

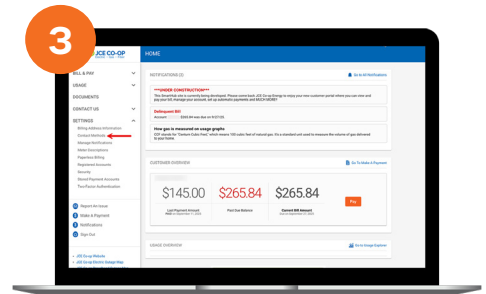
How To Manage Notifications (web portal)



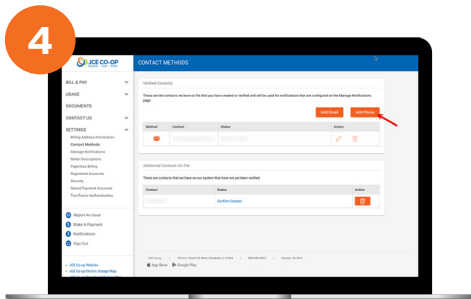
Click on **SmartHub** on our website.



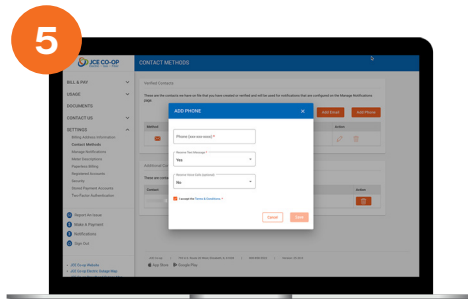
Login with the email and password you used during registration.



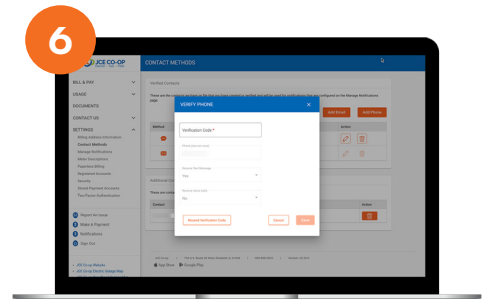
On the home screen click on the **Settings** menu on the left and then click on the **Contact Methods** sub-menu.



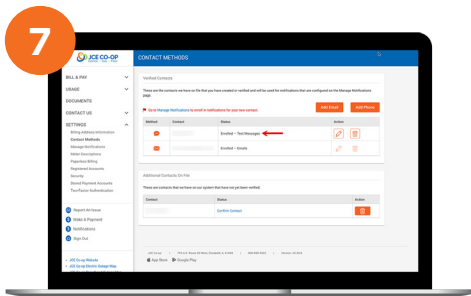
For this example, click on the **Add Phone** button.



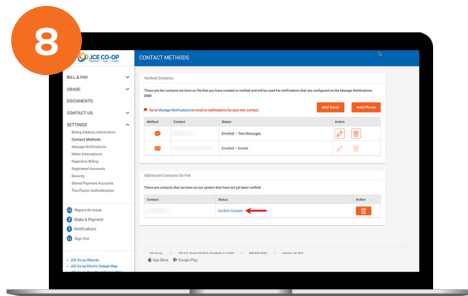
Type your **phone number** in and **set the rules** for that particular phone number. Then click the **Save** button.



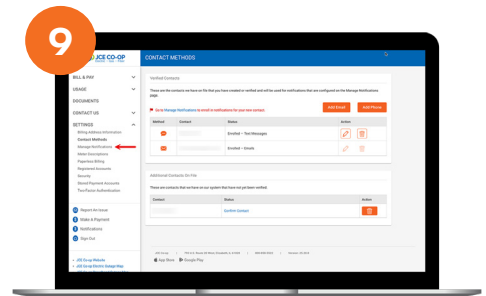
Enter the **Verification Code** that was texted to your phone and click the **Save** button.



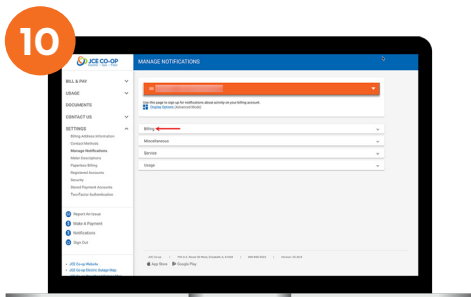
The new phone number is now listed in the **Verified Contacts** section. You can always come back to edit or delete this contact.



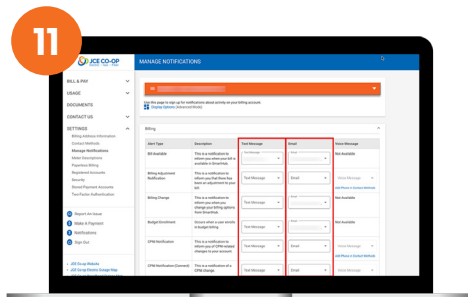
For unconfirmed phone/emails in the Additional Contacts on File section, you can click the **Confirm Contact** link.



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



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



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



For more information go to jcecoop.com/SmartHub. Still have questions? Call us at 800-858-5522 or email us at info@jcecoop.com. Please expect longer wait times as we navigate this transition—thank you for your patience!

