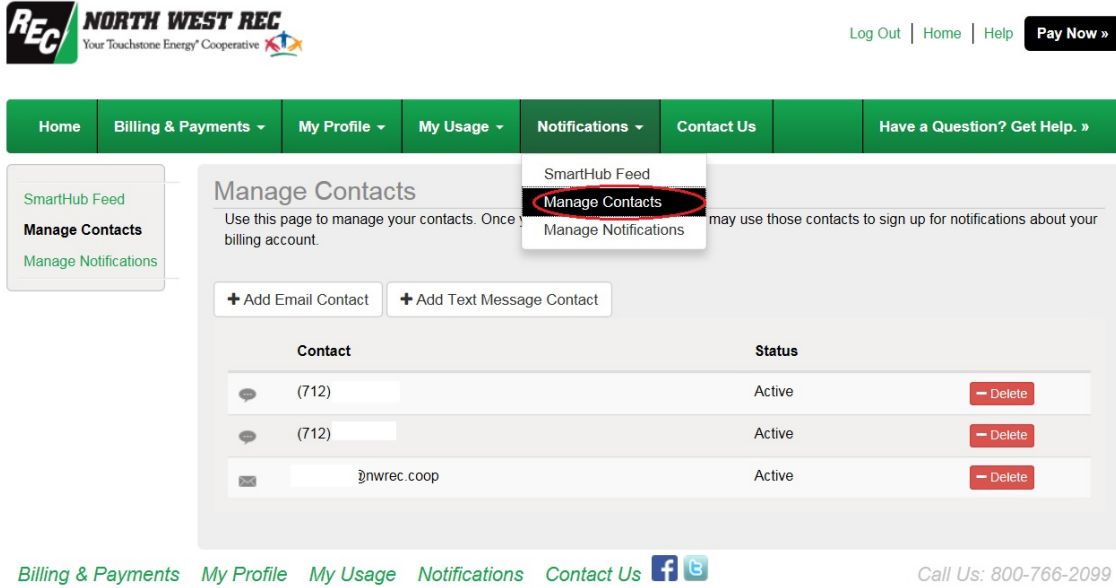
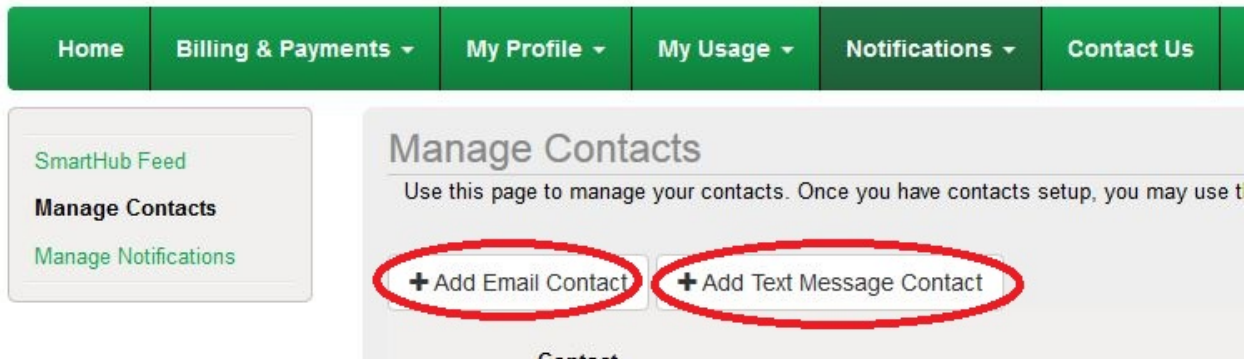


Manage Contacts and Notifications

- 1.) Log in to SmartHub on a computer.
- 2.) Under "Notifications", click on "Manage Contacts"



- 3.) To add a contact, click either "Add Email Contact" or "Add Text Message Contact"



4.) Type in your email address or phone number (check box to receive text messages and click "Continue"

Phone Contact Settings

Phone Number: 222-222-2222 1

Place on Do Not Call List: No

Receive Text Messages 2

Cancel Continue 3

5.) Check your email or phone and you should receive an email or text message from nwrec@smarthub.coop or 768-482. It will contain a **Verification Code**

6.) Enter the **Verification Code** and click "Save Contact"

Confirm Contact

Please enter the verification code.

Phone Verification Code: 111111 A Verification Code has been sent to your phone number.

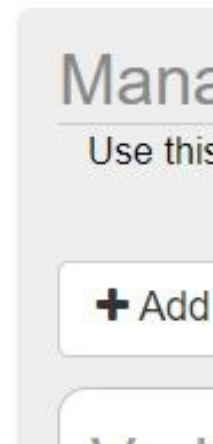
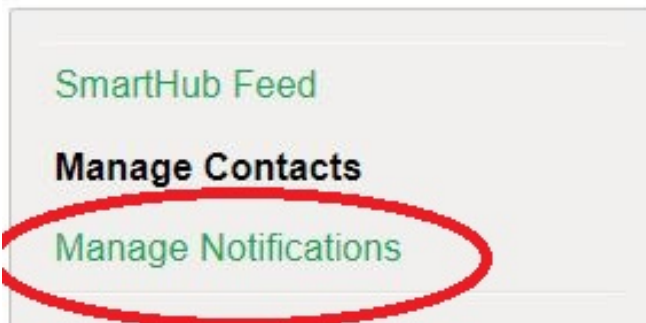
Phone: [Redacted]
Place on Do Not Call List: No
Receive Text Messages: Yes

Resend Verification Code Cancel Save Contact

7.) Your email or phone number should now be listed in the contact list in SmartHub. You may now continue using SmartHub or Log Out.

To Subscribe to power outage/power restore notifications:

1.) Click on **Manage Notifications**



- 2.) Select the **Service** menu drop-down and select the type of notifications you would like to receive and click "**Save Settings**". NOTE: if "None" is selected, you will not receive that type of notification.

Manage Notifications
Use this page to sign up for notifications about activity on your billing account.

▸ Billing

▸ Miscellaneous

▾ Service

Select Account

Alert Type	Description	Text Message	E-Mail
Planned Power Outage	This is a notification to inform you of a planned power outage.	None	None
Power Outage	This is a notification to inform you when a power outage has occurred.	None	None
Power Outage Restored	This is a notification to inform you when your power has been restored.	None	None

Reset Save Settings