

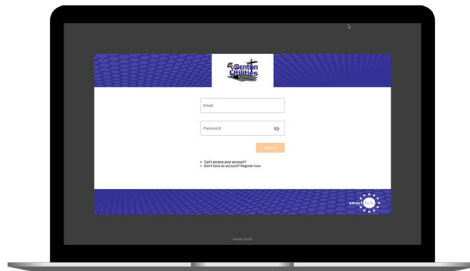
# How To Manage Contacts and Notifications (Web)

## STEP 1



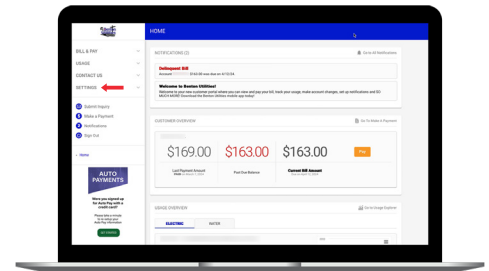
From the home screen on our website click on the **Login** to be taken to the login screen.

## STEP 2



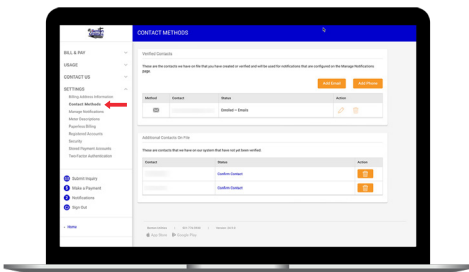
Login to Benton Utilities with the email and password you used during registration.

## STEP 3



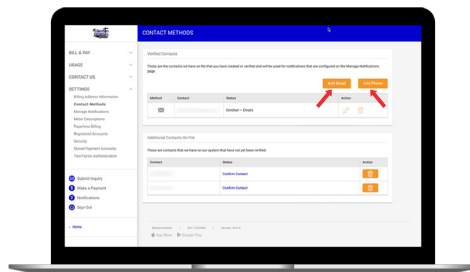
From the main Benton Utilities screen, click on the **Settings** menu.

## STEP 4



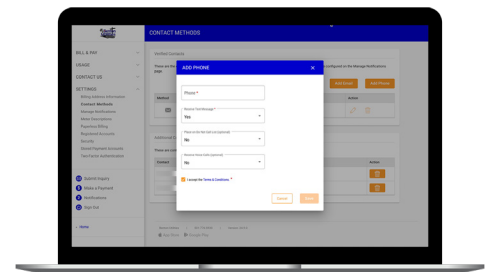
Click on the **Contact Methods** sub-menu on the left side of the screen.

## STEP 5



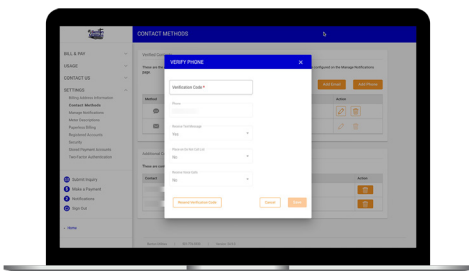
Click on the **Add Email** or **Add Phone** button to begin. We'll use the **Add Phone** button in this example.

## STEP 6



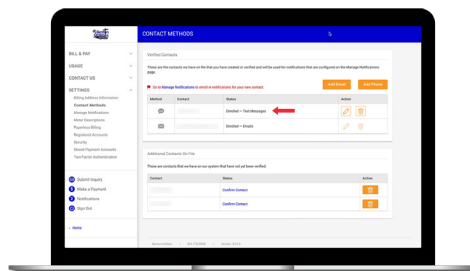
Type your phone number in and set the rules for that particular phone number. Then click the **Save** button.

## STEP 7



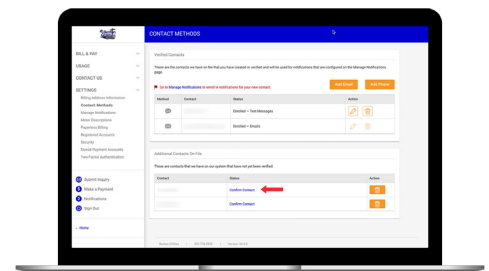
Enter the Verification Code that was texted to your phone and click the **Save** button.

## STEP 8



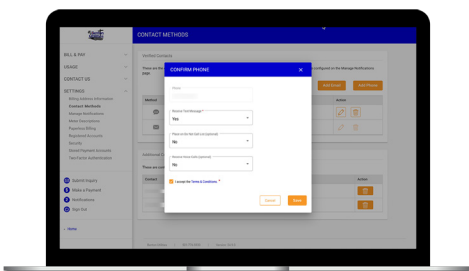
The new phone number is now listed in the Verified Contacts section. You can always come back to edit or delete this contact.

## STEP 9



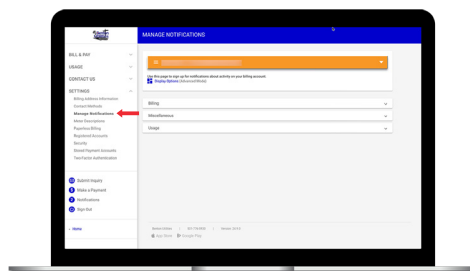
For unconfirmed phone/emails in the Additional Contacts on File section, you can click **Confirm Contact**.

## STEP 10



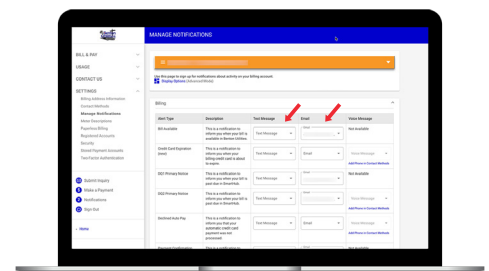
You will go through the same process of confirming your contact as you did when you added a contact method (see above).

## STEP 11



Next click on the **Manage Notifications** sub-menu under **Settings**. Note all of the categories of notifications available.

## STEP 12



For each category click the dropdown menu in the Text Message and/or Email columns and select the contact from the list.