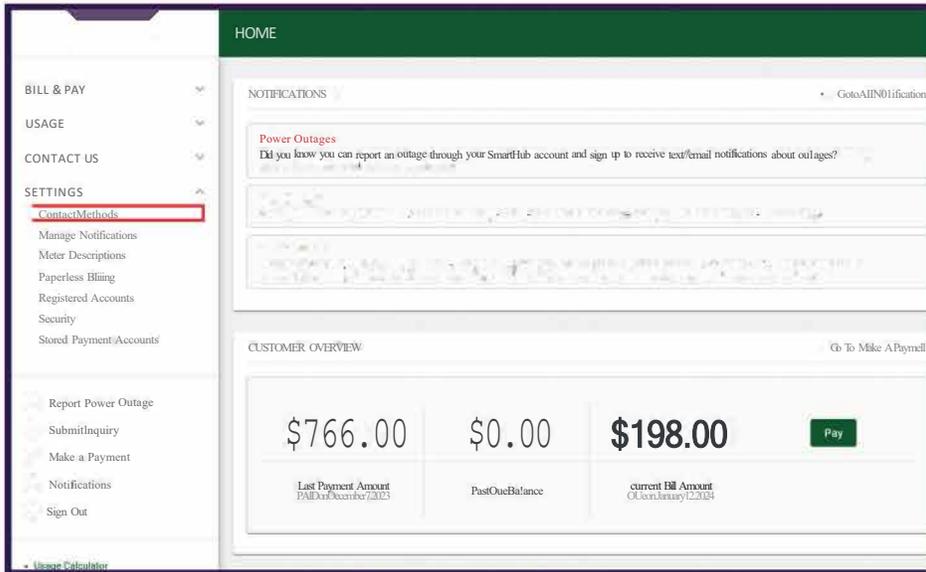


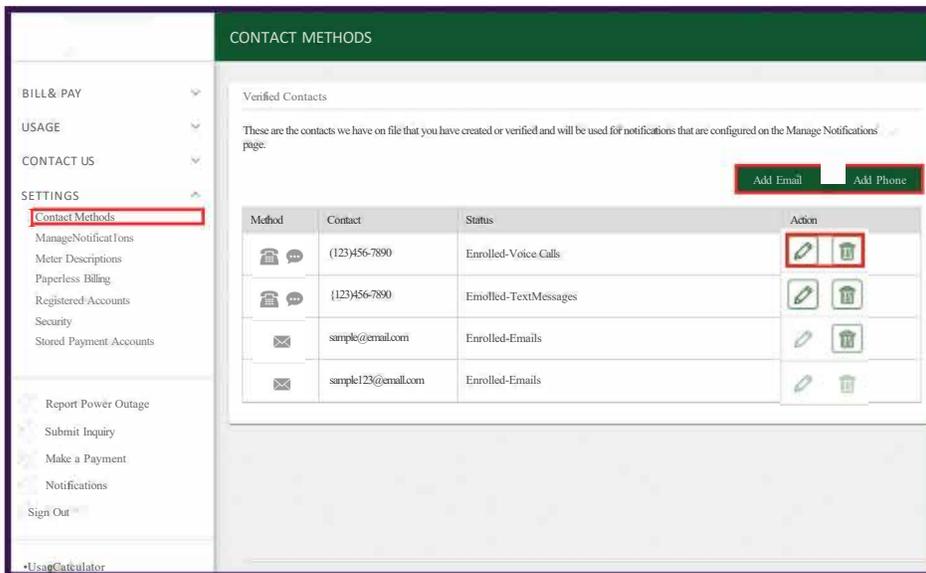
How to manage your contacts & sign up for text and email notifications DESKTOP



1

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

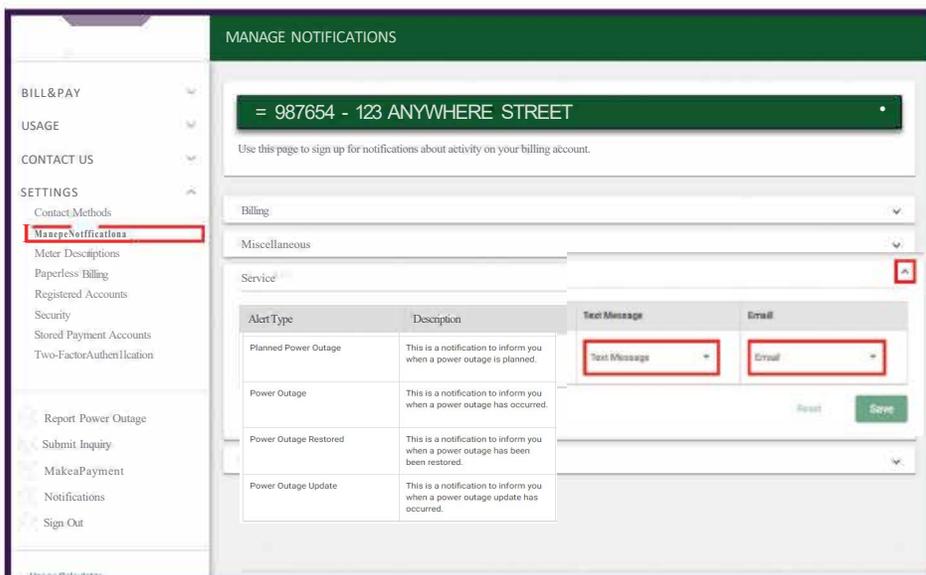
Click the Settings drop down along the left navigation pane. Then click Contact Methods.



2

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.



3

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.