

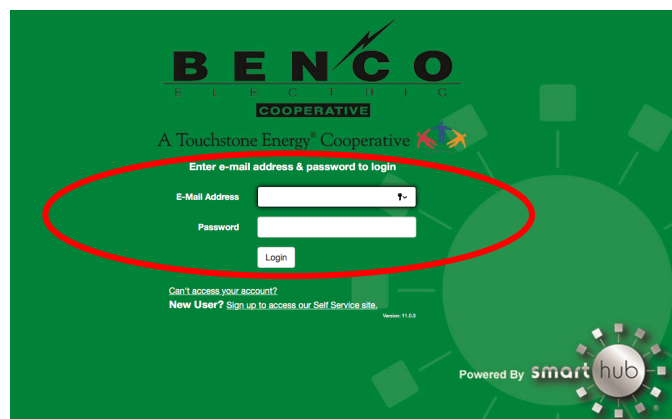


ENROLL IN GENERATOR CONTROL TEXT MESSAGE NOTIFICATIONS

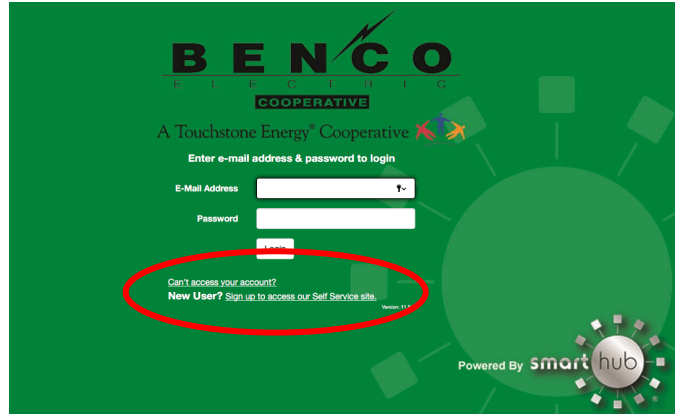
1. Visit our website, www.benco.org.
2. Click on "My Account" on the homepage.



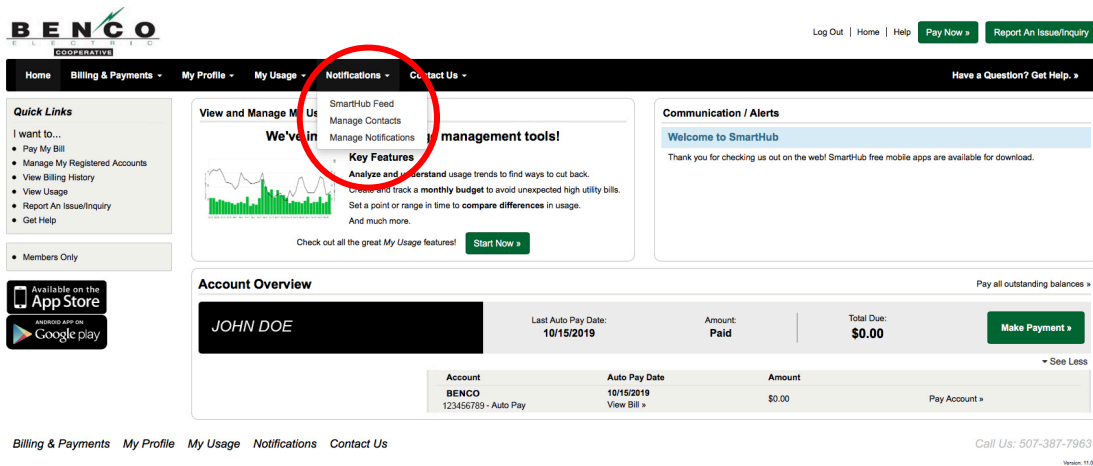
3. Enter your email address and password to access SmartHub.



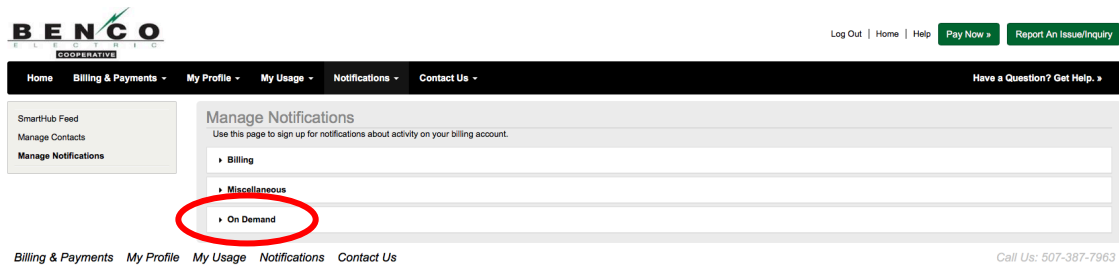
4. If you do not already have a SmartHub account, you will be required to create one by clicking on the “Sign up to access our self-service site” link.



5. After you've accessed SmartHub, under “Notifications” in the dropdown menu at the top of the screen, choose “Manage Notifications”. Click “On Demand”.



Click “On Demand”.



6. Ensure the proper account is selected under the “Select Account” dropdown box.

The screenshot shows the Benco website's "Manage Notifications" page. The page title is "Manage Notifications" and it includes a sub-header: "Use this page to sign up for notifications about activity on your billing account." The page is divided into sections for "Billing" and "Miscellaneous". A "Select Account" dropdown menu is highlighted with a red circle, showing the selected account: "123456789 - 123 YOUR STREET". Below this, there is a table with columns for "Alert Type", "Description", "Text Message", and "E-Mail". The table has two rows: "Dual Fuel Control Events" and "Generator Control Event". The "Text Message" column for the "Generator Control Event" row is currently set to "None". At the bottom right, there are "Reset" and "Save Settings" buttons.

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None	None
Generator Control Event	Notification to when we will be running the generators.	None	None

7. Under the “Text Message” column in the “Generator Control Events” row, select the phone number listed from the dropdown box.

The screenshot shows the Benco website's "Manage Notifications" page. The page title is "Manage Notifications" and it includes a sub-header: "Use this page to sign up for notifications about activity on your billing account." The page is divided into sections for "Billing" and "Miscellaneous". A "Select Account" dropdown menu is highlighted with a red circle, showing the selected account: "123456789 - 123 YOUR STREET". Below this, there is a table with columns for "Alert Type", "Description", "Text Message", and "E-Mail". The table has two rows: "Dual Fuel Control Events" and "Generator Control Event". The "Text Message" column for the "Generator Control Event" row is highlighted with a red circle, showing the selected phone number: "(507) 123-4567". At the bottom right, there are "Reset" and "Save Settings" buttons.

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None	None
Generator Control Event	Notification to when we will be running the generators.	(507) 123-4567	None

8. If the correct phone number is displayed, proceed to step 9. If the correct phone number does not appear, you will need to add it by clicking on the “Manage Contacts” link in the left-hand panel.

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Manage Notifications

Use this page to sign up for notifications about activity on your billing account.

► Billing

► Miscellaneous

Select Account
123456789 - 123 YOUR STREET

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None	None
Generator Control Event	Notification to when we will be running the generators.	(507) 123-4567 (507) 123-4567	None

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9. After the correct phone number has been selected, click the green “Save Settings” button.

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Manage Notifications

Use this page to sign up for notifications about activity on your billing account.

► Billing

► Miscellaneous

Select Account
123456789 - 123 YOUR STREET

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None	None
Generator Control Event	Notification to when we will be running the generators.	(507) 123-4567 (507) 123-4567	None

[Reset](#) [Save Settings](#)

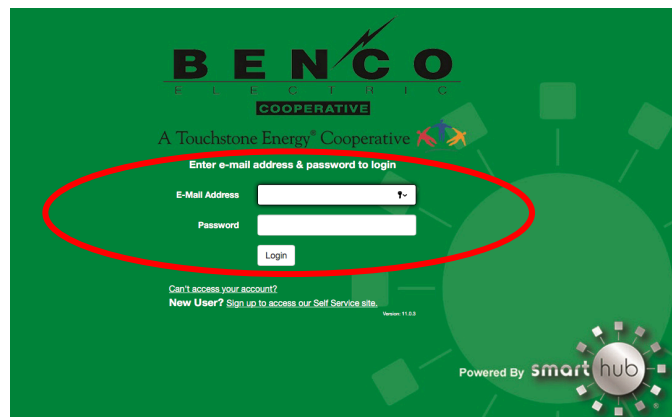
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ENROLL IN GENERATOR CONTROL EMAIL NOTIFICATIONS

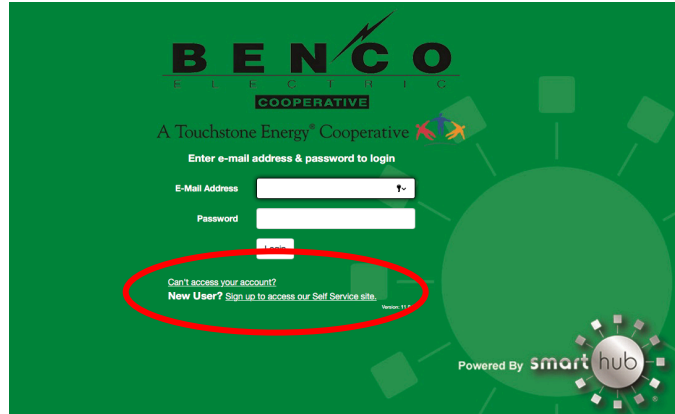
1. Visit our website, www.benco.org.
2. Click on “My Account” on the homepage.



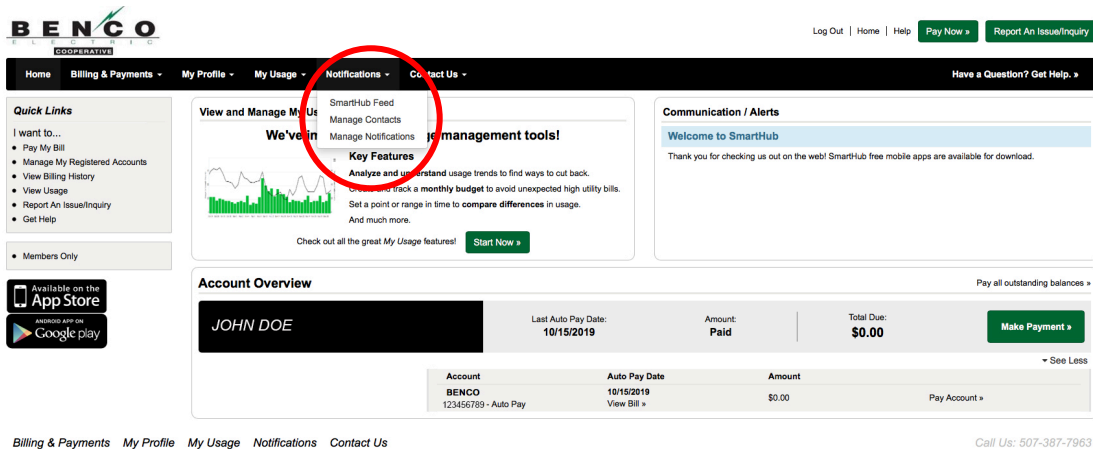
3. Enter your email address and password to access SmartHub.



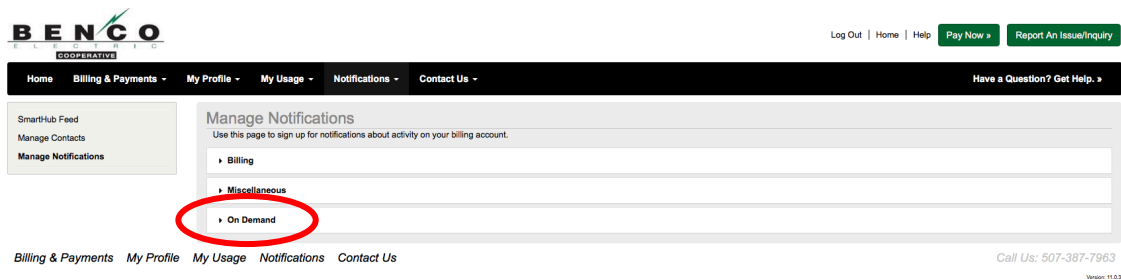
4. If you do not already have a SmartHub account, you will be required to create one by clicking on the “Sign up to access our self-service site” link.



5. After you've accessed SmartHub, under “Notifications” in the dropdown menu at the top of the screen, choose “Manage Notifications”. Click “On Demand”.



Click “On Demand”.



6. Ensure the proper account is selected under the "Select Account" dropdown box.

The screenshot shows the Benco Cooperative website's "Manage Notifications" page. The page header includes the Benco logo, navigation links (Log Out, Home, Help, Pay Now, Report An Issue/Inquiry), and a main menu (Home, Billing & Payments, My Profile, My Usage, Notifications, Contact Us). A sidebar on the left contains "SmartHub Feed", "Manage Contacts", and "Manage Notifications". The main content area is titled "Manage Notifications" and includes a sub-header "Use this page to sign up for notifications about activity on your billing account." Below this, there are expandable sections for "Billing" and "Miscellaneous". A "Select Account" dropdown menu is highlighted with a red circle, displaying "123456789 - 123 YOUR STREET". Below the dropdown is a table with columns for "Alert Type", "Description", "Text Message", and "E-Mail". The table contains two rows: "Dual Fuel Control Events" and "Generator Control Event". The "E-Mail" column for the "Generator Control Event" row is highlighted with a red circle. At the bottom right, there are "Reset" and "Save Settings" buttons.

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7. Under the "E-Mail" column select the email address listed from the dropdown box.

The screenshot shows the Benco Cooperative website's "Manage Notifications" page, similar to the previous one. The "Select Account" dropdown is now set to "123456789 - 123 YOUR STREET". The "E-Mail" column in the table is highlighted with a red circle, showing a dropdown menu with "john.doe@gmail.com" selected. The "Text Message" column for the "Generator Control Event" row is also highlighted with a red circle. At the bottom right, there are "Reset" and "Save Settings" buttons.

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8. If the correct email address is displayed, proceed to step 9. If the correct email address does not appear, you will need to add it by clicking on the “Manage Contacts” link in the left-hand panel.

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SmartHub Feed
Manage Contacts
Manage Notifications

Manage Notifications

Use this page to sign up for notifications about activity on your billing account.

▸ Billing

▸ Miscellaneous

Select Account
123456789 - 123 YOUR STREET ▾

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None ▾	None ▾
Generator Control Event	Notification to when we will be running the generators.	None ▾	johndoe@gmail.com ▾ johndoe@gmail.com ✓ Save Settings

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9. After the correct phone number and/or email has been selected, click the green “Save Settings” button.

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SmartHub Feed
Manage Contacts
Manage Notifications

Manage Notifications

Use this page to sign up for notifications about activity on your billing account.

▸ Billing

▸ Miscellaneous

Select Account
123456789 - 123 YOUR STREET ▾

Alert Type	Description	Text Message	E-Mail
Dual Fuel Control Events	Control of the DF members	None ▾	None ▾
Generator Control Event	Notification to when we will be running the generators.	None ▾	johndoe@gmail.com ▾

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Please note the member is responsible for managing their own contact information within SmartHub. BENCO will no longer send generator control notifications via phone.