

Step-by-Step SmartHub Instructions

Join T.E.A.M. SmartHub!

T — Take charge of your electric use!

E — [Enroll in SmartHub](#)

A — [Add your contact information](#)

M — [Make your notification choices](#)

1. ENROLL IN SMARTHUB

If you are already enrolled you can skip to Step 2.

- Go www.FirelandsEC.com.
- Click on the button labeled “Account Access.”



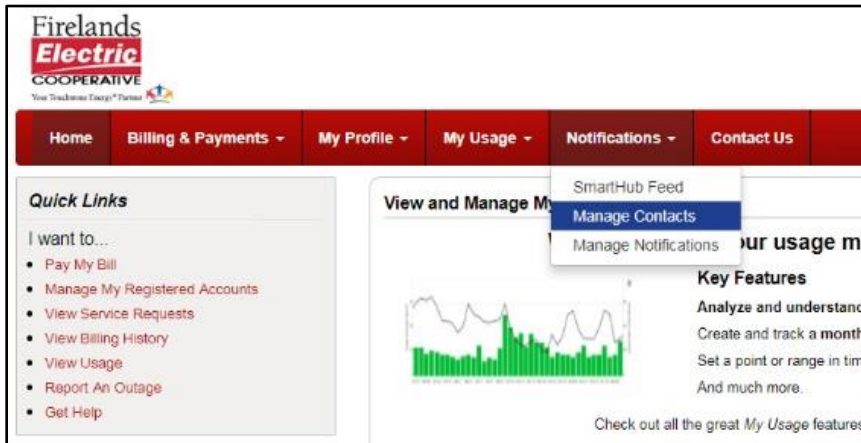
- Click the link next to “New User?” at the bottom.



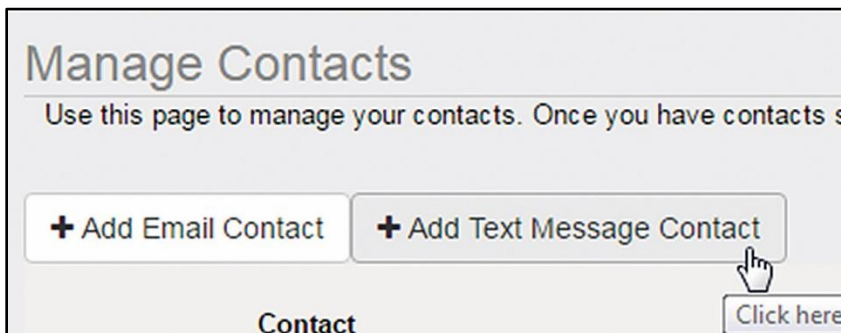
- Fill in your account number (located on your most recent bill), last name, and the email address you would like to use.
 - You must use a valid email address to initially sign up, but notifications can be changed to text message only when you get to step three.
- You will also be asked to set up a Secret Hint Question and input your zip code.
- You may be asked for a Security Phrase. This is can be any word you chose and it will only need to be input this one time.
- You will receive an email with a temporary password.
- Use this temporary password to sign in to SmartHub.
- You will then be asked to create your own, unique password.

2. ADD YOUR CONTACT INFORMATION

- Go to www.FirelandsEC.com, click on “Account Access,” and log in to your SmartHub account.
- Click on the Notifications tab and select “Manage Contacts”.



- Click the appropriate button to add additional email addresses and/or phone numbers.

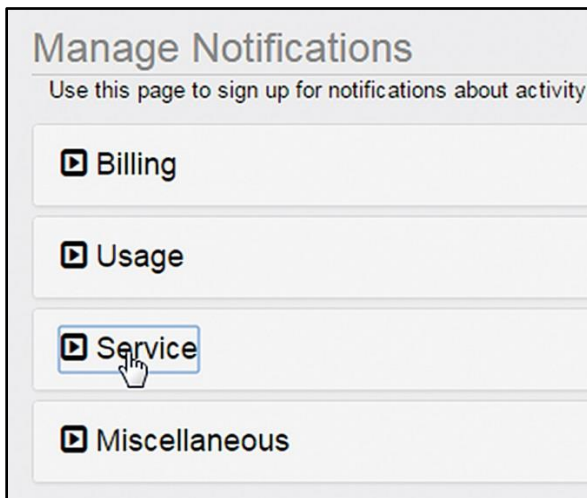


- For email, add your address and click “Continue” and “Agree.”
 - Enter the verification code sent to the new email address and click “Save Contact.”
- For text message, add your phone number (with dashes). Check the box “Receive Text Messages.” Click “Continue” and “Agree.”
 - Enter the verification code sent to the new phone and click “Save Contact.”
- NOTE: If you need to return later to enter the verification code, simply click the “Activate” button next to the appropriate contact and input the code to complete set up.
- If you wish to remove a contact, click the “Delete” button next to the appropriate contact.

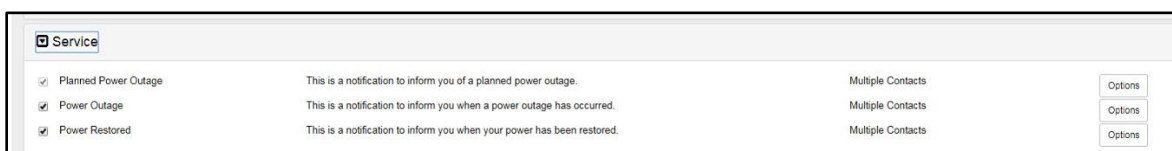


3. MAKE YOUR NOTIFICATION CHOICES

- Click on the Notifications tab and select “Manage Notifications.”
- Select one of the categories to begin signing up for notifications.



- Choose a notification you want to receive by checking the box next to it. (Members will receive the notifications with a grayed out checkbox automatically. You can chose how you would like to receive them using the next bullet points, however.)



- Click on the “Options” button to the right of any notification to choose where you would like it sent.
- Use the drop down arrow in the pop-up window to select your Account Number
- Click on the email address or phone number (for texting) that you wish to have the notification sent to.
- Click “Save Subscription.”
- Repeat to add additional contacts to that notification. You can add as many as you would like.
- Click the red “X” in the right box to remove any contact method from the list.

