STEP 1
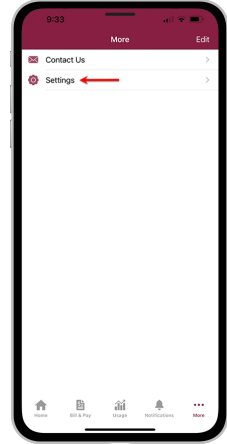
Log in to SmartHub with the email and password that you used during registration.
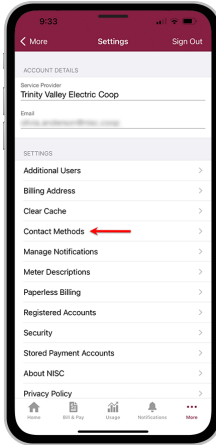
STEP 2
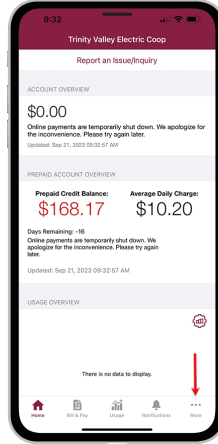
Tap on the **More** button in the bottom right.
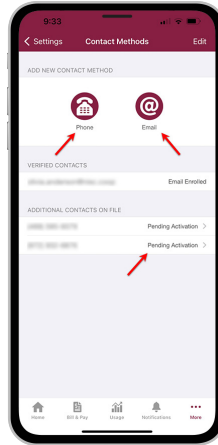
STEP 3

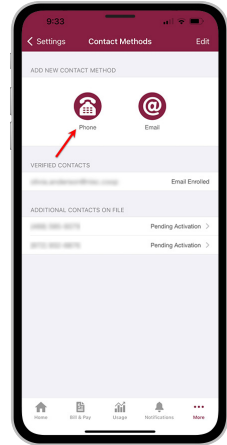Tap on the **Settings** menu.

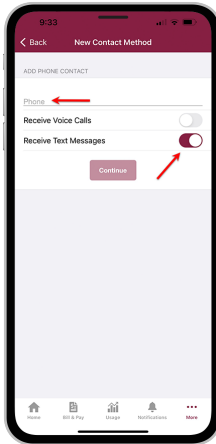**STEP 4**

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

STEP 5

Tap on the **Email** or **Phone** button or the **Pending Activation** link if your contact info is listed in Additional Contacts of File.
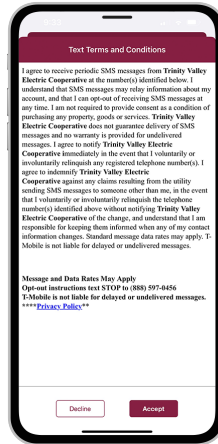
STEP 6

For this example we will tap the **Phone** button.
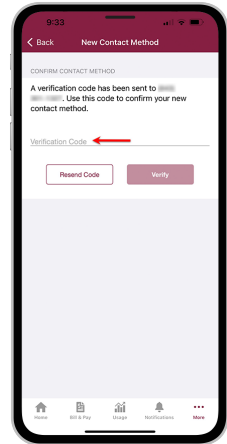
STEP 7

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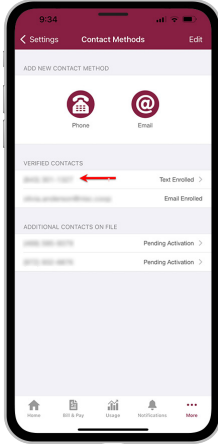
STEP 8

You will be asked to accept the text terms and conditions. Tap the **Accept** button to continue.
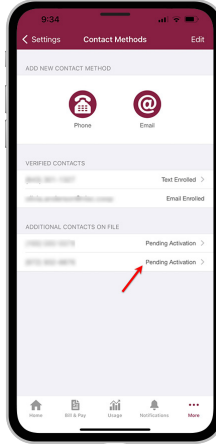
STEP 9

Enter the verfication code that was texted to your phone and tap the **Verify** button.
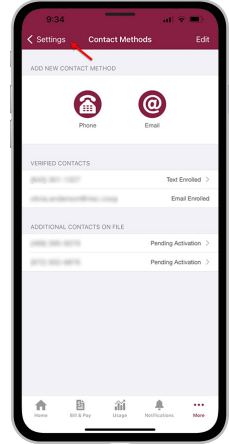
STEP 10

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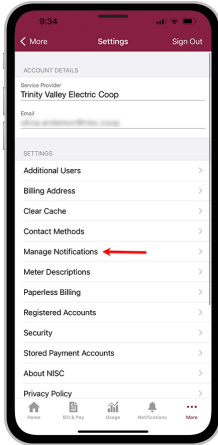
STEP 11

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.
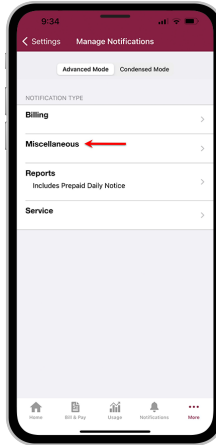
STEP 12

Tap Settings in upper left corner.
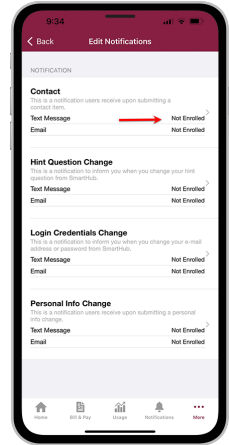
STEP 13

Next, you will tap on the **Manage Notifications** sub-menu.
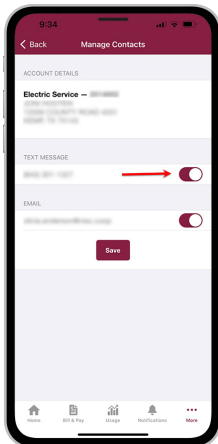
STEP 14

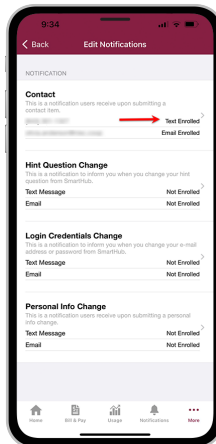In this example we will Tap on the **Miscellaneous** category.

STEP 15

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

STEP 16

Slide the activation button to the right to turn 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.