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

smart hub ™

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1
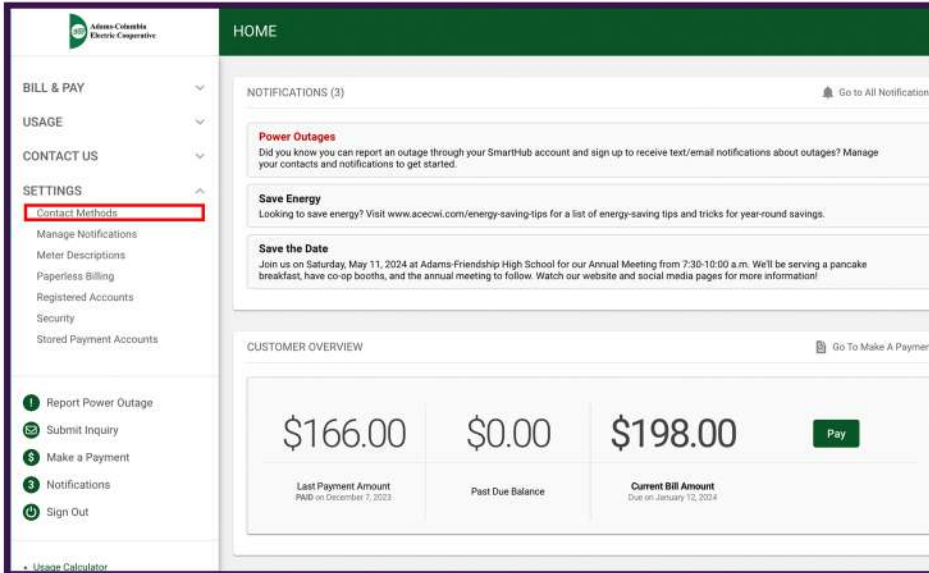
Log in to your SmartHub account through the a desktop computer or laptop.

Click the Settings drop down along the left navigation pane. Then click Contact Methods.
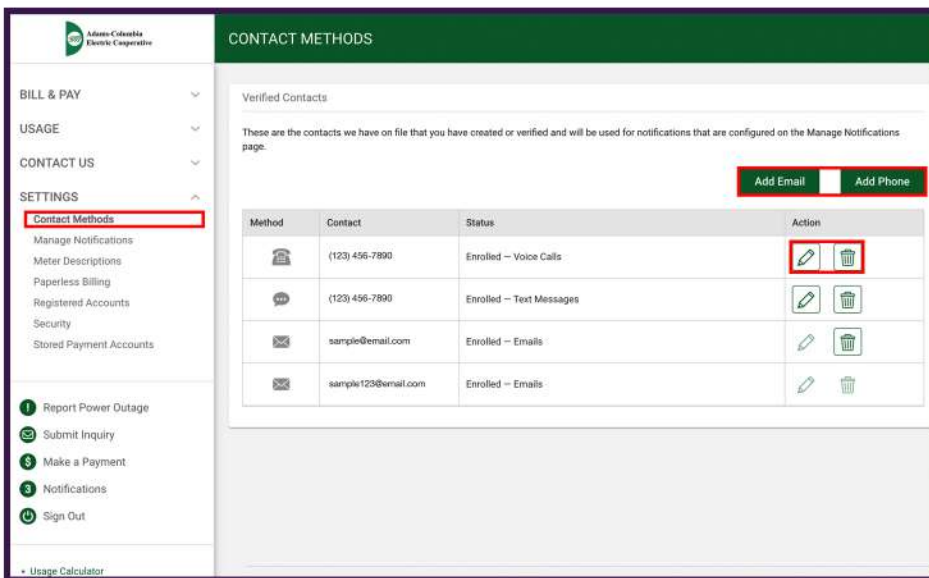
2

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.

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 peak alert notification, click the On Demand drop down arrow. Click the Text Message and Email drop downs to select which contact you'd like to receive this notification. Click Save.
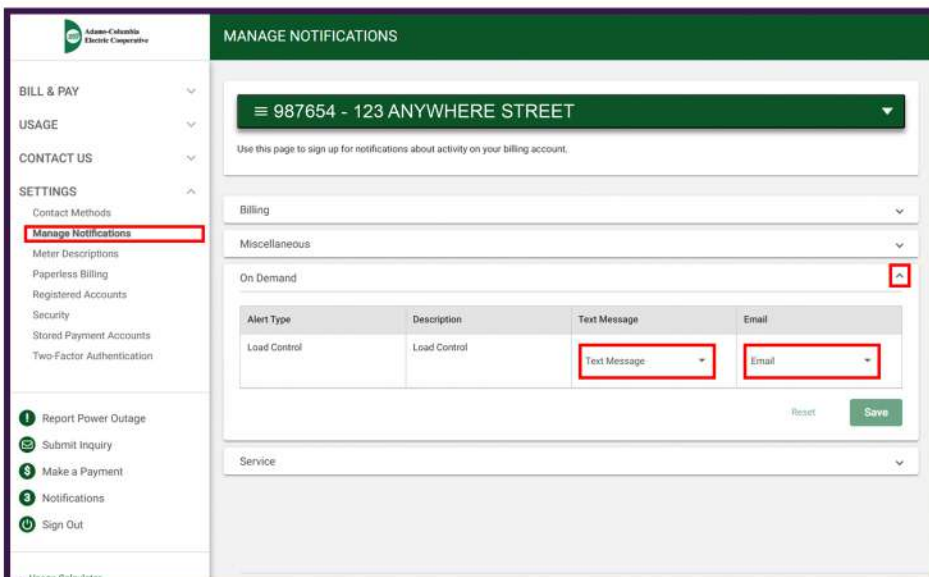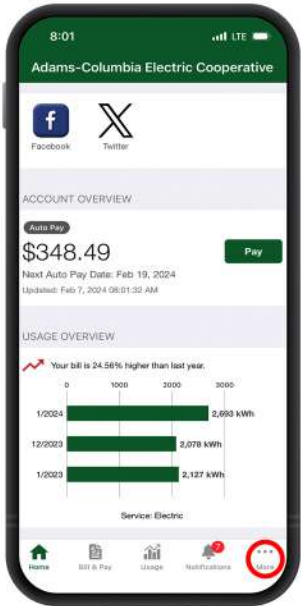
How to manage your contacts & sign up for text and email notifications
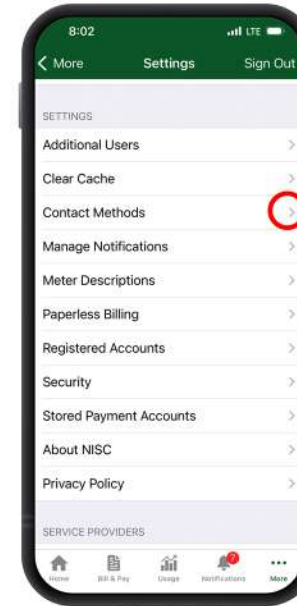## MOBILE

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1 Log in to your SmartHub account through the mobile app.

Click the More button in the bottom right corner of the screen.
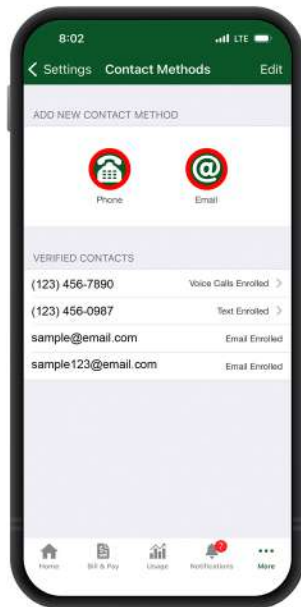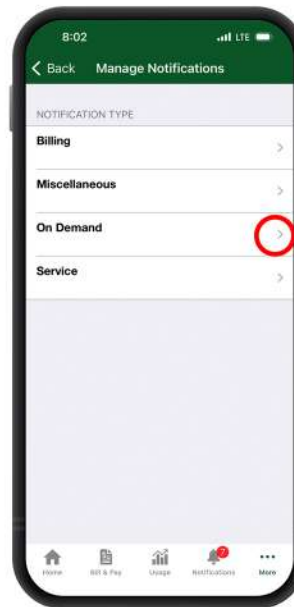
2 Click Settings.

3 Click Contact Methods.

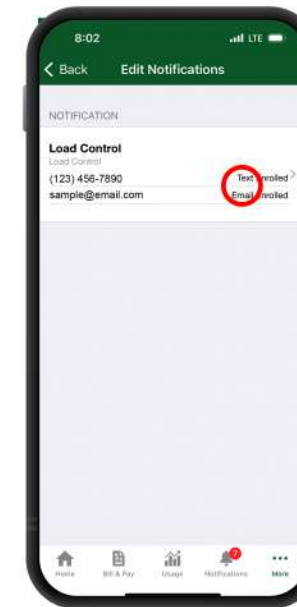**4** Verify the phone and email contacts we have for your account.

Click the phone or email icons to add new contacts.

5 After adding and verifying your contacts, go back to Settings and click Manage Notifications.

From here, click the notification types to view notifications available.

6 To receive peak alerts, go to the On Demand category and choose Load Control.

This will show if you have contacts enrolled to receive these messages, and you can enroll more contacts.