STEP 1
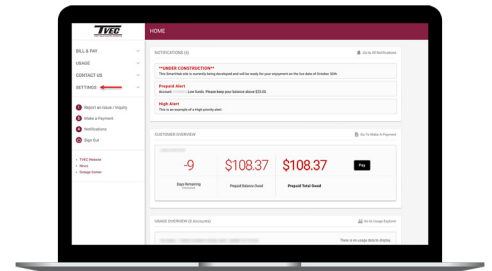

From our SmartHub support page at **tvec.net/smarthub**, click on the **Register** button.
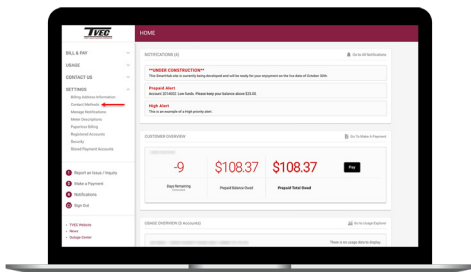
STEP 2
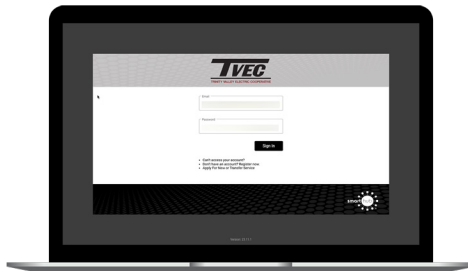
Log in to SmartHub with the email and password you used during registration.

STEP 3
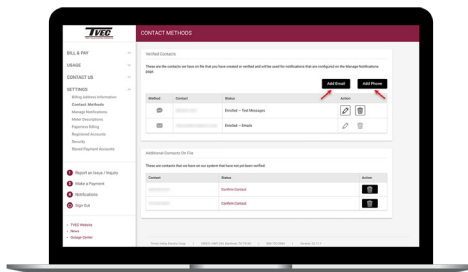

From the main SmartHub screen, click on the **Settings** menu.
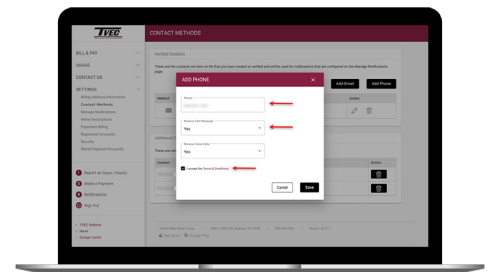
STEP 4

Click on the **Contact Methods** sub-menu on the left side of the screen.
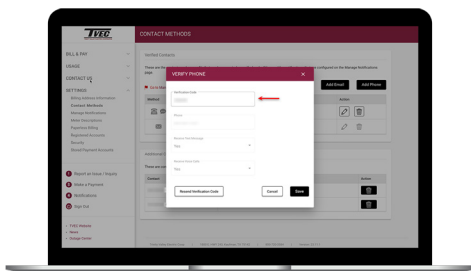
STEP 5

Click on the **Add Email** or **Add Phone** button to begin. We'll use the **Add Phone** button in this example.
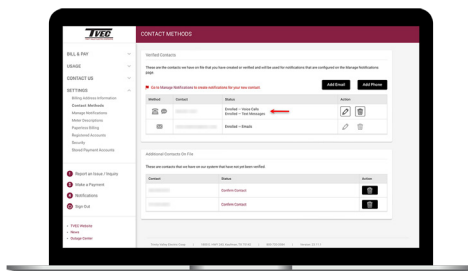
STEP 6

Type your phone number, activate text messaging, and check the terms & conditions box. Then click the **Save** button.

STEP 7
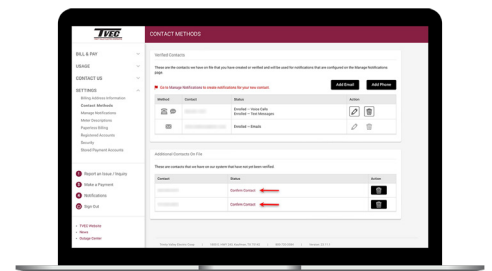

Enter the Verfication Code that was texted to your phone and click the Save button.
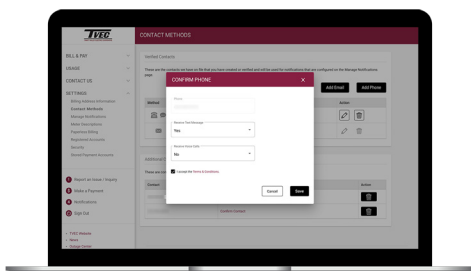
STEP 8

The new phone number is now listed in the Verified Contacts section. You can always come back to edit or delete this contact.
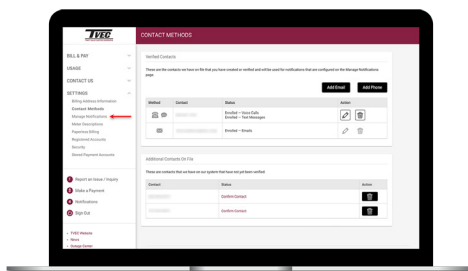
STEP 9

For unconfirmed phone/emails in the Additional Contacts on File section, you can click **Confirm Contact.**
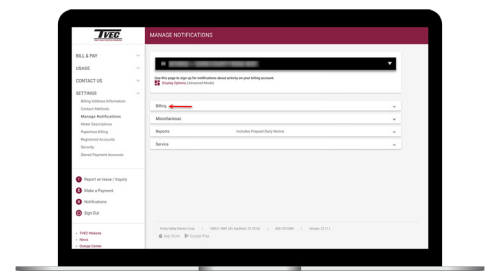
STEP 10

You will go through the same process of confirming your contact as you did when you added a contact method (see above).
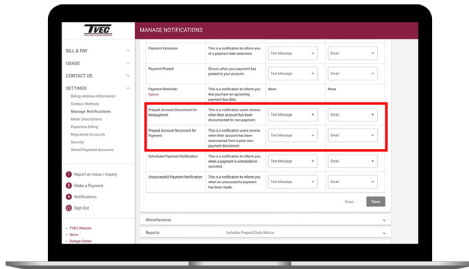
STEP 11

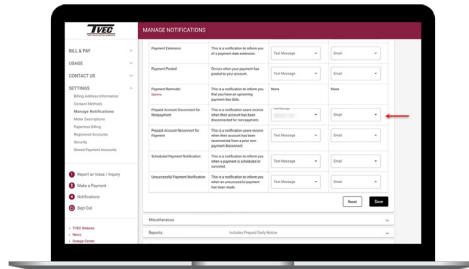Next, you will click on the **Manage Notifications** sub-menu on the left side of the page.

STEP 12

Click on the **Billing** category.

STEP 13

Notice the Prepaid alerts that you can sign up for.

STEP 14

To select the phone for texting and/or email select the drop down menu. Click **Save**.

You will now see the phone number listed in the Text Message column next to the alert type you have selected.