

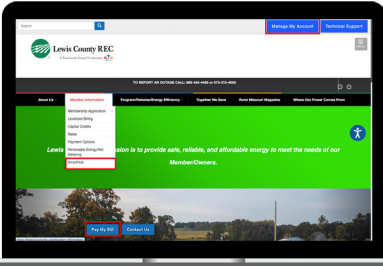


HOW TO MANAGE CONTACTS & NOTIFICATIONS (web portal)



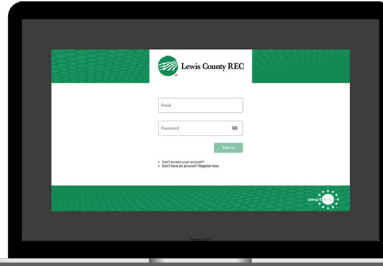
Lewis County REC

STEP 1



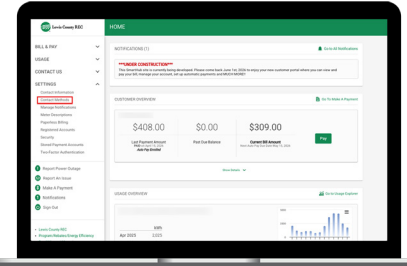
Click **Manage My Account**, **Pay My Bill**, or **SmartHub** on our website.

STEP 2



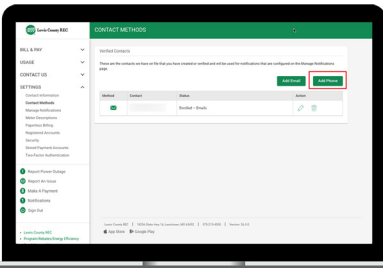
Log in with the email and password you used during registration.

STEP 3



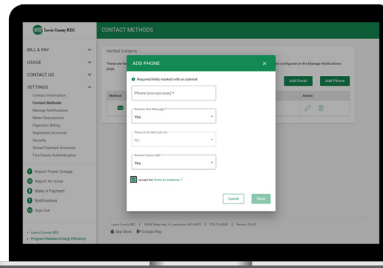
On the home screen click on the **Settings** menu on the left and then click on the **Contact Methods** sub-menu.

STEP 4



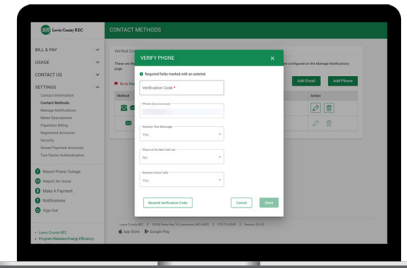
For this example, click on the **Add Phone** button.

STEP 5



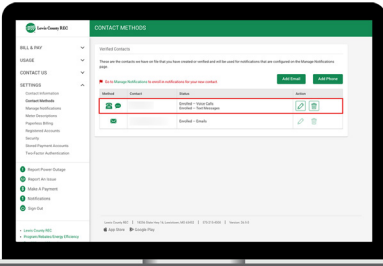
Type your **phone number** in and **set the rules** for that particular phone number. Then click the **Save** button.

STEP 6



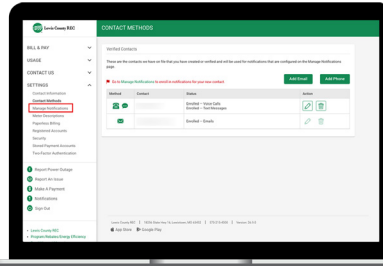
Enter the **Verification Code** that was texted to your phone and click the **Save** button.

STEP 7



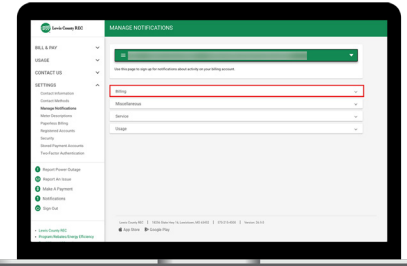
The new phone number is now listed in the **Verified Contacts** section. You can always come back to edit or delete this contact.

STEP 8



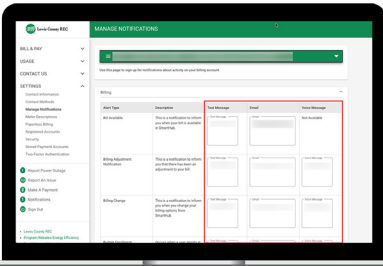
On the home screen click on the **Settings** menu on the left and then click on the **Manage Notifications** sub-menu.

STEP 9



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

STEP 10



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