



How to manage notifications

The Manage Notifications screen is divided into two sections, "Add Notification Contact" and "Add Notification Subscription". The "Add Notification Contact" section allows you to indicate how you want notifications to be sent to you, for example, by e-mail or text message (SMS). A contact type must be in use to receive notifications. A default contact type must always be present, and if one contact type is available, then that is the default; if multiple contact types exist, you can choose the default. The "Add Notification Subscription" section allows you to designate what types of notifications you want to receive either for accounts or meters.

Add An E-Mail Contact

1. Click the **Envelope** button. This opens the Add New Notification dialog box.
2. Enter a description of the type of contact.
3. Enter an e-mail address for where you can be reached.
4. Click **Send Activation Code**. You will receive the verification code at your designated e-mail address.
5. Enter the verification code in the Verification field that was sent to your e-mail address.
6. Click **Complete**.

Add A Text Message Contact

1. Click the **Conversation** button. This opens the Add New Notification dialog box.
2. Enter a description of the type of contact.
3. Enter a phone number for where you can be reached.
4. Click **Send Activation Code**. You will receive the verification code at your designated phone number.
5. Enter the verification code in the Verification field that was sent as a text message to your phone (SMS).
6. Click **Complete**.

Specify The Types Of Notifications You Want To Receive

1. Select the tab associated with the note type you want to receive, and click **Add**. This displays the Add New Notification dialog box.
2. Follow the prompts.
3. Click **Complete**.