1. Go to the VHASS website: http://vhass.org/
2. In the upper left-hand corner of the page, look for the box labeled "Member Login" and click the text "Register Now!"

3. Select your organization from the dropdown menu and click the "Continue" button.

      * If your organization is not listed, click the green "Add Organization" box.

4. You will then need to provide the information requested on the Account Information page (Step 2 of 2). The yellow fields are required:
   - First Name
   - Last Name
   - Username
   - Password & Confirm Password
   - Email Address
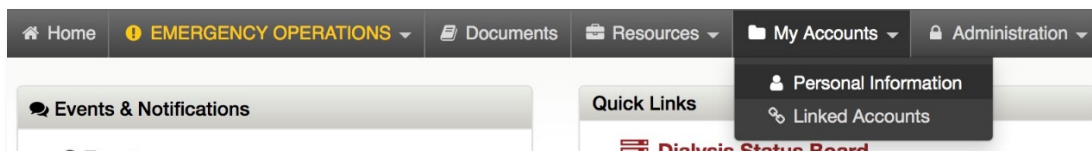   - Business Address
   - Business Phone

5. Review the information on the confirmation page and click "Continue" to submit your information and complete the registration process.
    - You will be sent a confirmation email notifying you that your information has been received.
    - Your user account will now be sent to your organization's designated contact.
    - After your account has been approved by your organization's designated contact, you may then login onto VHASS.
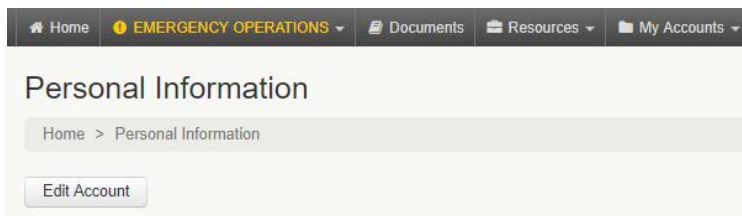
Setup your alerting profile in VHASS once your account has been approved

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. 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. Select your preferred "Messaging Type".

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

☑ I acknowledge that message and data rates may apply based on my carrier and my individual cell phone plan.

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