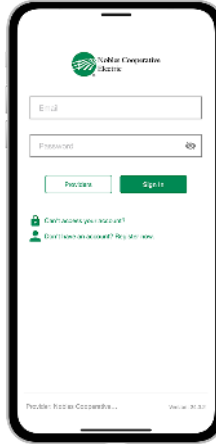


STEP
1



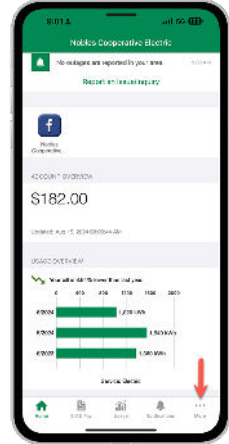
Tap on the **SmartHub Icon** on your device to open the app.

STEP
2



Login to SmartHub 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



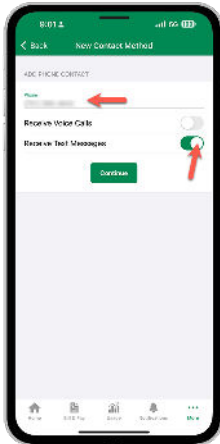
Tap on the **Contact Methods** sub-menu.

STEP
6



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

STEP
7



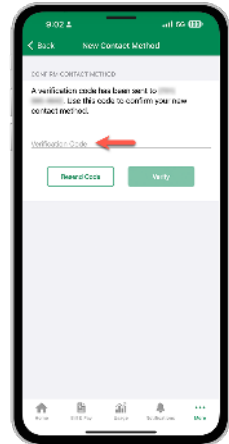
Type your **phone number** in and **set the rules** for that particular phone number. Then tap the **Continue** button.

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.

STEP
10



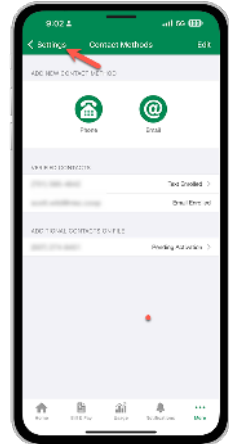
You'll see the phone number in the **Verified Contacts** section with the status of Text Enrolled.

STEP
11



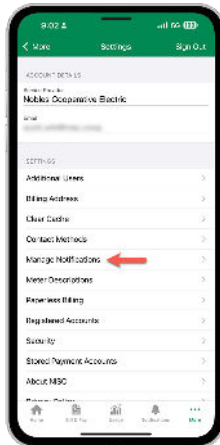
If you click on the **Pending Activation** link for a contact listed in the Additional Contacts on File it will be the same verification process.

STEP
12



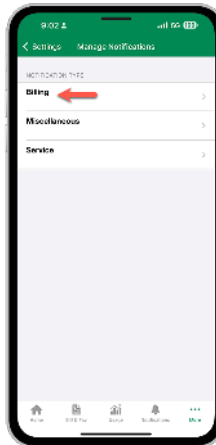
Tap **Settings** in upper left corner.

STEP
13



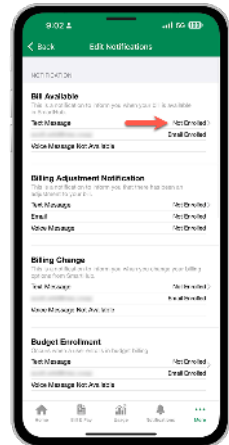
Next, you will tap on the **Manage Notifications** sub-menu.

STEP
14



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

STEP
15



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

STEP
16



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

STEP
17



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