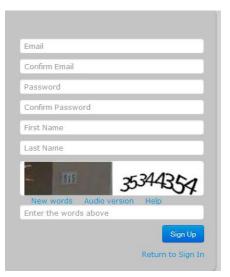
Once you go to the URL: <a href="https://accounts.relianceco.com/cm/?u=neycsd#login">https://accounts.relianceco.com/cm/?u=neycsd#login</a> you will get this screen:

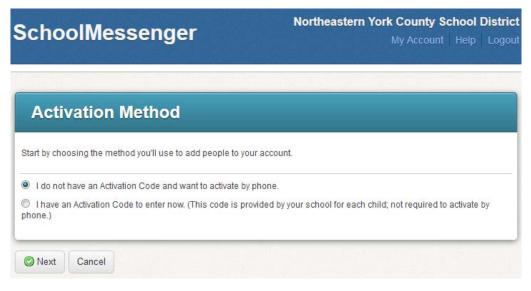




You will be asked to create an account using your email.

Add a password, your name, and then enter the numeric code (separated by a space – so this code would be 515 35344354).

Then click on Sign Up.



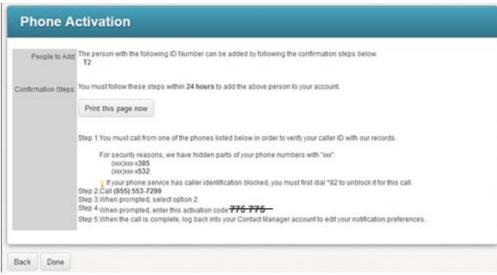
You will need to choose the first option. We will create activation codes later for staff who are not able to get in this way.

## Enter the ID numbers of the people you wish to add to your account. You can add multiple people to your account in a single call to our toll free number. Enter all of your ID numbers by using the Add More button. Clear any ID numbers you don't want to include, then click Next. ID Number 1

Next

Cancel

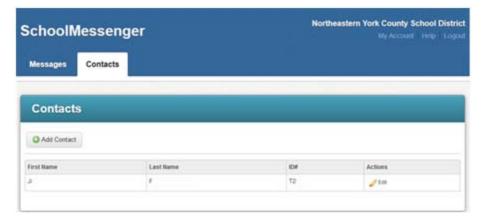
The next step is to add a contact. This is where you add your students' IDs.



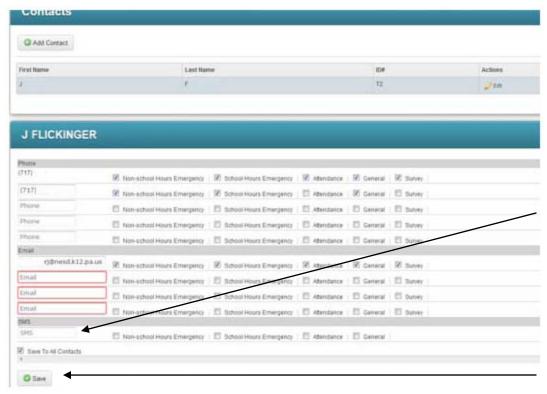
Once you add your student's ID numbers, use one of the phone numbers and call and enter the activation code. Each code will be different – do not add this one!



Here are the messages I have received so far.



I can edit any contact by clicking on Edit.



This is hard to read, but the phone numbers are listed first (the main one is locked), then the email addresses.

If you want a text message, then click in the SMS box, enter the phone number that will receive the text and choose what options you want for the text.

Don't forget to save.

You will get an email from <a href="mailto:support@relianceco.com">support@relianceco.com</a> to verify your account. Click on the link to open the Confirmation page.

The email has the comment "You are required to provide the following customer code: neycsd". We have no idea what that means. You need to enter the password that you just created for your account.

You may update the information in your account at anytime by going to *contactme.schoolmessenger.com*. Please also contact your child's building when you change your main information.

