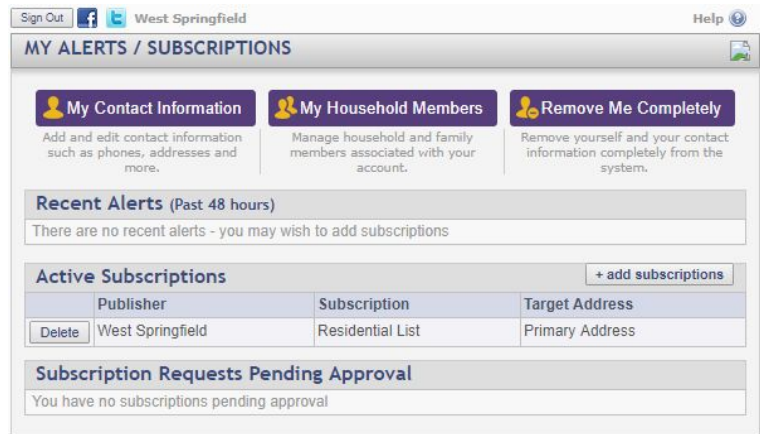
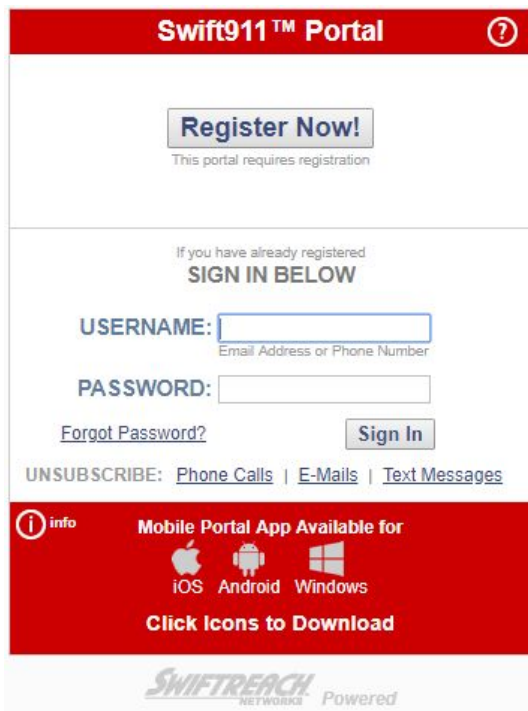


## How to Register For Swift911

The screenshot shows the Swift911™ Portal registration interface. At the top, there is a red header with the text "Swift911™ Portal" and a help icon. Below the header, a "Register Now!" button is displayed with the subtext "This portal requires registration". A horizontal line separates this from the sign-in section. The sign-in section includes the text "If you have already registered" and "SIGN IN BELOW". It features two input fields: "USERNAME:" with a subtext "Email Address or Phone Number" and "PASSWORD:". Below these fields are links for "Forgot Password?" and a "Sign In" button. At the bottom of the sign-in section, there are links for "UNSUBSCRIBE: Phone Calls | E-Mails | Text Messages". A red banner at the bottom of the form area contains an "info" icon, the text "Mobile Portal App Available for", icons for iOS, Android, and Windows, and the text "Click Icons to Download". The footer of the page features the "SWIFTRREACH NETWORKS Powered" logo.

- **Step 1:** Follow this link to the Town of West Springfield Website:  
<http://www.townofwestspringfield.org/>
- **Step 2:** Click on the “How do I” Tab, Under “Register...” Click “for Emergency Alerts”
- **Step 3:** Click “Register Now”
- **Step 4:** You will be prompted to Enter your information: Name, phone number, email, and create a password. (Password must have minimum of 6 characters, 1 uppercase letter and 1 number or special character.)
- **Step 5:** Enter your mailing address. Click “Validate Address”.
- **Step 6:** Once all information is entered click “Submit Registration”.
- **Step 7:** Verification Confirmation: Log into your email on a separate browser. You will receive an email from SwiftReach Networks with a verification code. Enter your four digit code into the confirmation code box. Click “Complete Registration”. (If you don’t see an email in your inbox check the spam folder)
- **Step 8:** Then your Registration is Complete! Click “Okay”

# How to Remove yourself from Swift911



- **Step 1:** Follow this link to the Town of West Springfield Website:  
<http://www.townofwestspringfield.org/>
- **Step 2:** Click on the "How do I" Tab, Under "Register..." Click "for Emergency Alerts"
- **Step 3:** Two ways to Unsubscribe:
  - Log in to your account using your username and password
  - You will see your account information along with a button that says "Remove me Completely"
  - Or...
  - You can unsubscribe by looking up the method you would wish to be removed (ex: Phone Calls, Emails, Text Messages)
- **Step 4:** Done!