

Berkeley Heights

NEW JERSEY

TOWN HALL, 29 PARK AVENUE, BERKELEY HEIGHTS, NJ 07922

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 www.berkeleyheightstwpnj.gov home page and scroll down to click on the SWIFT911 Alert System button on the right-hand side of page.

This will take you to the screen below.

The screenshot shows a "Portal Sign In" page. At the top, there is a dropdown menu for "Select Language" set to "English". Below it is a red header bar with the text "Portal Sign In". Underneath, a large blue button labeled "Register Now!" is highlighted with an orange arrow pointing to it. To the left of the arrow, the text "This portal requires registration" is visible. Below the button, there is a message: "If you have already registered" followed by a "SIGN IN BELOW" link. There are fields for "USERNAME" and "PASSWORD", both of which are currently empty. At the bottom of the form, there are links for "Forgot Password?", "Sign In", and "UNSUBSCRIBE: Phone Calls | E-Mails | Text Messages". A logo for "SWIFTRACH Powered BY NETWORKS" is at the very bottom.

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.

Berkeley Heights

NEW JERSEY

TOWN HALL, 29 PARK AVENUE, BERKELEY HEIGHTS, NJ 07922

Help ?

REGISTER

ENTER YOUR INFORMATION

Name: Password:
Main Phone: Text Confirm Pass:
Email: (will be your username)

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

ENTER YOUR ADDRESS

Profile Name: Home
Street 1:
Street 2:
City:
State:
Postal Code:

Automatic | ▾



Latitude:
Longitude:

Step 3: Fill out all of the information on the Register screen. Be sure to click on "VALIDATE ADDRESS." 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.

Email: Will be Login ID/Username. The registration confirmation code is also sent to this e-mail address.

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.

REGISTRATION VERIFICATION

VERIFICATION CONFIRMATION

Verification that your account registration is still pending.

You will receive an e-mail with a confirmation code in order to verify the validity of address you registered with. When you receive your numerical E-Mail confirmation code enter it below in order to complete the registration process.

E-Mail Confirmation Code:

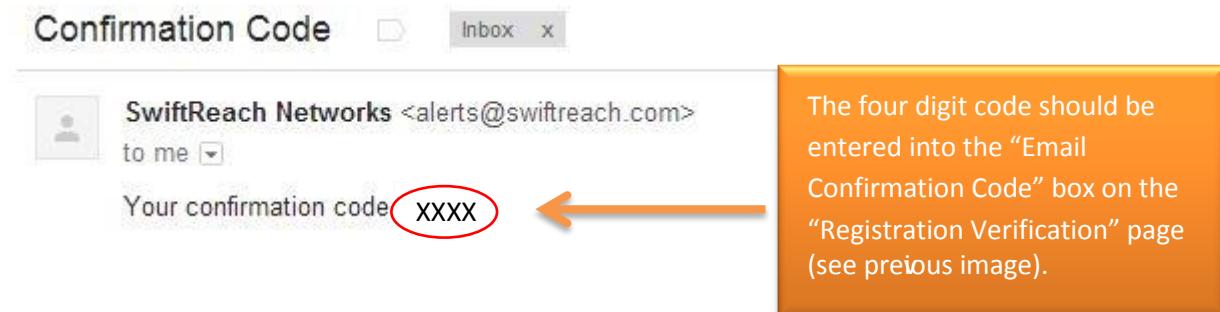
Do not close this window to access the email code. If you do close it you will need to begin the registration process again. Once code is entered, click on ... "Complete Registration."

Berkeley Heights

NEW JERSEY

TOWN HALL, 29 PARK AVENUE, BERKELEY HEIGHTS, NJ 07922

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.

HOW TO ADD SUBSCRIPTIONS / ALERTS (Desired Alerts MUST be chosen in order to receive)

1. To choose your desired ALERTS, you must sign in to your SwiftReach account. To do this, go to <http://www.berkeleyheightstwp.com/>, click the SwiftReach banner, and sign in
2. Once you have access to your account, click the box that says "**+ add subscriptions**"
3. Choose the Subscriptions/Alerts (**checkboxes**) that you would like to receive. (See Example on Next Page)
4. Once you have made your choices click on "**Add Selected**." This will return you to the main screen and display your Alert choices.
5. If you are finished, click "**Sign Out**" (upper left). To add another phone, address or photo see page 4.

The screenshot shows the "My Alerts / Subscriptions" page. At the top, there are links for "Sign Out", "Facebook", "Twitter", "Berkeley Heights", and "Help". Below this is a section titled "MY ALERTS / SUBSCRIPTIONS" with three buttons: "My Contact Information", "My Household Members", and "Remove Me Completely". Under "Recent Alerts (Past 48 hours)", it says "There are no recent alerts - you may wish to add subscriptions". In the "Active Subscriptions" section, there is a table:

	Publisher	Subscription	Target Address	+ add subscriptions
Delete	Berkeley Heights	Residential List	Primary Address	

Below this is a section titled "Subscription Requests Pending Approval" which states "You have no subscriptions pending approval".

Berkeley Heights

NEW JERSEY

TOWN HALL, 29 PARK AVENUE, BERKELEY HEIGHTS, NJ 07922

The screenshot shows a web-based application for managing subscriptions. At the top, there are links for 'Sign Out' and social media (Facebook, Twitter) and the text 'Berkeley Heights'. On the right, there's a 'Help' link. The main area is titled 'ADD SUBSCRIPTIONS'. It has two sections: 'SELECT SUBSCRIPTIONS' and 'SEARCH FOR SUBSCRIPTIONS'. The 'SELECT SUBSCRIPTIONS' section contains a table with columns 'Subscribe' (checkboxes) and 'Subscription Title'. The titles listed are 'Community Events', 'Emergencies', 'Recreation Alerts', 'Township Council and Board Meetings', 'Streets and Roads', and 'Commercial List'. A red circle highlights the 'Add Selected' button at the bottom of this table. Below this is a search section with a dropdown for 'miles' and a 'Search' button.

**** TELEPHONE LISTINGS: all LISTED land lines are already captured by Swiftreach and if someone has an UNLISTED number, they will need to add it.**

HOW TO ADD ANOTHER PHONE NUMBER, ADDRESS, or PHOTO

1. To add an additional phone number, address, or photo you must sign in to your SwiftReach account. To do this, go to <http://www.berkeleyheightstwp.com/>, click the SwiftReach banner, and sign in
2. Once you have access to your account, click the purple bar that says "**My Contact Information**"
3. Click "**Add Phone**" ("Add Address" and "Add Photo" are optional)
4. On this page, choose a phone label (ex: mobile phone) and enter the phone number. If you would like to receive text/SMS messages, click the box next to "Opt-In for TXT/SMS Messages"
5. Once you have entered all the information, click "**Save**" at the bottom of the page. You should then be directed to your contact information and you will see the added phone number under "Phones"
6. Click "**Save Updates**" at the bottom of the page

The screenshot shows a web-based application for managing alerts and subscriptions. At the top, there are links for 'Sign Out' and social media (Facebook, Twitter) and the text 'Berkeley Heights'. On the right, there's a 'Help' link. The main area is titled 'MY ALERTS / SUBSCRIPTIONS'. It features three main buttons: 'My Contact Information' (highlighted with a red circle), 'My Household Members', and 'Remove Me Completely'. Below these buttons, there are descriptions and links for each. At the bottom, there's a section for 'Recent Alerts (Past 48 hours)' which states 'There are no recent alerts - you may wish to add subscriptions'. There are also 'Add Subscriptions' and '+ add subscriptions' buttons at the very bottom.