

1. Go to the VHASS website: <u>http://vhass.org/</u> Login using your username and password.



2. Under the "My Accounts" tab, click "Personal Information".

📽 Home	● EMERGENCY OPERATIONS -	Documents	🖶 Resources 👻	My Accounts -	Administration -
Events & Notifications			Quick Links	Personal Information Status Board	
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3. Click on the "Edit Account".



4. Ensure all information is up to date. Proceed to Step 3 of 3: "Alerting Contact Information". Enter your carrier and cell phone number. After you have entered your cell phone number, click anywhere outside of the entry field in order to reveal an option to click "Send Verification Code". Click to send a text message with a verification code to your phone. Enter the code into the field that appears.

Enter your cell phone or pager number and carrier below to receive alerts in the event of emergency. These fields are required.		
Primary Method:	Cell Phone / Pager	
* Carrier:	Please Choose 🔹	
* Number:	( 111 ) 111 - 1111	
	Number Not Verified Send verification code	

5. Scroll to the bottom. Check the cell phone text message acknowledgement and press continue.