FALL RIVER
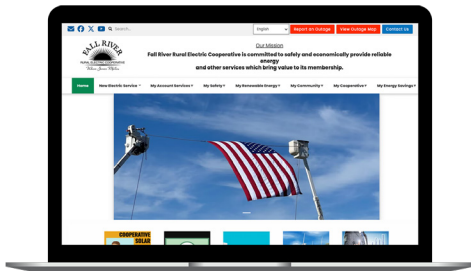RURAL ELECTRIC COOPERATIVE
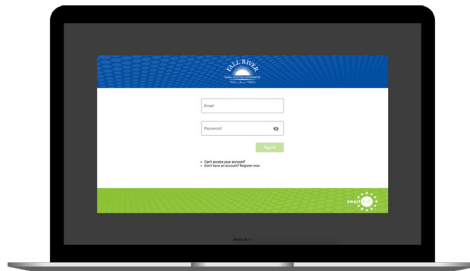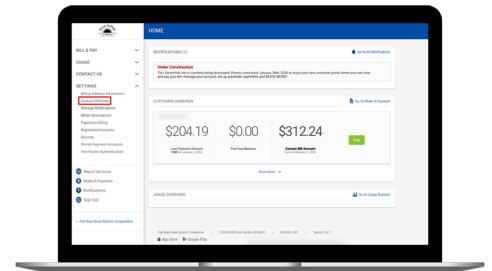*Where Service Matters*

STEP 1

Visit our website to access our SmartHub web portal.
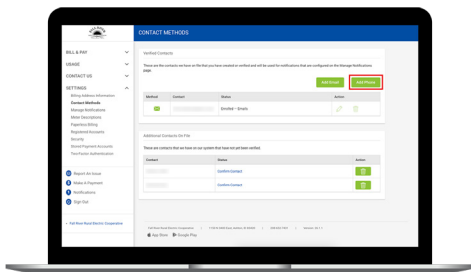
STEP 2

Log in with the email and password you used during registration.
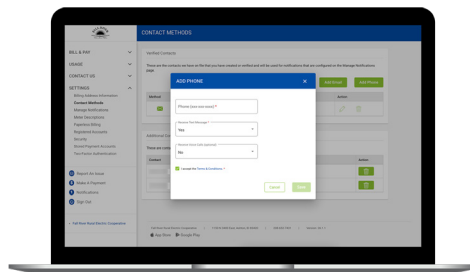
STEP 3

On the home screen click on the **Settings** menu on the left and then click on the **Contact Methods** sub-menu.
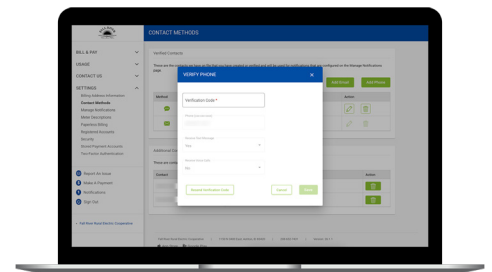
STEP 4

For this example, click on the **Add Phone** button.
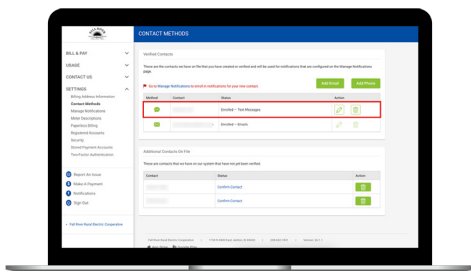
STEP 5

Type your **phone number** in and **set the rules** for that particular phone number. Then click the **Save** button.
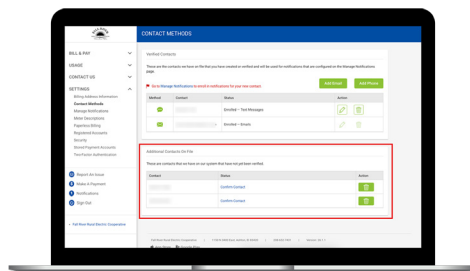
STEP 6

Enter the **Verification Code** that was texted to your phone and click the **Save** button.
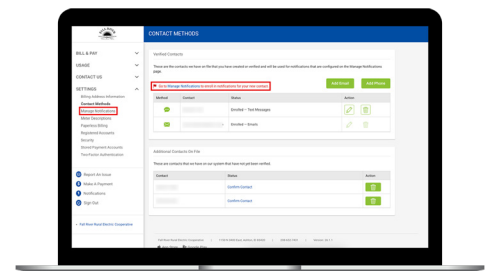
STEP 7

The new phone number is now listed in the **Verified Contacts** section. You can always come back to edit or delete this contact.
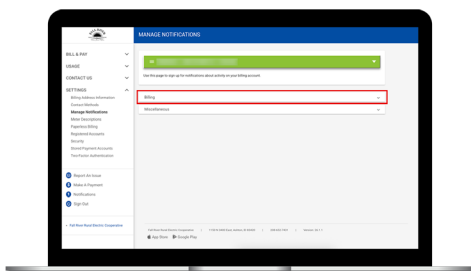
STEP 8

For unconfirmed phone/emails in the Additional Contacts on File section, you can click the **Confirm Contact** link.
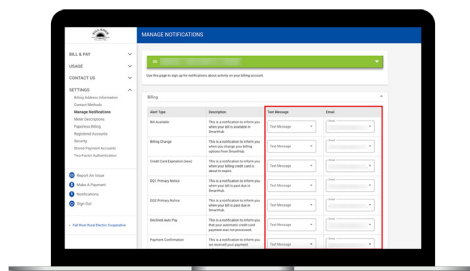
STEP 9

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

STEP 10

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

STEP 11

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

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Visit fallriverelectric.com/smarthub for more information.