

# INSTRUCTIONS FOR SIGNING UP FOR JEFFERSON TOWNSHIP RAVE ALERTS

## PLEASE READ THROUGH ALL OF THESE INSTRUCTIONS BEFORE CREATING YOUR SMART911 PROFILE

The illustrations below are of the screens you will see as you create your Smart 911 profile. The completion instructions start on Page 3. All names, addresses, and phone numbers in Figures 1-4 of these instructions are fictitious and for illustration purposes only.

In order to sign up for Jefferson Township OEM Alerts, you need to create a Smart 911 Profile. To create a Smart 911 profile, go to the following link:  
<https://www.smart911.com/smart911/ref/reg.action?pa=jeffersontownship>

If you already have a Smart911 Profile, go to the last page.

Figure 1

**Sign Up Now**

**Jefferson Township, NJ Community Opt-In Portal**

Welcome to the Community Opt-In Portal for Jefferson Township, NJ! Please register to opt-in and receive important notifications from your community.

\* = required field

First Name \*

Last Name \*

Receiving Assistance  Someone is assisting me in setting up my account ?

Email Address

User ID \*  
We recommend using your email address for your User ID.

Password \*

Confirm Password \*

Phone number \*

Phone type \*  Mobile  Other (Land Line, VOIP, Cable)

Receive profile update reminders on this phone? \*  Yes  No ?

Group Code (OPTIONAL):

\* I agree to the [Terms of Use](#).

**CREATE ACCOUNT**

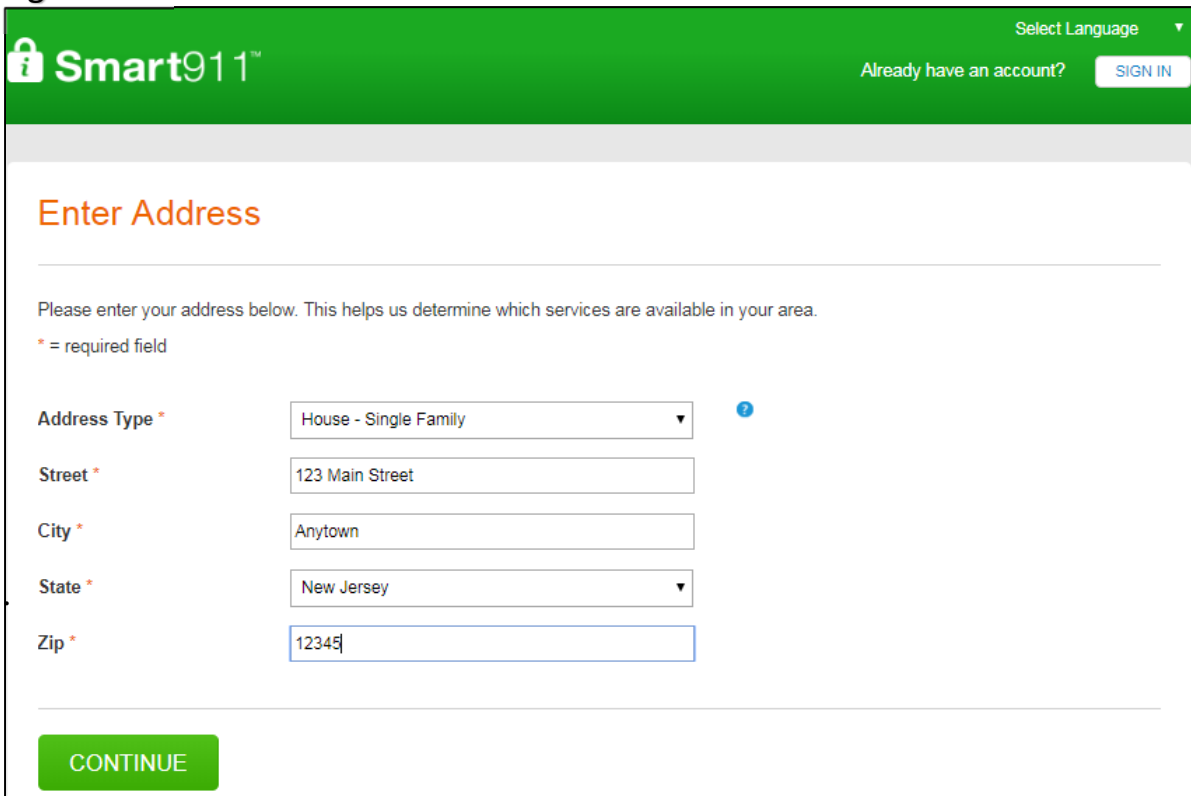
**Jefferson Township, NJ**

**Password Requirements**  GOOD

- 8 or more characters
- at least 1 lower case letter
- at least 1 upper case letter
- at least 1 number
- at least 1 special character or symbol

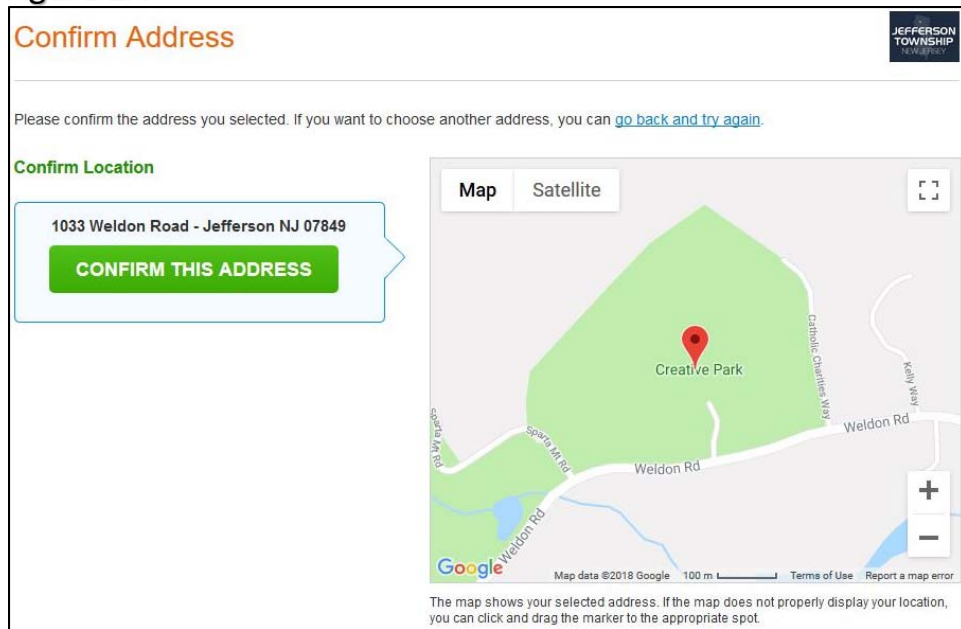
# INSTRUCTIONS FOR SIGNING UP FOR JEFFERSON TOWNSHIP RAVE ALERTS

Figure 2



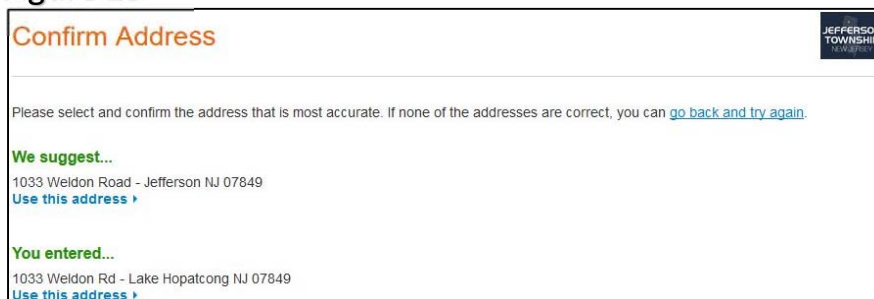
The form is titled "Enter Address" and is part of the Smart911 interface. It includes a header with the Smart911 logo, a language selection dropdown, and a "SIGN IN" button for existing users. The main content area contains a heading "Enter Address" and a sub-heading "Please enter your address below. This helps us determine which services are available in your area." Below this is a note: "\* = required field". The form fields are: "Address Type" (dropdown menu with "House - Single Family" selected), "Street" (text input with "123 Main Street"), "City" (text input with "Anytown"), "State" (dropdown menu with "New Jersey" selected), and "Zip" (text input with "12345"). A green "CONTINUE" button is located at the bottom left of the form.

Figure 2A



The screen is titled "Confirm Address" and includes the Jefferson Township logo in the top right. It contains the text: "Please confirm the address you selected. If you want to choose another address, you can [go back and try again](#)." Below this is a section titled "Confirm Location" which displays the address "1033 Weldon Road - Jefferson NJ 07849" and a green "CONFIRM THIS ADDRESS" button. To the right is a Google Map showing the location with a red pin. The map includes labels for "Creative Park", "Weldon Rd", "Sparta Mt Rd", "Catholic Charities West", and "Weldon Rd". A scale bar at the bottom of the map indicates "100 m". Below the map is a note: "The map shows your selected address. If the map does not properly display your location, you can click and drag the marker to the appropriate spot."

Figure 2B



The screen is titled "Confirm Address" and includes the Jefferson Township logo in the top right. It contains the text: "Please select and confirm the address that is most accurate. If none of the addresses are correct, you can [go back and try again](#)." Below this is a section titled "We suggest..." which lists the address "1033 Weldon Road - Jefferson NJ 07849" with a blue "Use this address" link. Below that is a section titled "You entered..." which lists the address "1033 Weldon Rd - Lake Hopatcong NJ 07849" with a blue "Use this address" link.

# INSTRUCTIONS FOR SIGNING UP FOR JEFFERSON TOWNSHIP RAVE ALERTS

Figure 3

The screenshot shows the Smart911 user interface for confirming a mobile phone. At the top, there is a green header with the Smart911 logo, a language selection dropdown, and user information 'Hi, John | Sign Out'. Below the header is a navigation bar with links for Profile, Alerts, Account Settings, and FAQ. The main content area is titled 'Confirm Mobile Phone - 973 123-4567'. It includes a 'Please Note' section stating that service will not be activated until the phone is confirmed. Below this, there are instructions on how to confirm the phone number, including links for going back and re-entering it, and confirming via an automated phone call. A 'Carrier' dropdown menu is set to 'Verizon Wireless'. Three confirmation options are presented: 'CONFIRM BY TEXT' (highlighted in green), 'CONFIRM BY PHONE CALL', and 'SCHEDULE A Later Call'. Each option has a brief description of the process. At the bottom, there is a disclaimer about text messages and technical support information.

To complete a basic registration, you must complete the above steps (Figures 1-3 above), which include confirming your address (Figure 2A) and registering your primary phone number (Figure 3). During this basic registration phase, you can only enter one name, one address, and one phone number. You will be asked to confirm your address (Figure 2A). If the system suggests a slightly different address than you entered, this should be chosen, as it is based on the US Postal Service (Figure 2B). You will then be asked to confirm your phone number (Figure 3). Confirming your phone number will either require you to press a number on your phone (if you select “confirm by phone call”), or reply (if you select “confirm by text.”) **Make sure to write down your user name and password and keep it in a secure place.** AFTER you have confirmed your phone number (Figure 3), you can log back into your account (**go to <https://www.smart911.com/> to click “sign in” in the green border at the top of the page**) and you will see your “DASHBOARD” (Figure 4 on the next page). From your Dashboard, you can enter as many names, addresses, and phone numbers as you wish, as well as a lot of other information if you choose.

# INSTRUCTIONS FOR SIGNING UP FOR JEFFERSON TOWNSHIP RAVE ALERTS

Figure 4

Hi, Jane Profile Strength 100%

**People / Household** + ADD

Jane Doe - [jdoe@aol.com](mailto:jdoe@aol.com)  
Female - May, 1964  
[Edit Basic Info](#) | [Edit Details and Medical Info](#) | [Remove](#)

John Doe - [jdoe@yahoo.com](mailto:jdoe@yahoo.com)  
Male - April, 1973  
[Edit Basic Info](#) | [Edit Details and Medical Info](#) | [Remove](#)

**Addresses** + ADD

123 Main Street, Anytown, USA 12345  
House - Single Family  
[Edit Basic Info](#) | [Edit Details](#) | [Remove](#)

123 Company Street, Anytown, USA 12345  
Office / Commercial  
[Edit Basic Info](#) | [Edit Details](#) | [Remove](#)

**Phones** + ADD

973-123-4567 (Mobile)  
Used By: John Doe  
[Edit](#) | [Remove](#)

973-123-7654 (Mobile)  
Used By: Jane Doe  
[Edit](#) | [Remove](#)

**Emergency Contacts** + ADD

Father Doe  
201-123-4567  
[Edit](#) | [Remove](#)

**Alerts**

You are currently opted into:

- JEFFERSON TOWNSHIP Emergency Notifications from NJ-Jefferson-Township
- MORRIS CO. Emergency Notifications from NJ-Morris-County

You are eligible for:

- Family Township Events
- Water and Utility Messages
- Youth Township Events

[Opt-in now](#)

**Preferences**

You are currently opted into:

- Sharing your profile to support emergency preparedness.
- Sharing your profile when you dial 9-1-1.

[Edit Preferences](#)

Should you require assistance setting up your Smart 911 profile, please contact Shelley Ebbinghouser at 973-208-6151.

If you have EVER created a profile for Rave Alerting or Smart 911 in the past, no matter where you were living at the time, you can log in to your profile and can add Jefferson Township Alerts. Your Smart 911 profile will allow you to opt in to receive Alerts from any town or county that has RAVE Alerts.