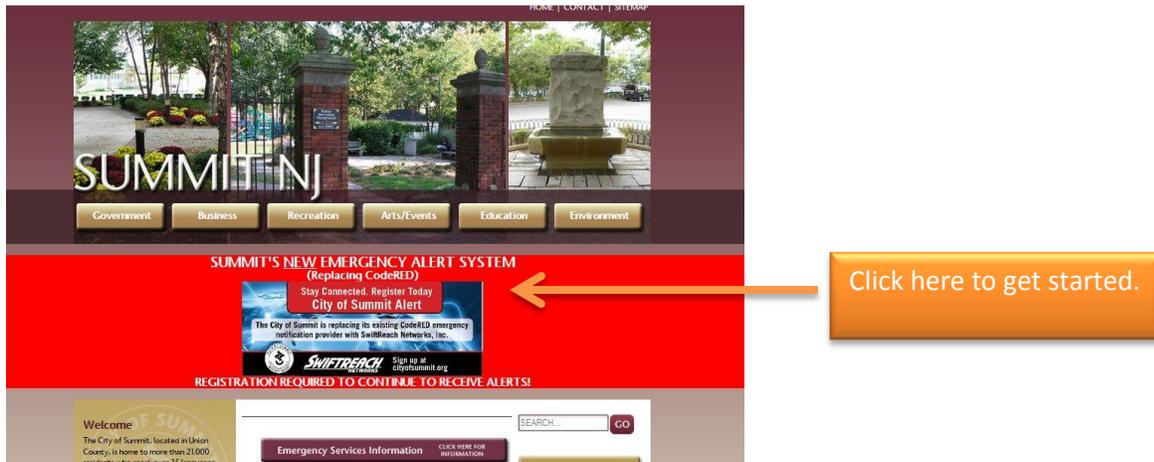
N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

## How to Register for “SwiftReach” Emergency Alerts

\*None of the images in this document are clickable and are for instructional purposes only.

Step 1: Go to [cityofsummit.org](http://cityofsummit.org) and click on the large red banner at the top of the page.



Click here to get started.

This will take you to the screen below.

The image shows the "Portal Sign In" page. At the top, there is a language selection dropdown menu set to "English". Below the menu is a red header with the text "Portal Sign In". A large blue button labeled "Register Now!" is prominently displayed, with an orange arrow pointing to it from a text box on the right. Below the "Register Now!" button, it says "This portal requires registration". Underneath, there is a section for users who have already registered, with the text "If you have already registered SIGN IN BELOW". This section contains two input fields: "USERNAME" and "PASSWORD". Below the "PASSWORD" field is a "Sign In" button. At the bottom left, there is a link for "Forgot Password?". At the bottom, there is a link to "UNSUBSCRIBE: Phone Calls | E-Mails | Text Messages". At the very bottom, there is a logo for "SWIFTRREACH NETWORKS Powered".

Step 2: Click on “Register Now!” to begin the registration process.

If this is your first time visiting this website, **DO NOT** attempt to sign in with a username and password.

After clicking on “Register Now,” you will be taken to the “Register” page.

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Check this box if you would like to receive text messages to the main phone number.

Step 3: Fill out all of the information on the Register screen. Be sure to click on "Plot Address on Map." It is a required field.

Click on "Submit Registration" to finish the process.

Note: passwords need to contain at least six characters and include one upper case letter and one number.

After you click on "Submit Registration," you will reach the following screen. The next step is to check your email for a verification code. Return to this screen and enter the code. \*If you have web-based email, keep this browser window open and open a new tab to check email.

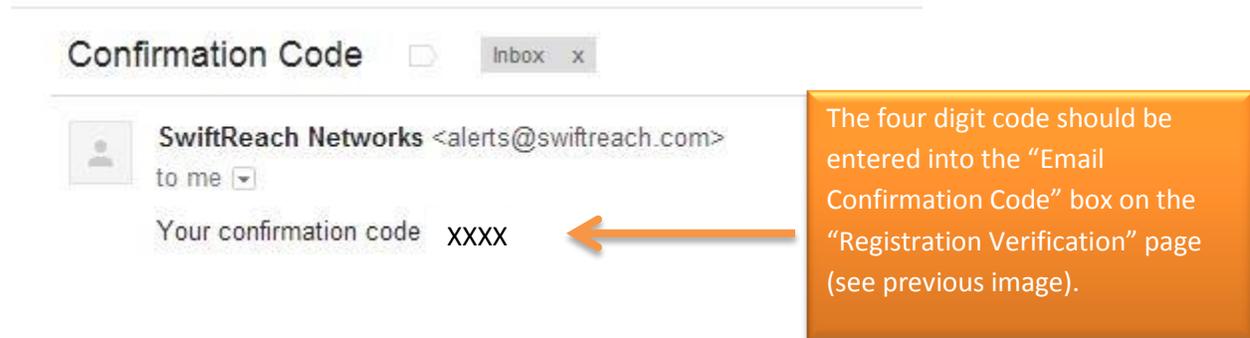
Do not close this window to access the email code. If you do close it, you will need to begin the registration process again. Once code is entered, click on "Complete Registration."

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This is an example of a registration confirmation code sent by SwiftReach to an email address.



Once the confirmation codes are entered and you click on "Complete Registration," the process is complete.