Getting Started

- To begin, simply click [HERE](https://fcc.sendwordnow.com/HomePage.aspx) or go to [https://fcc.sendwordnow.com/HomePage.aspx](https://fcc.sendwordnow.com/HomePage.aspx) to register and the following screen will appear.

- **New Employee Registration - pg.2**
  - Employees who have been at the FCC less than 3-months.

- **Login or Returning Users - pg.4**
  - Employees who have completed the Self-Registration process.

**New Employees**
(Employees who have been at the FCC less than 3-months)

- Click the "New Employee Registration" button.
- Read and check all three boxes.
• Insert your information. The “username” must be your full FCC e-mail address. (Note: Items marked with an * must be filled in to complete your registration):

![Image of FCC Emergency Notification System]

• Click on the “Contact Information” and “Additional Information” Tab and insert your information. (Note: Items marked with an * must be filled in to complete your registration):

![Image of FCC Emergency Notification System]

• Click on the “My Subscriptions” Tab and subscribe to the appropriate notification group:
  - Devolution Emergency Relocation Group (consult with your supervisor)
  - Emergency Relocation Group (consult with your supervisor)
  - WTB-Portals-I (emergency notifications for Portals-I)
  - Headquarters-Portals-II (emergency notifications for Portals-II)

![Image of FCC Emergency Notification System]
- Once you’ve inserted your information, click “Submit.” You will receive a confirmation e-mail from FCCOperationcenter@fcc.gov. Simply follow the instructions to complete registration.
Login (Returning Users)
(Employees who have completed the above registration steps)

- Click HERE or go to https://fcc.sendwordnow.com/HomePage.aspx.
- Click the “Login” button.
- Enter a username (Your first name.last name) and password.
- After entering you’re username and password, click “Login.”
- After you have reviewed and/or updated your information, click “Save,” then click “Logout” to exit the system.

We encourage you to add this link to your “Favorites” so you can go back and update your information when the need arises.

If you have any questions or need assistance, please contact John Zentner at 202-418-0119 or Haley Halferty at 202-418-1122.

Thanks!