Swift911™ Registration Instructions

Use the procedure below to register your cell phone or email on the Swift911™ system. You only need to register once.

Registration Procedure:

1. Click on the grey "Register Now!" button, shown in Figure 1.

Figure 1. Register Now Button.

This brings you to the "REGISTER" form.

2. On the "REGISTER form, shown in Figure 2, enter the information below:

Figure 2. REGISTER Form.

   a. In the "Name" field, enter your name.
   b. In the "Main Phone" field, enter the phone number you want to add, such as your cell phone number.
   c. If you want to receive text messages, click in the box next to "Text/SMS".
   d. In the "Profile Name" field, enter a name such as "Cell Phone" or whatever you care to use.
   e. In the "Street 1" field, enter your street address.
   f. In the "City", "State" and "Postal Code" fields, enter that information.
   g. Click the "Validate Address" button. This will locate you on the map to the right.
   h. In the "Password" field, enter a password. This must be at least six characters long, contain one upper case letter, one lower case letter, and one number or special character.
   i. In the "Confirm Pass" field, reenter the password. Be sure to keep a record of your password.
   j. Click the "Submit Registration" button. This brings you to the "REGISTER VERIFICATION" form, shown in Figure 3.

Figure 3. REGISTER VERIFICATION Form.

Follow the instructions on this form. If you entered an email address on your "REGISTER" form, you will be sent an email with a 4-digit Confirmation Code. If you entered only a phone number, you will receive a phone call giving you a 4-digit number.

k. Enter the 4-digit number you receive and then click the "Complete Registration" button.

Once your registration is complete, you can use the www.townkingstonny.us website at any time to modify your information on the Swift911™ system.

1. Go to www.townkingstonny.us.
2. Go to the bottom of the web page, to the Portal Sign In form.
3. In the "USERNAME" field, enter your email address or the phone number you registered.
4. In the "PASSWORD" field, enter the password you registered.
5. Click the "Sign In" button. This brings you to the form where you can make changes.