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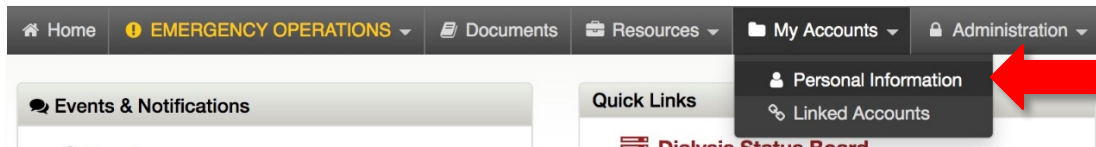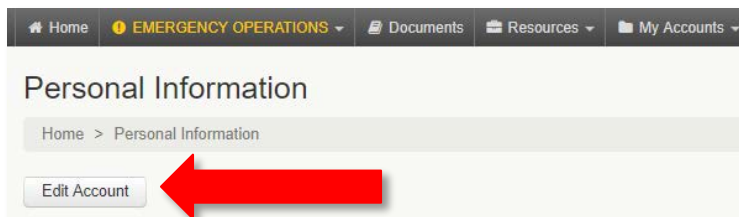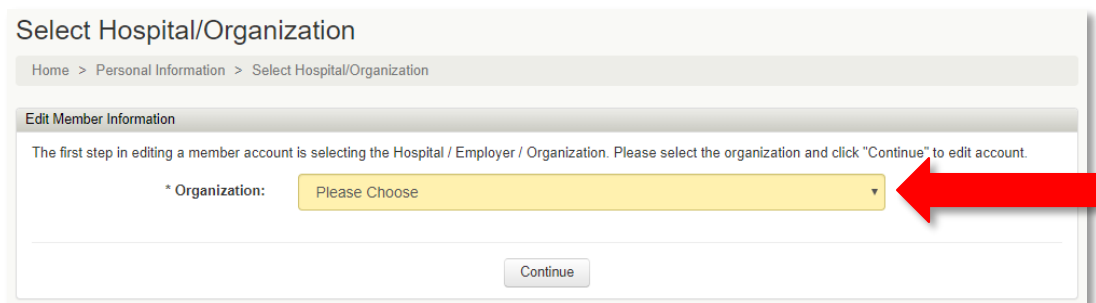

2. Under the "My Accounts" tab, click "Personal Information".

3. Click on the "Edit Account".

4. Your organization will default in the "Organization tab. Click "Continue".

5. Step 2 of 3 – Ensure all information listed is current and accurate. Click "Continue"

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6. Step 3 of 3 – Alerting Contact Information. If your cell phone has been verified, please move to step 8.

7. Alerting System Contact Instructions
    a) Enter your carrier and cell phone number.
    b) Click anywhere outside of the entry field in order to reveal an option to click "Send Verification Code".

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

    c) Click to send a text message with a verification code to your phone.
    d) 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: Verizon   ▼

* Number: (   )   –
             Verification code sent.   Re-send verification code

Verification Code: | | Verify or Cancel

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

If you have multiple VHASS accounts, please go through these steps for each account.