

LARPD Applicant and Employee Texting – How to Opt-In or Opt-Out

How does a user Opt-In

1. User must login to the application
2. User must navigate to their Notification Preferences page and select the SMS option.



My Information > Notification Preferences

← Notification Preferences Save

Broadcast Email

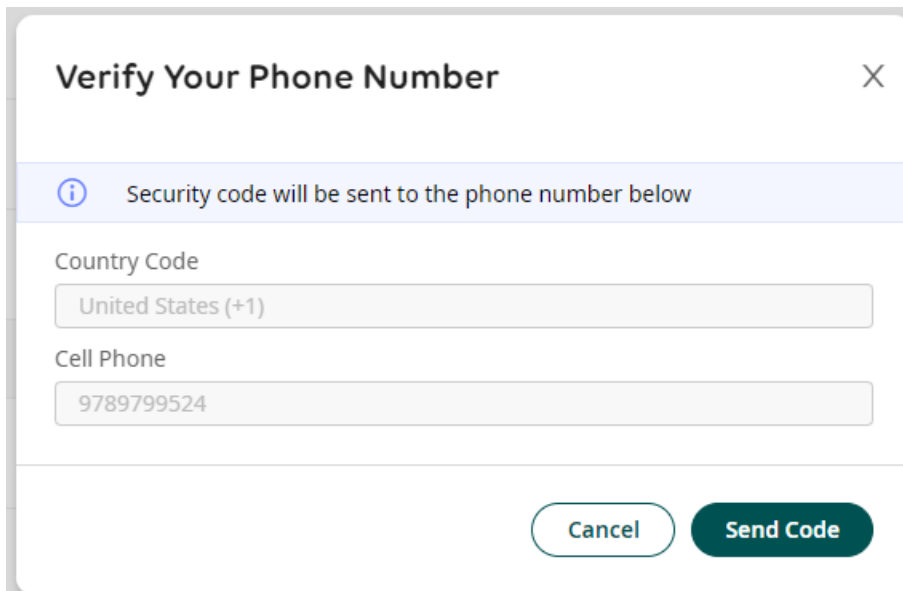
Mailbox

Broadcast Mailbox

SMS

United States+19789799524

3. On select, the user will be asked to confirm, or change, the cell phone number they'd like to receive messages at.



Verify Your Phone Number ×

i Security code will be sent to the phone number below

Country Code

United States (+1)

Cell Phone

9789799524

Cancel Send Code

4. User will have to send a code to their selected number and verify it.


Verify Your Phone Number ✕

Enter Security Code*

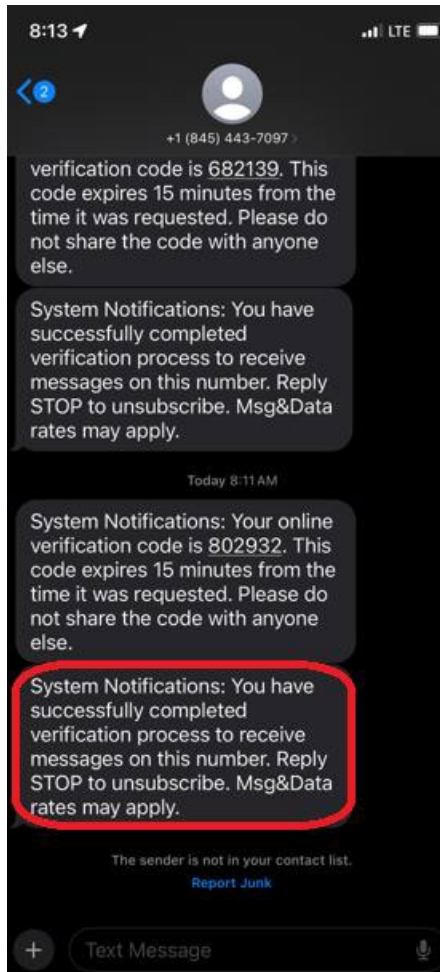
Resending new code will be available in 24 second(s).

Cancel Verify

5. Once verified, the user will be informed they have successfully verified and registered their number.

 **Done!**
Phone number has been successfully verified.

OK

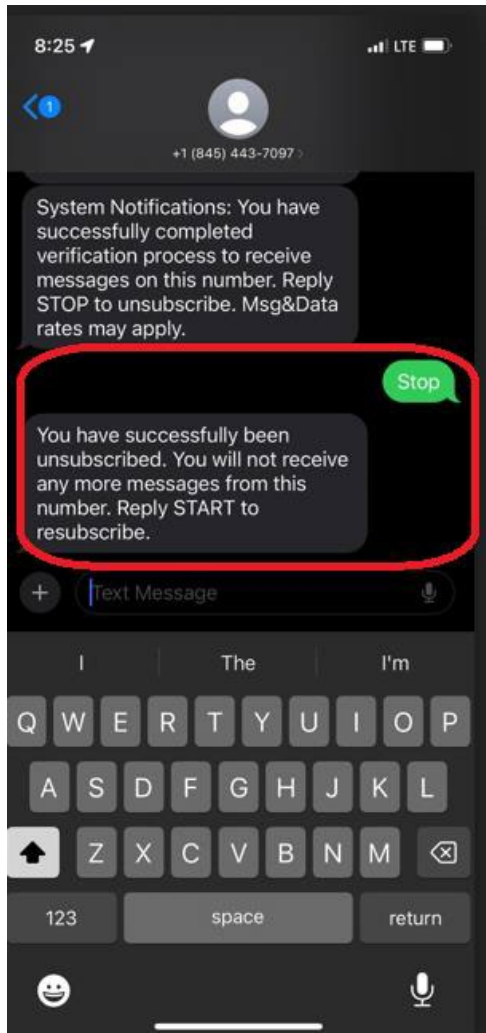


*Important Note: By default, **ALL employees** within your company are opted-out when the SMS Integration with Twilio Marketplace item is enabled for your company.*

How does a user Opt-Out

Once a user has opted-in to the service you must provide a method for them to opt-out later. An employee/applicant can opt-out of the SMS messages in two ways.

1. They can reply STOP to the text message they receive from the service.



2. They can navigate back to their Notification Preferences page in the application and unselect the SMS checkbox.

