How to manage your contacts & sign up for text and email notifications DESKTOP





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Log in to your SmartHub account through the a desktop computer or laptop.

Click the Settings drop down along the left navigation pane. Then click Contact Methods.

BILL& PAY	Verified Conta	Verified Contacts						
SAGE	These are the cor	These are the contacts we have on file that you have created or verified and will be used for notifications that are configured on the Manage Notifications						
CONTACT US	page.	hañe.						
ETTINGS				Add Email Add Phone				
Contact Methods	Method	Contact	Status	Action				
ManageNotificat Ions Meter Descriptions	29	(123)456-7890	Enrolled-Voice Calls	0 1				
Paperless Billing Registered Accounts	20	{123}456-7890	Emolled-TextMessages					
Security Stored Payment Accounts		sample@email.com	Enrolled-Emails	0 🗊				
		sample123@email.com	Enrolled-Emails	0 1				
Report Power Outage								
Submit Inquiry								
Make a Payment								
Notifications								

	MANAGE NOTIFICATIC	ONS					
BILL&PAY USAGE	= 987654 - 12 Use this page to sign up for no	3 ANYWHERE STREE	T count.	•			
CONTACT US SETTINGS Contact Methods	Biling						
ManepeNotfficationa Meter Descriptions Paperless Billing	Miscellaneous	Miscellaneous v Service					
Security Stored Payment Accounts	Alert Type	Description	Text Message	Ernall			
Two-FactorAuthenIlcation	Planned Power Outage	This is a notification to inform you when a power outage is planned.	Text Missage	• Errul •			
Report Power Outage	Power Outage	This is a notification to inform you when a power outage has occurred.		Result Save			
Submit Inquiry MakeaPayment	Power Outage Restored	This is a notification to inform you when a power outage has been been restored.		×.			
Notifications Sign Out	Power Outage Update	This is a notification to inform you when a power outage update has occurred.					
Jimone Calculator							



Click Manage Notifications under Settings. Click the drop down arrow for each category to view the different notification types.

To sign up to receive outage alert notification, click the Service drop down arrow. Click the Text Message and Email drop downs to select which contact you'd like to receive this notification. Click Save.



This screen will show you the phone and email contacts we have for your account. Click the Add Email or Add Phone buttons to add a new contact.

To edit a contact, click the pencil icon. To delete a contact, click the trash can icon. Click Save when done.



