

1. First time user(s), scan the QR code for the launch page or visit the registration portal at <https://sanmiguel.genasys.com/portal/en/register>



2. Enter an email (or phone number that can receive text messages) and a password. Then click on "Register"

Register

Email

OR

Prefix Phone number

Receive text messages on this phone

Password

Confirm password

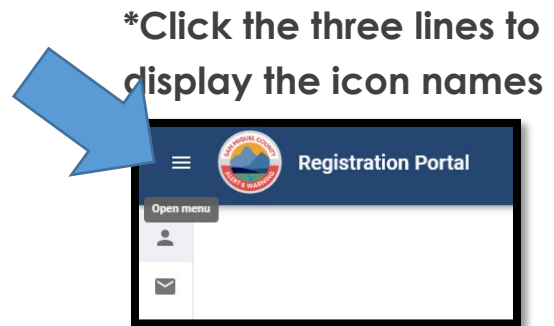
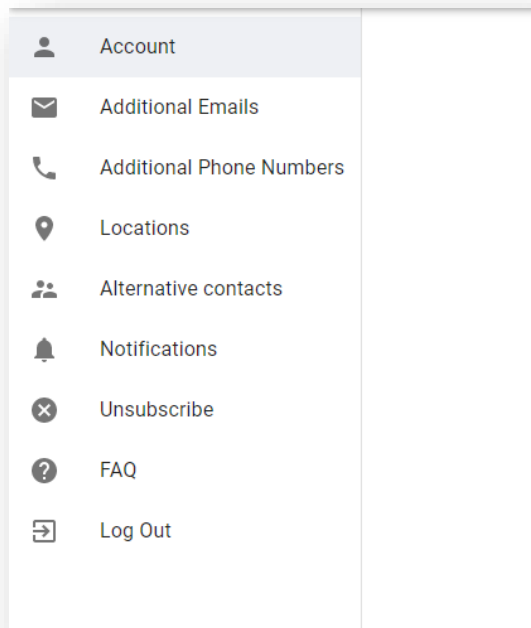
REGISTER

Already Registered? [Click here to log in](#)

3. After the initial account information has been completed, use the menu icons on the left to add additional information as appropriate:

- ✓ Additional emails – home or personal email
- ✓ Additional phone numbers – add any additional numbers (alt cell, landline, office) that you want notification sent to
- ✓ Alternative contacts – add additional family members here
- ✓ Locations – add your work and home addresses (see next page)

IF YOU DO NOT ADD A LOCATION, YOU WILL NOT RECEIVE GEO-TARGETED (LOCATION BASED) ALERTS AND MAY MISS OUT ON CRITICAL EMERGENCY ALERTS



***Click the three lines to display the icon names**

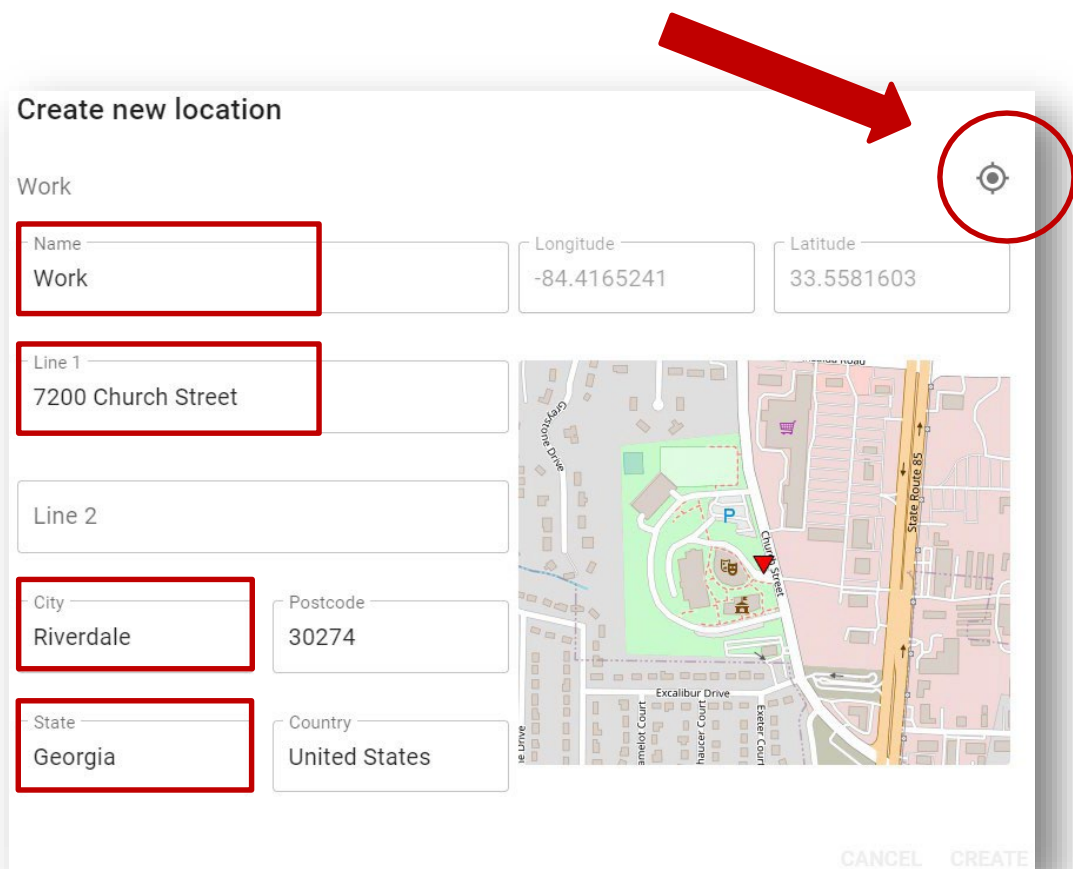
**icons are on the left side of your registration screen after sign in.*

When adding locations, you will want to give the location a name such as Work or Home.

Line 1 = the street address

Line 2 = suite or apt #

Once Line 1, City, and State fields are completed, press the geolocate button (see below). Confirm the red triangle is in the correct location, then select "Create"



The screenshot shows a 'Create new location' form. A red arrow points to a geolocate button (a circle with a location pin icon) in the top right corner. The form contains the following fields:

- Name:** Work
- Longitude:** -84.4165241
- Latitude:** 33.5581603
- Line 1:** 7200 Church Street
- Line 2:** (empty)
- City:** Riverdale
- Postcode:** 30274
- State:** Georgia
- Country:** United States

A map on the right side of the form shows a red triangle indicating the location. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.