## Manage Contacts and Notifications

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

Home Billing &	Payments - N	ly Profile 👻	My Usage 👻	Notifications -	Contact Us	Have a Question? Get Help. »
nartHub Feed anage Contacts anage Notifications	Manage Use this pag billing account	e Contact e to manage yo nt. il Contact	S ur contacts. Once y Add Text Messa	SmartHub Feed Manage Contact Manage Notifica	ats may use those co	ntacts to sign up for notifications about yo
	c	ontact			Status	
	<b>•</b> (7	712)			Active	- Delete
	<b>•</b> (7	712)			Active	- Delete

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

Home	Billing & Payments	- My Profile -	My Usage 👻	Notifications +	Contact Us
SmartHub F	eed	Manage Cont	tacts		
Manage Co	ontacts	Use this page to mana	ge your contacts. O	nce you have contacts	setup, you may use

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

- 5.) Check your email or phone and you should receive an email or text message from <a href="mailto:nwrec@smarthub.coop">nwrec@smarthub.coop</a> or <a href="mailto:768-482">768-482</a>. It will contain a Verification Code</a>
- 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: Place on Do Not Call List: <b>No</b> Receive Text Messages: <b>Yes</b>				
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.

Billing					
Miscellaneous					
Service					
lect Account					
lect Account					
lect Account					
lect Account -	Description	Text Message		E-Mail	
lect Account   Ilect Type Ianned Power Outage	Description This is a notification to inform you of a planned power outage.	Text Message None	•	E-Mail None	•
lect Account	Description This is a notification to inform you of a planned power outage. This is a notification to inform you when a power outage has occurred.	Text Message None None	•	E-Mail None None	•