



## SmartHub Power Usage Alert Instructions

Members can set up parameters in SmartHub to receive alerts when specific thresholds of kilowatt-hour (kWh) usage are met.

### Set up instructions

- In SmartHub, under the Notifications tab, select “Manage Notifications”
- Click on “Usage” and check the box for “Power Usage Alert”
- Click the Options button on the right hand side of the page
- Select the Account Number from the drop down menu (Meter ID will auto-populate)
- Input desired kWh thresholds
  - Members can select any combination of the 4 options:
    - Hourly High Usage
    - Hourly Low Usage
    - Daily High Usage
    - Daily Low Usage
- Click on the Contact that you want to receive the alert
- Click “Save Subscription” button
  - Note: To add an additional contact to receive the same alerts, simply select that Contact in the list and click “Save Subscription” again
- Set up and save additional thresholds and contacts, if desired
- To stop alerts to a single Contact, click the red “X” next to it in the “Currently Selected Options” column
- To stop all alerts, simply uncheck the “Power Usage Alert” box on the “Manage Notifications” screen