

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.

Select Language: English

Portal Sign In

Register Now!

This portal requires registration

If you have already registered
SIGN IN BELOW

USERNAME

PASSWORD

[Forgot Password?](#) **Sign In**

UNSUBSCRIBE: [Phone Calls](#) | [E-Mails](#) | [Text Messages](#)

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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The screenshot shows a web registration form titled "REGISTER". It is divided into two main sections: "ENTER YOUR INFORMATION" and "ENTER YOUR ADDRESS".

ENTER YOUR INFORMATION: Includes fields for Name, Main Phone, Email, Password, and Confirm Pass. A checkbox labeled "Text" is circled in red, with an orange arrow pointing to it from a callout box. The text "(will be your username)" is located below the Email field.

ENTER YOUR ADDRESS: Includes fields for Profile Name (set to "Home"), Street 1, Street 2, City, State, and Postal Code. A "Validate Address" button is circled in red, with an orange arrow pointing to it from a callout box. Below these fields are fields for Latitude and Longitude.

At the bottom of the form, a "Submit Registration" button is circled in red, with an orange arrow pointing to it from a callout box. A "Cancel" button is also present.

Callout boxes provide instructions: "Check this box if you would like to receive text messages to the main phone number." and "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."

At the bottom of the form, a note states: "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.

The screenshot shows a web page titled "REGISTRATION VERIFICATION". The main heading is "VERIFICATION CONFIRMATION".

The text reads: "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."

There is an "E-Mail Confirmation Code:" field with a text input box.

At the bottom, a "Complete Registration" button is circled in red, with an orange arrow pointing to it from a callout box. A "Cancel" button is also present.

Callout box text: "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.'"

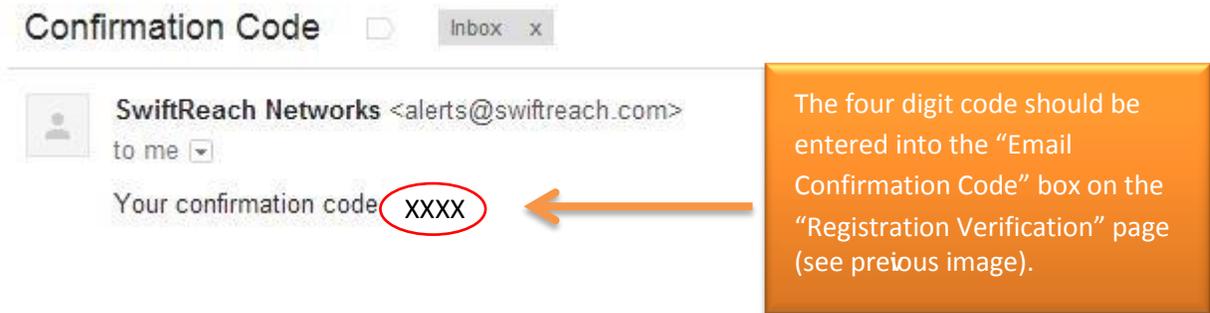
The footer of the page reads "SWIFTRREACH Powered".

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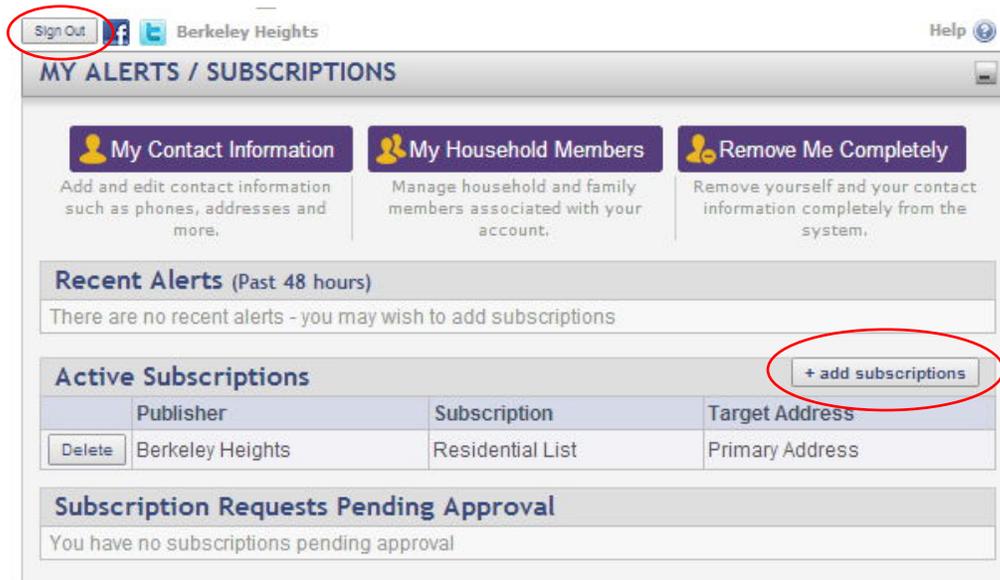
This is an example of a registration confirmation code sent by SwiftReach to an email address.



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

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.



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Sign Out | Berkeley Heights | Help

ADD SUBSCRIPTIONS

SELECT SUBSCRIPTIONS

Available subscriptions from current publisher:

| Subscribe | Subscription Title |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Community Events |
| <input type="checkbox"/> | Emergencies |
| <input type="checkbox"/> | Recreation Alerts |
| <input type="checkbox"/> | Township Council and Board Meetings |
| <input type="checkbox"/> | Streets and Roads |
| <input type="checkbox"/> | Commercial List |

SEARCH FOR SUBSCRIPTIONS

Find subscriptions from publishers within 5 miles of

**** 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

Sign Out | Berkeley Heights | Help

MY ALERTS / SUBSCRIPTIONS

Add and edit contact information such as phones, addresses and more.

Manage household and family members associated with your account.

Remove yourself and your contact information completely from the system.

Recent Alerts (Past 48 hours)

There are no recent alerts - you may wish to add subscriptions

Active Subscriptions