

NH RESPONDS REGISTRATION GUIDE



1. **Navigate** to nhresponds.org.
2. **Click** *'Register Now'* under the Member Login section on the right side of the page.

Member Login

Username:

Password:

[Forgot Username or Password?](#)

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

- ✔ [Identity](#) (complete)
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- ✔ [Deployment Preferences](#) (complete)
Your availability for deployments, activity preferences for deployments, and existing emergency response commitment.
- ✔ [Contact](#) (complete)
Your contact information and emergency contacts for use during a deployment.
- ✔ [Occupations](#) (complete)
Your professional experience.
 - ✔ [Emergency Management Specialist](#) (complete)
Credentials are the formal qualifications you possess and are verified by the system.
- ✔ [Training](#) (complete)
Your completed training courses.
- ✔ [Skills and Certifications](#) (complete)
Your expertise to be considered for deployment eligibility and prior deployment history.
- ✔ [Medical History](#) (complete)
Your health conditions that may affect deployment eligibility and your vaccination history.
- ✔ [Background Check](#) (complete)
Your background check may affect deployment eligibility.

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

Questions? Email NHResponds@dhhs.nh.gov