



send word now[®]
EVERY MESSAGE COUNTS[®]

SELF-REGISTRATION PORTAL

The Send Word Now[®] Self-Registration Portal is a powerful interface that enables message recipients to enter, maintain and update their own contact information. The tool also has robust administrative capabilities that enable customization of the self-registration interface and activation of security parameters.

The Recipient Self-Registration Portal is ideal for organizations with large constituent bases, including municipalities, governments, schools, and corporations, where constituents can opt in to an alert notification system and set their own preferences and contact points for alerts.

Portal Use & Administration

The Recipient Self-Registration Portal provides a single Web address where message recipients create a password and supply contact information, including their name and message preferences. Users of the Recipient Self-Registration Portal can also update their information at any time.

Authorized administrators can customize the Recipient Self-Registration Portal's appearance and usage and help determine which fields can be viewed by users, which fields are required and who can register for the system.

BENEFITS

Reduces administrative burden by letting users to maintain their own data.

Ensures that recipient contact data is accurate and up-to-date.

Enables users to return at any time to update their contact data.

Allows recipients to opt in or out of receiving non-critical notifications.

FEATURES

Contact Points

- Fields for contact points can easily be customized by an administrator.
- Contact points can also be made into required fields by administrators.
- Labels for contact point fields are editable and customizable

Additional Fields

- Enables the selection or addition of fields to display on a user record.
- Standard address and time zone fields include: Address 1, Address 2, City, State/Province, Zip/Postal Code, Country and Time Zone.
- Additional custom fields are free form and can include data points such as title, department or company.
- Fields allow users to enter additional, non-essential data at their own discretion or select additional data fields to fill out from a drop-down list.
- Fields can be set as required or locked, depending on system preferences.

Group Subscription

- Self-registration users can opt in or out of various alerting groups.

Authorization Codes & Authorized Domain Lists

- Authorization codes can be added to portals, requiring users to enter a code prior to signing in to the system.
- Use of authorization codes is optional and can act as an additional security feature.
- As an added level of security, administrators can restrict portal access to authorized domains.



send word now[®]
EVERY MESSAGE COUNTS[®]