1. **Navigate** to nhresponds.org.

2. **Click** ‘Register Now’ under the Member Login section on the right side of the page.

3. **Click** ‘Add Organizations’ next to the orange cross and select your organization.

4. **Create** a username in the format *lastname.firstname*.

5. **Create** a password, then **select** and **answer** a secret question.

6. **Read** and **agree** to the Terms of Service & Privacy Policy by checking the boxes.

7. **Complete** the following sections:
   - Name and Address
   - Identifying Information
   - Contact Information
   - Primary Emergency Contact
   - Occupation Information

8. **Click** Next.
9. You should receive a Congratulations message. **Close** the Congratulations message.

10. **Click** “My Profile” from the menu bar selections.

11. You will see red “X”s to the left of some items. **Complete** the following:

- Identity
- Deployment Preferences
- Contact
- Occupations
- Training
- Skills and Certifications
- Medical History
- Background Check

Your profile setup is **complete** when all red “X”s are now green checkmarks.

Questions? Email **NHResponds@dhhs.nh.gov**