Osage Nation Regroup Registry Process

Contents
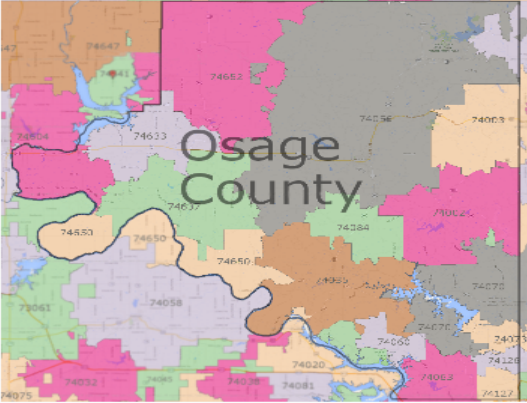
Step 1: You will need to Sign Up to receive the notifications.

        A: Enter basic information in the section titled 'New? Sign Up!'

Step 2: **New? Sign UP! Section** - Begin entering information into the fields:

    A: First Name

    B: Last Name

    C: Phone Number: with <u>NO HYPHENS</u> (-) between your cell phone number

    D: Select the cell phone carrier that is associated with the phone that the notifications will be sent to. (Preferable)

    E: Enter an email address that the notification will be sent to. (Preferable)

    F: Create a Password

    G: Select how you would want to receive the notifications Email, Text or Voice Mail or any combination of the three.

    H: Select the 'Join' Button to create your account.

Step 3: Account Information Section: Once you have selected the 'Join' button you will then be taken to your account information screen.

      A) Defaults to the Email/Phone Tab – Review the information contained on the page; make changes if applicable.

Step 3: **Account Information Section:** Cont'

    B) **Account Tab** – To locate your account information select the Account Tab

        -- Here you can locate your <u>Login Name</u>, add an <u>Image</u> or <u>Enter a New Password</u>

          1. Any changes to the settings made in either the Name, Image and Title or Choose a new password selections remember to select Save Settings.

Step 3: **Account Information Section:** Cont'

    C) Join a group Tab: Groups are based on Zip Codes; notifications are sent to Groups that you have selected to 'Join'.

Step 3: **Account Information Section:** Cont'
    D) Group Notifications Tab: Allows you to view the Groups that you have been selected to joined.
    ---Any changes that have been made select 'Save Settings'. A message will pop up 'Settings have been saved successfully'.
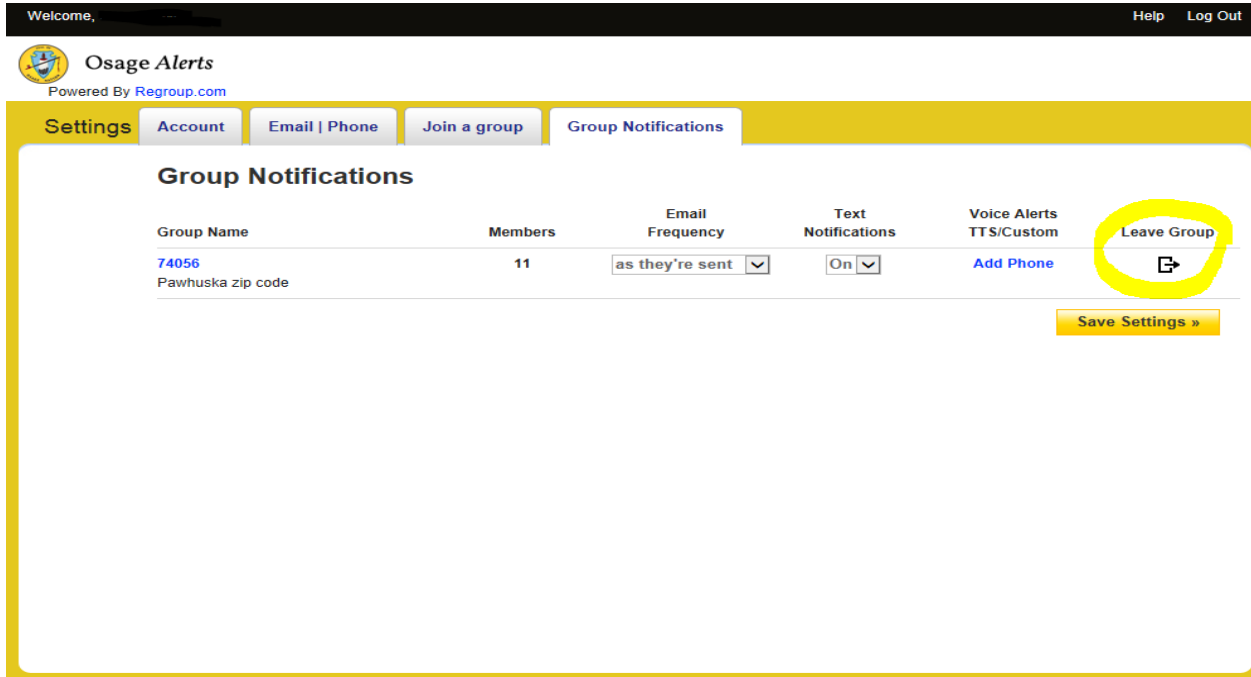

Step 4: Once all selections/changes have been made/chosen select 'Log Out' in the upper right corner.
    ---Then you have successfully signed up for the Regroup Notifications.

Step 5: <u>**Leave a Group**</u> – Ex: 74056 Group
- **A)** Log In (if applicable)
- **B)** Select the Group Notifications Tab
- **C)** Then within the Group Notification page select the Leave Group icon to unsubscribe from that particular group.

- **D)** Once you have selected the Level Group icon then a verification message pops up 'Are you sure you want to leave from "74056" group?''
  ---Select 'OK' and then you have successfully unsubscribe.