

# Setting Up Your Usage Alerts

The screenshot shows the SmartHub account portal. On the left is a navigation menu with categories: BILL & PAY, USAGE, CONTACT US, and SETTINGS. The 'SETTINGS' category is expanded, and 'Manage Notifications' is selected. The main content area shows the 'Usage Alerts' configuration page. A table lists the alert type as 'Usage Alert Options'. A table below shows the alert configuration:

Alert Type	Description	Text Message	Email
Usage Alert Options	This is a notification to inform you when your power usage is outside a certain threshold.	None	member@emec.com

Usage alerts require enrollment in SmartHub, which allows you access to your usage and payment data through the account portal online. Enrollment is easy at [emec.smarthub.coop](http://emec.smarthub.coop). Once you have logged in, follow the instructions given in "Setting Up Your Usage alerts."

NOTE: SmartHub enrollment does not automatically switch your account to online billing. You will continue to receive paper bills unless you select otherwise.

After you have logged into the SmartHub portal

1. Go to the "Settings" submenu on the upper left side of the screen (see screenshot above)
2. Select "Manage Notifications"
3. Select "Usage"
4. Under "Alert Type" click on the word "Options" under the Usage Alert. A dialog box will pop up, labeled "Power Usage Alert"
5. Click on 'select accounts' to choose an account, even if you only have one active electric account.
6. Click in the check-box to select the account on which you want to get notifications, and click "OK." (Most members have only one account, but you still have to put a check in the check box.)
7. You you can then select a variety of alerts, based on your concerns:
  - high daily or hourly usage threshold, if you're concerned about high bills.
  - low daily or hourly usage if the

building is a camp that should not be using much energy while you're away).

- Or both.

8. You must choose whether you want notifications emailed to you, texted to you, or both.

The screenshots show the 'POWER USAGE ALERTS' setup process. The first screenshot shows the 'ADD NEW ALERT' screen with a 'Select Account(s)' button highlighted. The second screenshot shows the 'SELECT ACCOUNT(S)' dialog box with a checkmark in the 'EMEC' account row. The third screenshot shows the alert configuration screen with various options for alert frequency and thresholds, and a 'Save Alert' button at the bottom.