

## Send Word Now Registration Instructions

1. Click the link below to register to receive regional emergency alerts from the Metro Regional Preparedness Coalition (MRPC) via the Send Word Now mass alert and notification system:  
<https://mrpc.sendwordnow.com/homepage.aspx>
2. Click “**MRPC Stakeholder Registration**”
3. Click “**I Agree**”, click the box indicating you understand the charges for receiving text messages, and click the box indicating that you have read and understand the Privacy Policy.
4. You will be directed to a “**Program Registration**” page where you will be able to enter your contact information, as well as a username and password (you may use the login information to update your contact information in the portal at any time). **Only complete the first three tabs marked with a red asterisk (\*)**:
  - a. User Information
  - b. Contact Information
  - c. Additional Information
5. Once you have provided this information in the **first three tabs**, click the “**Submit**” button.
6. You will receive an email from Send Word Now to **confirm your account**. Please follow the instructions on the email to confirm your account. This step is critical to ensure your registration and information is completed!
7. Once you click the link in your email, you will be redirected to the “**Program Registration**” page. You will then have an option to create a “**Cascade Profile**”\* (e.g. which devices you select to receive alerts and in what order) and subscribe to specific communication groups if desired.
  - a. \*To create a “**Cascade Profile**”, you will need to use the **Internet Explorer** web browser to create a cascade profile as the window is not currently supported in Google Chrome.
  - b. Under “**My Subscriptions**” you may specify any group you would like to be associated with if desired.
8. You are now registered to receive alerts from the MRPC through Send Word Now! You can use the same link provided above to edit or delete your contact information at anytime. **It is suggested you bookmark this page.**

If you have any questions or have trouble registering, please email:

Jendy Dunlop, MRPC Program Manager at: [Jdunlop@challiance.org](mailto:Jdunlop@challiance.org)

Thank you!