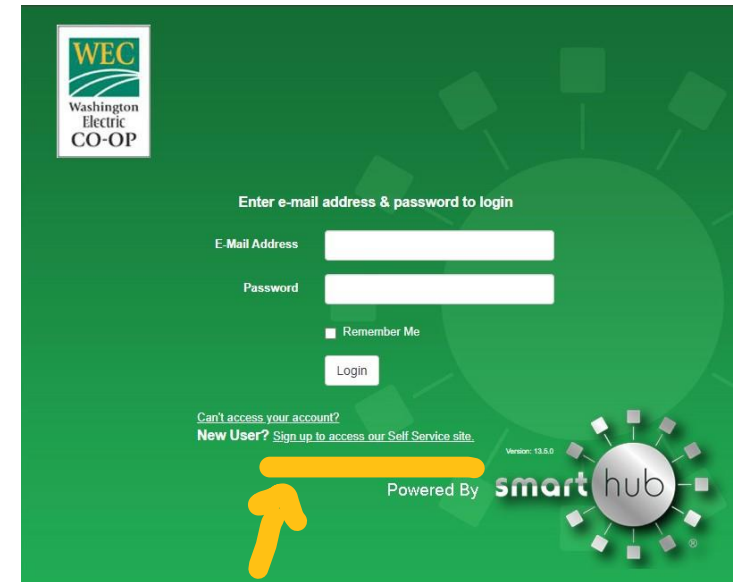
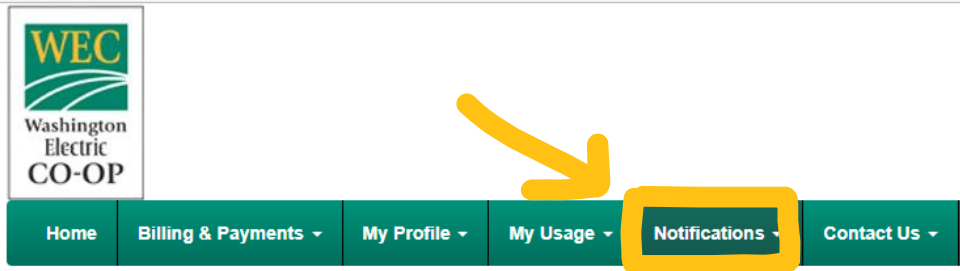


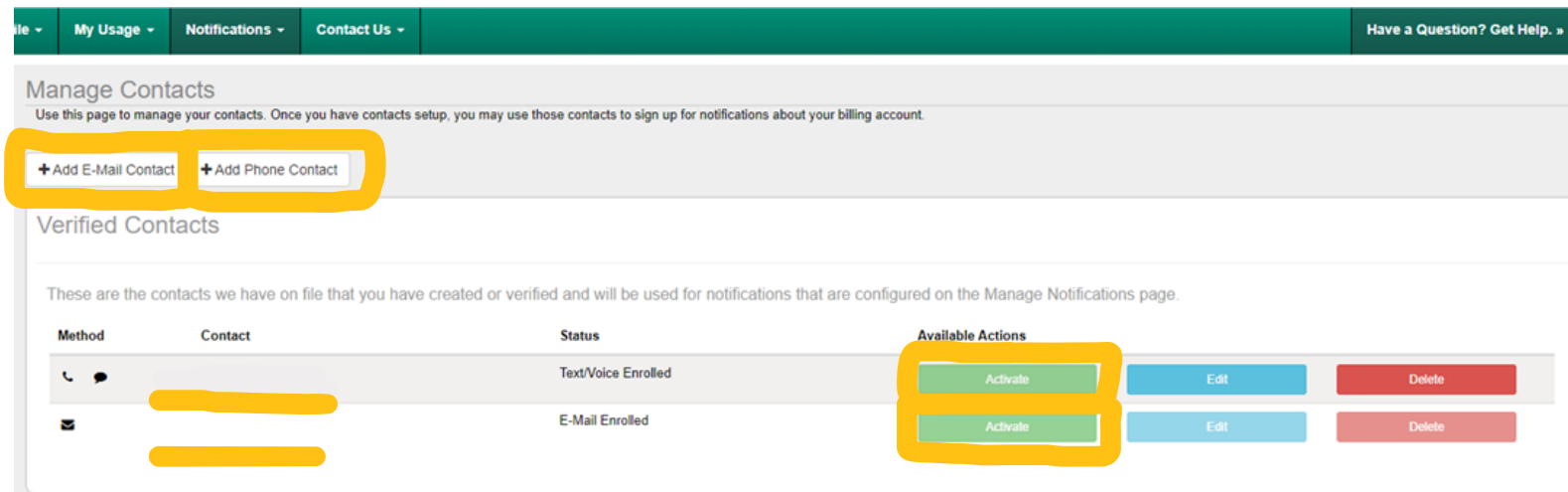
How to Set Up Outage Alerts on SmartHub from Your Personal Computer

1. Access SmartHub via <https://washingtonelectric.smarthub.coop/Login.html> or by clicking “My Account” on the WEC website
2. Login with your username or email and password
3. If you need to create an account, click “Sign up to access our Self Service site.”
4. From the Home page, click **Notifications** on the navigation bar



To add an email address or a phone number,

- Click **Manage Contacts** from the drop-down menu under **Notifications**
- Click either **+Add E-Mail Contact** or **+Add Phone Contact**
- Enter email address(es) and/or phone number(s) to receive notifications
- Click the green **Activate** button(s)



5. From **Notifications**, click **Manage Notifications** to select which alerts you'd like to receive

6. Click **Service** to manage your notifications for outages

7. Choose which notifications to receive:

For each option you can choose notifications by text, email, or both.

- **Planned Power Outage**
This is a notification to inform you of a planned power outage.
- **Power Outage**
This is a notification to inform you when a power outage has occurred
- **Power Outage Restored**
This is a notification to inform you when your power has been restored
- **Power Outage Update**
This is a notification to inform you when a power outage estimated restoration update has occurred

8. Enter your cell phone number to receive text alerts or enter your email address to receive email alerts

- Or, you can choose to receive alerts by both text *and* email

9. Be sure to press **Save Settings** before navigating away from the page

