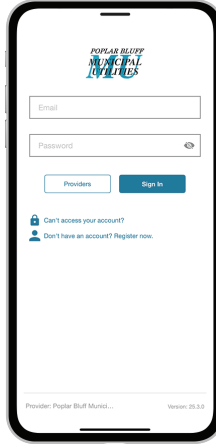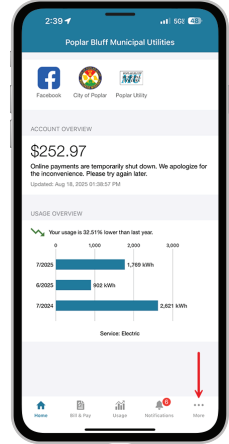**STEP 1**

Tap on the **SmartHub Icon** on your device to open the app.
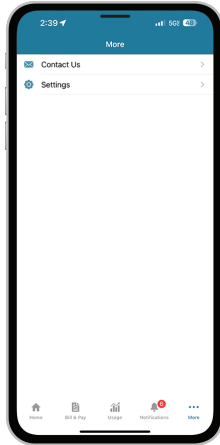
STEP 2

Log in with the email and password that you used during registration.
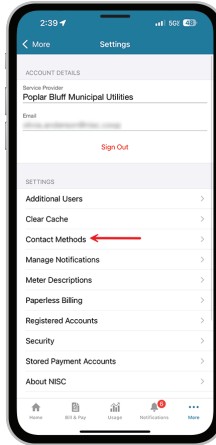
STEP 3

Tap on the **More** button in the bottom right.
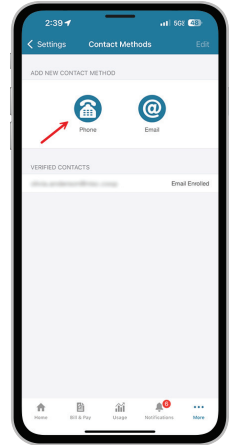
STEP 4

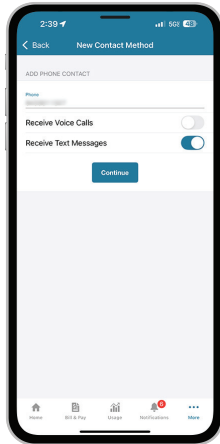Tap on the **Settings** menu.

STEP 5

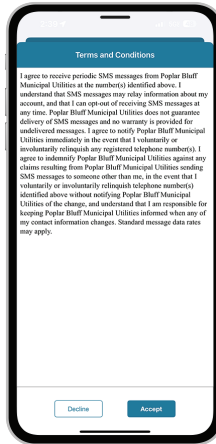Tap on the **Contact Methods** sub-menu.

STEP 6

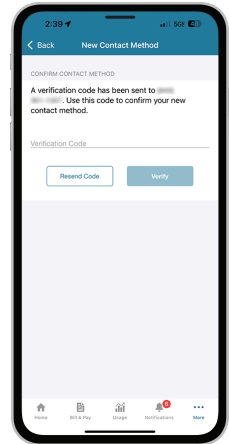For this example, we will tap the **Phone** button.

STEP 7

Type your **phone number** in and **set the rules** for that particular phone number. Then tap the **Continue** button.
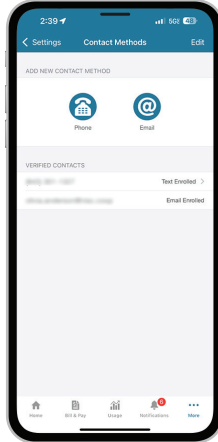
STEP 8

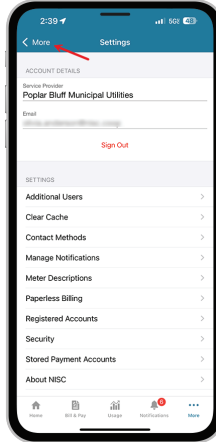You will be asked to accept the **terms and conditions**. Tap the **Accept** button to continue.

STEP 9

Enter the **verification code** that was texted to your phone. Tap the **Verify** button.

POPLAR BLUFF
MUNICIPAL
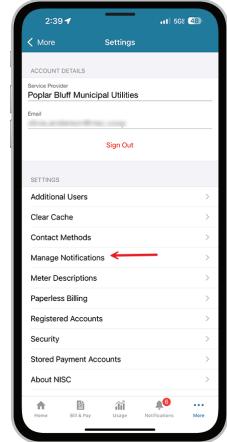UTILITIES

STEP 10

You'll see the phone number in the **Verified Contacts** section with the status of Text Enrolled.
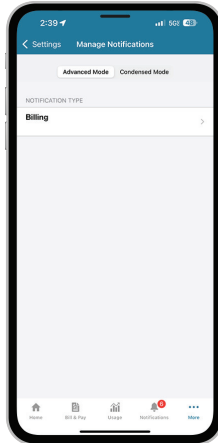
STEP 11

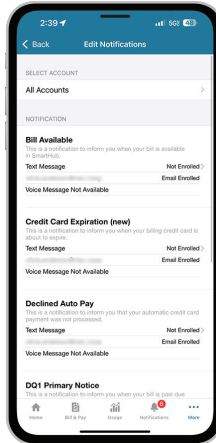Tap **Settings** in upper left corner.

STEP 12

Next, you will tap on the **Manage Notifications** sub-menu.
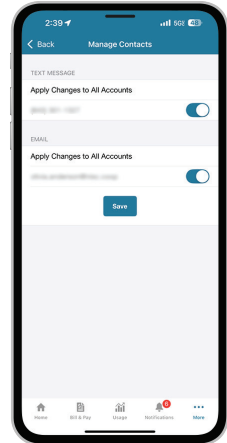
STEP 13

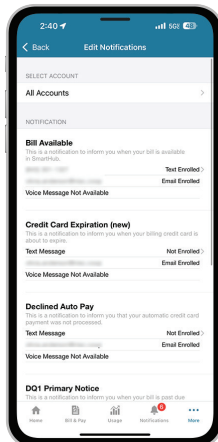In this example, we will tap on the **Billing** category.

STEP 14

Tap the **Not Enrolled** link next to any contact you want to assign to a specific alert.

STEP 15

Slide the **activation button** to the right to add that contact to the alert.

STEP 16

Notice the status change. You can keep adding or removing contacts from specific alerts anytime you wish to make changes.