

ManageMyNotify Web Portal is the online management site for your account.

Address: **portal.peoplescom.net/Notify**

Username: 10 Digit Subscriber Number Password: 0000 (Default)

**ManageMyNotify Service is fully functional with Google Chrome, Microsoft Edge and Mozilla. Limited functionality with Internet Explorer and Safari.*

ManageMyNotify App allows you to access and manage your account on your phone.

Download the ManageMyNotify App from the Market or Apple Store.

Enter the following web address: **portal.peoplescom.net** in your App and press the Save button.

Announcements are recorded messages that you can send to your Phonebook contacts. From the **Main Menu (Bars beside ManageMyNotify)**, press Announcements to access your current Announcement Library.

To add a new announcement, press the **BLUE +** button.

Select **Add Announcement**.

Enter a **description** for your New Announcement in the Description field.

There are three (3) methods to add a new announcement.

Recording Using Your Computer:

You can use your device or computer to record by pressing the Mic button if displayed. Press Stop when you have finished recording your message. Press the **Green Message ADD** to save your Recording.

Uploaded a Pre-Recorded Announcement:

The **Cloud** button, if displayed, allows you to upload a pre-recorded announcement from your device.

Record Using ManageMyNotify Admin Center:

Press the Phone button for a list of Access Numbers.

1. Enter your subscriber ID, 10-digit phone number, and password, *default is 0000*.
2. If there are no recorded announcements in your library, you will hear: "You currently have no active announcement" prior to hearing: 'Announcement Menu'
3. Follow the voice prompts to record your announcement. You have the option of recording up to 20 notification announcements, using the Pick a New Announcement (5) option and using your phone pad select a number for your announcement from 0-19.
4. After you have recorded your Announcement press the # key. Your announcement has a date and timestamp in your Announcement Library which you can rename from the Edit Announcement window.

To edit your announcements, select an announcement from your Announcement Library which will open the Edit Announcement window. You can **listen** to the announcement, **change** the description, **download a copy** or **delete** from this screen. Click the Green Message button to Update.

Phonebooks are used to organize and store your Phone numbers, Email addresses and Text addresses. Access your current Phonebooks from the **Main Menu (Bars beside ManageMyNotify)**.

To create a new Phonebook, press the **BLUE +** button and select the Add Phonebook option.

Enter a **description** for your new Phonebook in the Description field.

Press the **Green + INSERT** button and choose from the drop down options to add your Phone or E-Mail Contact.

Phone contacts must include Area Codes. Mobile phone numbers can be added as an email to send text messages. Must include the appropriate carrier SMS gateway. See below for instructions.

Upload multiple contacts at one time with the **Blue Cloud** button. *See below for instructions on uploading multiple contacts from a Spreadsheet.*

Press the Green ✓ OK button to finish adding your contact to the Phonebook.

To Edit Phonebook Contacts, open a Phonebook and click on a contact to open the Edit Phonebook Entry window.

Clicking on the fields to change type of notification (Phone or Email), contact phone number or description.

Click OK once the edits have been made.

Click Update to close the entry and save the new changes in the Phonebook

Jobs are found in the **Main Menu (Bars beside ManageMyNotify)**. Select any Job to review details or delete the Job.

To schedule a new Job, press the **BLUE +** button and select Add Job.

Quick Job Feature (Complete the Red Fields)

Create a Name for your new Job in the Enter Description field, select a Phonebook, select an Announcement, press the Phone OK button and your Job will start immediately!

You can upload or record a new announcement from the Job window. Once an Announcement has been selected a Play button will allow you to listen to the Announcement.

Enter an Email Subject line if you are sending Email notifications.

For Text Notifications enter the text message in the Text Message field.

Use the Calendar/Time Fields to set specific Job start/end dates and times.

The Calendar and Time fields default to 8:00 AM to 9:00 PM. If you need to adjust these, please contact our office.

Press the Phone OK button to schedule or send the Job.

Importing Batches of Contacts

Create a spreadsheet with three columns:

Column A – Contains the 10-digit phone number or email address.

Column B – Description such as Contact Name or can be left blank.

Column C – Contact identifier. Phone Number – 0, Email Address – 1.

Use the CSV File type when you Save your Notification contact data. *You must save and close the newly created file before Uploading into a Phonebook.*

Text Message Phone Number Entry (SMS Gateways)

To send text messages, enter the contact number as an email address based on the mobile carrier.

US Cellular: phonenumber@email.uscc.net

AT&T: phonenumber@txt.att.net

T-Mobile: phonenumber@tmomail.net

Virgin Mobile: phonenumber@vmobl.com

Sprint: phonenumber@messaging.sprintpcs.com

Verizon: phonenumber@vtext.com

Straight Talk: phonenumber@vtext.com

Regulatory Information

Federal Robocall Restrictions May Apply. You may be subject to FCC requirements to use the Opt Out option of this service and to record the name of your company in the Preamble Announcement (Introduction Message) if your jobs are purely for sales/telemarketing calls. Failure to do so may violate FCC regulations. The FCC requires additional reporting for these types of calls. There are exemptions to this order that include political, non-profit and informational reminder notifications. Refer to the FCC.gov website and search Telemarketing and Robocalls for further guidance.