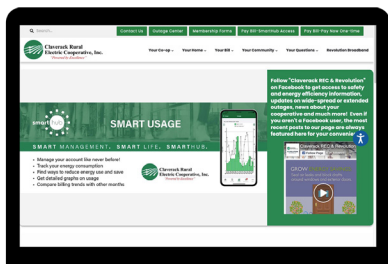




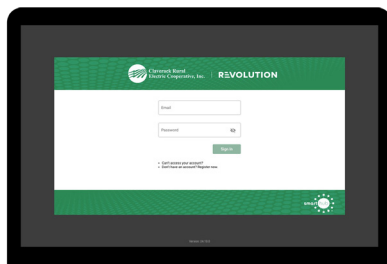
How To Manage Contacts and Notifications (Web)

STEP 1



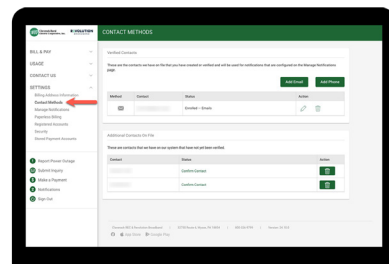
Click on the **Pay Bill-SmartHub Access** menu at the top of our website.

STEP 2



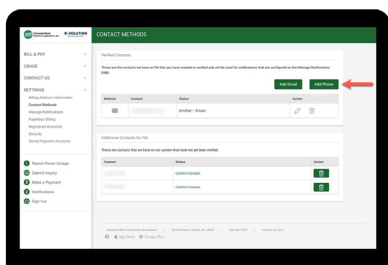
Log in to SmartHub with the email and password you used during registration.

STEP 3



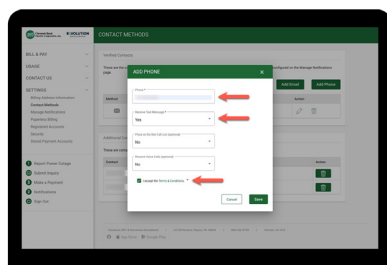
On the SmartHub home screen click on the **Settings** menu on the left and then click on the **Contact Methods** sub-menu.

STEP 4



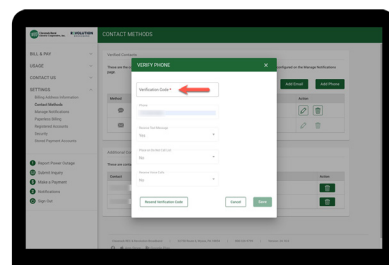
For this example, click on the **Add Phone** button.

STEP 5



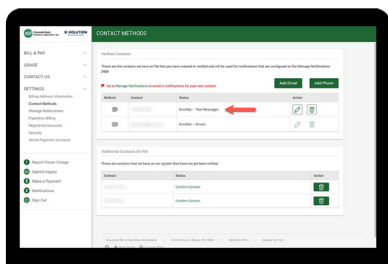
Type your phone number in and set the rules for that particular phone number. Then click the **Save** button.

STEP 6



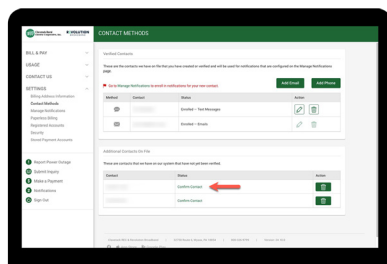
Enter the Verification Code that was texted to your phone and click the **Save** button.

STEP 7



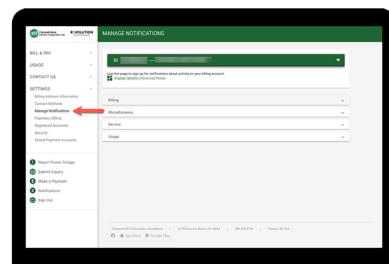
The new phone number is now listed in the Verified Contacts section. You can always come back to edit or delete this contact.

STEP 8



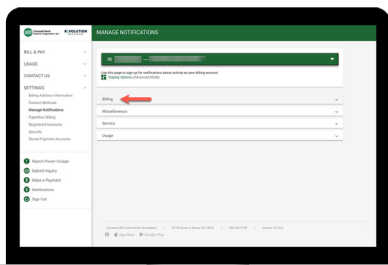
For unconfirmed phone/emails in the Additional Contacts on File section, you can click **Confirm Contact**.

STEP 9



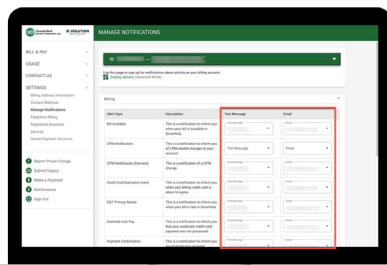
On the SmartHub home screen click on the **Settings** menu on the left and then click on the **Manage Notifications** sub-menu.

STEP 10



For this example, click on the **Billing** category.

STEP 11



For each category click the dropdown menu in the Text Message and/or Email columns and select the contact from the list.