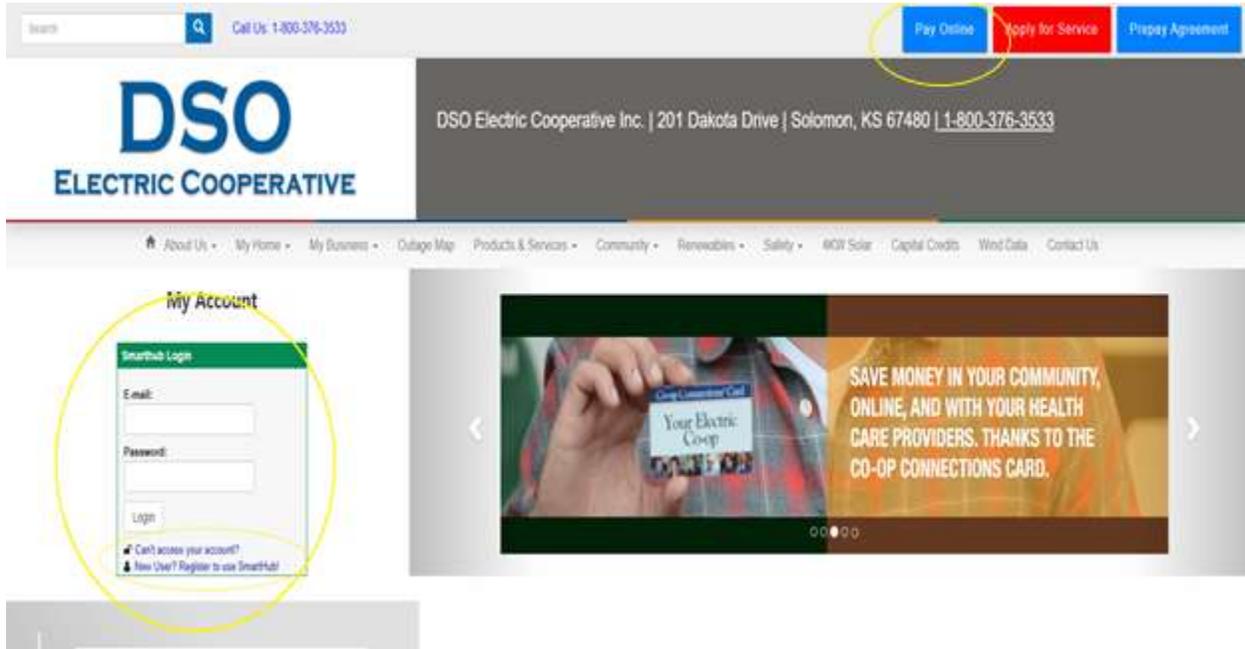
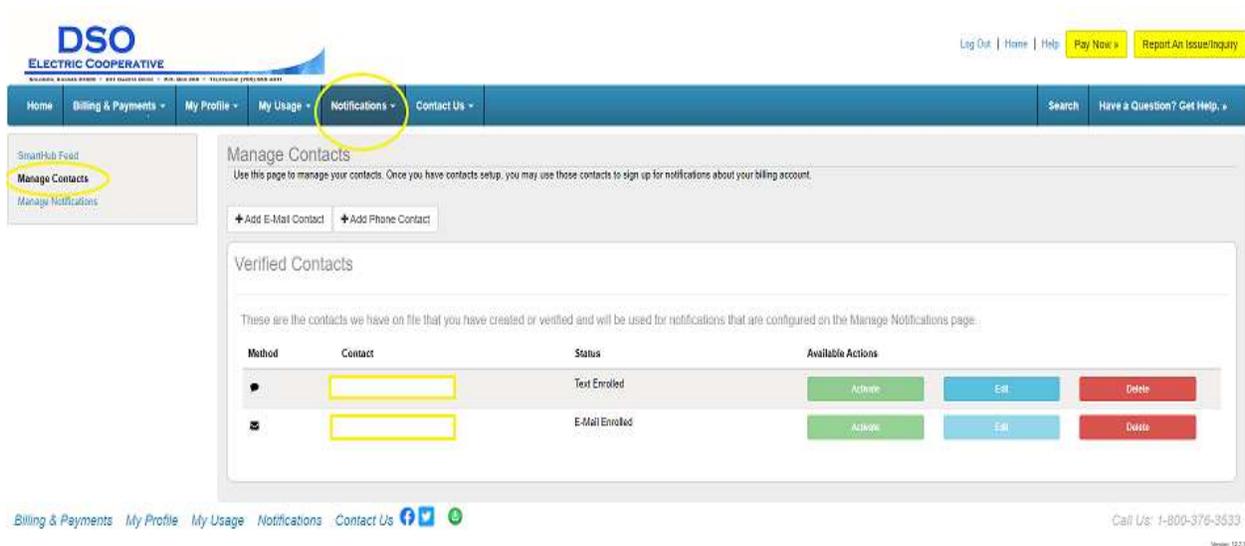


- Go to [www.dsoelectric.com](http://www.dsoelectric.com) and login to your SmartHub account. If the Smarthub login (Under 'My Account') Isn't loading correctly, you can select 'Pay Online' (the blue button on the top right of the page) this will take you directly to the Smarthub login page, if you have not registered for SmartHub you will need to do so here. (You will need your account number to sign up as a new user.)



- Once in SmartHub you will need to click on the "Notifications" tab. From this section you will need to "Manage Contacts". This allows you to add email addresses and phone numbers you would like to use to receive notifications. Adding a phone is for text messaging only, no phone calls.



- To add a phone number for text notifications, select Add Phone Contact – enter phone number – check the checkbox to Receive Text Messages – select Continue

The screenshot shows the 'Manage Contacts' page. At the top, there is a navigation bar with links for Home, Billing & Payments, My Profile, My Usage, Notifications, and Contact Us. Below this is a sidebar with 'SmartHub Feed', 'Manage Contacts', and 'Manage Notifications'. The main content area is titled 'Manage Contacts' and includes a sub-header: 'Use this page to manage your contacts. Once you have contacts setup, you may use those contacts to sign up for notifications about your billing account.' There are two buttons: '+ Add E-Mail Contact' and '+ Add Phone Contact'. Below this is a 'Verified Contacts' section with a table showing one contact: 'E-Mail Enrolled' with 'Activate', 'Edit', and 'Delete' actions. The 'Phone Contact Settings' section contains a 'Phone Number' input field, a 'Place on Do Not Call List' dropdown set to 'No', and a checked checkbox for 'Receive Text Messages'. At the bottom right of this section are 'Cancel' and 'Continue' buttons. Below the settings are sections for 'Terms and Conditions' and 'Confirm Contact'. At the bottom of the page, there is a navigation bar with links for Billing & Payments, My Profile, My Usage, Notifications, and Contact Us, along with social media icons and a 'Call Us: 1-800-376-3533' link.

- You'll be asked to agree to the text Terms and Conditions and then enter the Phone Verification Code you received via text message – then select Save Contact

The screenshot shows the 'Confirm Contact' page. It has a sub-header: 'Please enter the verification code.' Below this is a 'Phone Verification Code' input field, which is highlighted with a yellow circle. To the right of the input field is a message: 'A Verification Code has been sent to your phone number.' Below the input field are fields for 'Phone Number', 'Place on Do Not Call List' (set to 'No'), and 'Receive Text Messages' (set to 'Yes'). At the bottom left is a 'Resend Verification Code' button. At the bottom right are 'Close' and 'Save Contact' buttons, with 'Save Contact' highlighted by a yellow circle. Below the page, there is a navigation bar with links for Billing & Payments, My Profile, My Usage, Notifications, and Contact Us, along with social media icons and a 'Call Us: 1-800-376-3533' link.