

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".

BENCO	\frown			Log Or	ut Home Help Pay Now »	Report An Issue/Inquiry	
Home Billing & Payments -	My Profile - My Usage - Notifications - Cur	tact Us 👻			Have	a Question? Get Help. »	
Quick Links	View and Manage M Us Manage Contacts		Communication	Communication / Alerts			
I want to • Pay My Bill • Manage My Registered Accounts • View Billing History • View Usage • Report An Issue/Inquiry • Get Help	Create and track a m	management tools! tand usage trends to find ways to cut back. onthly budget to avoid unexpected high utility b n time to compare differences in usage.			nartHub free mobile apps are availab	le for download.	
Members Only	Account Overview					Pay all outstanding balances »	
Available on the App Store Google play	JOHN DOE	Last Auto Pay Date: 10/15/2019	Amount: Paid		Total Due: \$0.00	Make Payment »	
		75				- See Less	
		BENCO	Auto Pay Date 10/15/2019 /iew Bill »	Amount \$0.00	Pay Account	t»	
Billing & Payments My Profile	a My Usage Notifications Contact Us					Call Us: 507-387-7963 Version: 11.0.3	

Click "On Demand".

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Home Billing & Payments -	My Profile - My Usage - Notifications - Contact Us -	Have a Question? Get Help. »
SmartHub Feed Manage Contacts Manage Notifications	Manage Notifications Use this page to sign up for notifications about activity on your billing account.	
	Miscellaneous	
	• On Demand	
Billing & Payments My Profil	e My Usage Notifications Contact Us	Call Us: 507-387-7963

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

BENCO			Log (Dut Home Help Pay Nov	w » Report An Issue/Inquiry
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SmartHub Feed Manage Contacts Manage Notifications	Manage Notifications Use this page to sign up for notifications • Billing	about activity on your billing account.			
C	Miscellaneous Select Account 123456789 - 123 YOUR STR				-
	Alert Type Dual Fuel Control Events	Description Control of the DF members	Text Message	E-Mail None	•
	Generator Control Event	Notification to when we will be running the generators.	None •	None	Reset Save Settings
Billing & Payments My Profile My	Usage Notifications Contact L	/s			Call Us: 507-387-7963 Veniar 11.162

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

BENCO ELECTRIC				Log Out H	ome Help Pay	Now » Report An Issue/Inquiry
Home Billing & Payments -	My Profile - My Usage	 Notifications - 	Contact Us 👻			Have a Question? Get Help. »
SmartHub Feed Manage Contacts Manage Notifications	Manage Notificatio Use this page to sign up for notif • Billing • Miscellaneous Select Account 123456788 - 123 YOUR S	cations about activity on your	billing account.			
	Alert Type Dual Fuel Control Events	Description Control of the DF members		Text Message None	E-Mai	•
	Generator Control Event	Notification to when we will	be running the generators.	(507) 123-456 (507) 123-456		Reset Save Settings
Billing & Payments My Profile	ə My Usage Notificati	ons Contact Us				Call Us: 507-387-7963

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.

	BENCO				Log Out H	ome Help	Pay Now »	Report An Issue/Inquiry
	Home Billing & Paymen	ts ▼ My Profile ▼ My Usage	• Notifications •	Contact Us 👻			Have a C	Question? Get Help. »
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		Alert Type	Description		Text Message	E	Mail	
		Dual Fuel Control Events	Control of the DF memb	pers	None	• N	one	•
		Generator Control Event	Notification to when we	will be running the generators.	(507) 123-4567 (507) 123-4567		Reset	▼ Save Settings
	Billing & Payments My F	Profile My Usage Notificat	ions Contact Us				Ca	all Us: 507-387-7963

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

				Log Out Home	Help Pay Now	» Report An Issue/Inquiry
Home Billing & Payments 🗸	My Profile 👻 My Usage 🚽	Notifications -	Contact Us 👻		Hav	ve a Question? Get Help. »
SmartHub Feed Manage Contacts Manage Notifications	Manage Notification Use this page to sign up for notific Billing		our billing account.			
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	Select Account 123456789 - 123 YOUR ST Alert Type	REET -	Text Message	E-Mail		
		Control of the DF member	ers	-	- None	•
	Generator Control Event	Notification to when we w	will be running the generators.	(557) 125-4567	None	lesc Save Settings
Billing & Payments My Profile	e My Usage Notificatio	ns Contact Us				Call Us: 507-567-7963

ENROLL IN GENERATOR CONTROL EMAIL NOTIFICATIONS

- 1. Visit our website, www.benco.org.
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5. After you've accessed SmartHub, under "Notifications" in the dropdown menu at the top of the screen, choose "Manage Notifications". Click "On Demand".

BENCO ECODEMANTE	\frown			Log	g Out Home Help Pay Not	w » Report An Issue/Inquiry		
Home Billing & Payments -	My Profile - My Usage - Notifications - Co	tact Us -			н	ave a Question? Get Help. »		
Quick Links I want to Pay My Bill Manage My Registered Accounts View Billing History View Usage Report An IssuelInquiry Get Help	Concern frack a n Set a point or range And much more.	termanagement tools! stand usage trends to find ways to cut bac nonthly budget to avoid unexpected high in time to compare differences in usage.	We That	Communication / Alerts Welcome to SmartHub Thank you for checking us out on the web! SmartHub free mobile apps are available for download.				
Members Only	Check out all the great My Usage	features! Start Now »						
Available on the App Store	Account Overview	Last Auto Pay 10/15/20		Amount: Paid	Total Due: \$0.00	Pay all outstanding balances » Make Payment »		
						- See Less		
		Account BENCO	Auto Pay Date	Amount				
		123456789 - Auto Pay	View Bill »	\$0.00	Pay Act	count »		
Billing & Payments My Profile	My Usage Notifications Contact Us					Call Us: 507-387-7963 Version: 11.0.3		

Click "On Demand".

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Home	Billing & Payments +	My Profile +	My Usage 🝷	Notifications -	Contact Us -					Have	Question? Get He	elp. »
SmartHub F Manage Cor Manage No	ntacts				ity on your billing account.							
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Billing & F	Payments My Profile	e My Usage	Notification	Contact Us						(Call Us: 507-387	7-7963 Version: 11.0.3

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

BEN CO			Log	Out Home Help Pa	w Now » Report An Issue/Inquiry
Home Billing & Payments - My Profil	e - My Usage - Notifications	- Contact Us -			Have a Question? Get Help. »
SmartHub Feed Manage Contacts Manage Notifications	Manage Notifications Use this page to sign up for notifications a • Billing	ibout activity on your billing account.			
C	Miscellaneous Jenet Account 123456789 - 123 YOUR STRE	EF			
	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	•
					Reset Save Settings
Billing & Payments My Profile My Us	age Notifications Contact U	5			Call Us: 507-387-7963
					Version: 11.1.6.2

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

BENCO ELECTRIC				Log Out Home	Help Pay Now »	Report An Issue/Inquiry
Home Billing & Payments -	My Profile - My Usage	- Notifications -	Contact Us 🗸		Have a	Question? Get Help. »
SmartHub Feed Manage Contacts Manage Notifications	Manage Notificatio Use this page to sign up for notif Billing Miscellaneous Select Account 123456789 - 123 YOUR ST	ications about activity on y	vour billing account.			
	Alert Type	Description		Text Message	E-Mail	
	Dual Fuel Control Events	Control of the DF mem	pers	None	None	•
	Generator Control Event	Notification to when we	will be running the generators.	None	johndoe@gmail. johndoe@gmail.c	
Billing & Payments My Profile	ə My Usage Notificati	ons Contact Us			C	all Us: 507-387-7963

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.

			Log Out Home He	Ip Pay Now » Report An Issue/Inquiry
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	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 johndoe@gmail.com
Billing & Payments My Profile	e My Usage Notificati	ons Contact Us		Call Us: 507-387-796

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

BENCO ELECTRIC				Log Out Home H	alp Pay Now » Report An Issue/Inquiry			
Home Billing & Payments 🗸	My Profile - My Usage	 Notifications - 	Contact Us 👻		Have a Question? Get Help. »			
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	Select Account 123456789 - 123 YOUR STREET							
	Alert Type	Description		Text Message	E-Mail			
	Dual Fuel Control Events Generator Control Event	Control of the DF memb		None •	None •			
	Generator Control Event	Nouncation to when we h	will be running the generators.		johndoe@gmail.com			
Billing & Payments My Profile	e My Usage Notificatio	ons Contact Us			Call Us: 507-387-7963			

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