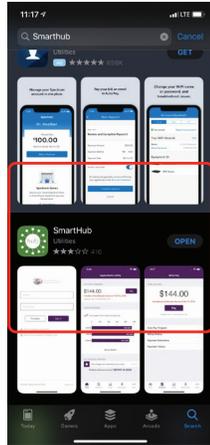


# SET UP YOUR ACCOUNT IN SMARTHUB

1



Search for the SmartHub app in the Google Play or Apple App store by typing in "SmartHub." The app is free to download and use.



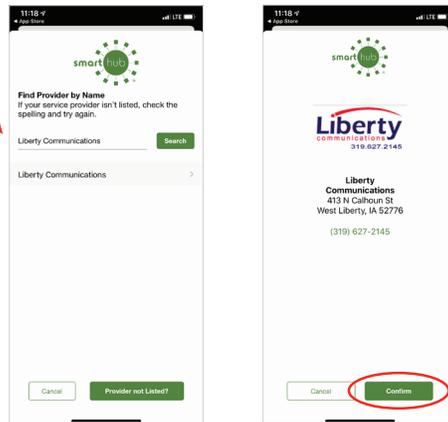
2

After the app has finished downloading, open the app and choose to find your provider by name.



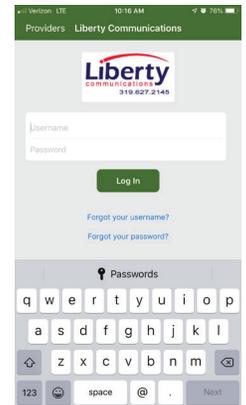
3

Type "Liberty Communications" into the search bar. Make sure you have the correct Liberty Communications by confirming the address is 413 N Calhoun St. in West Liberty.



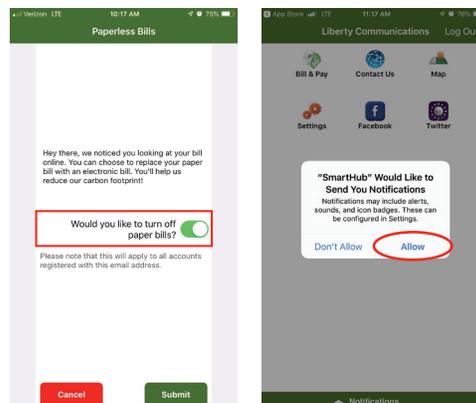
4

Log in using the email address you gave us along with the temporary password we gave you. You will need to change your password at this time.



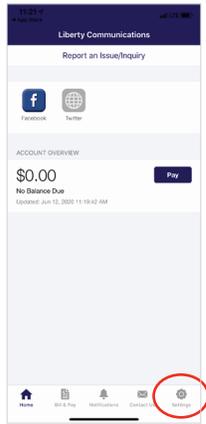
5

You are now able to log in to your account, set up automatic payments, pay your bill, and much more. You will be asked if you would like to replace your bill with a paper bill and if you would like to be sent notifications. If you choose to allow notifications, you can receive push notifications about your Liberty Communication bill or services from the app.

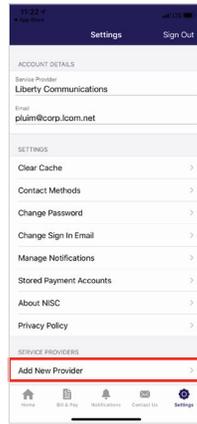


6

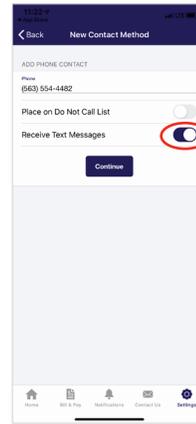
You are also able to allow text notifications from the app. To set up text notifications:



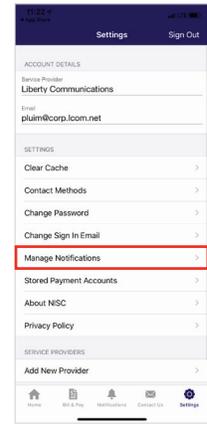
Go to your settings by touching "Settings."



From your settings you will select "Add New Provider."



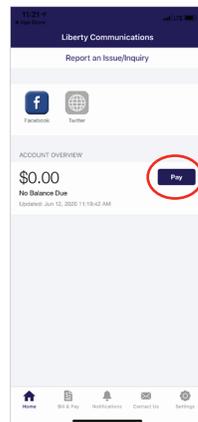
Now, enter your phone number and make sure the "Receive Text Messages" toggle is purple. Once you have done that, push "back."



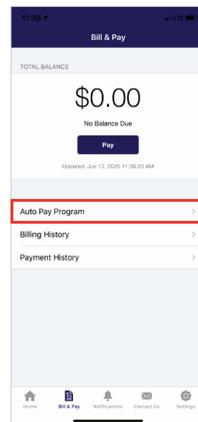
To manage what type of notifications you will receive a text for, go back to the main settings page and select "manage notifications." You are now able to edit your notifications and decide which notifications will be sent via text or email.

7

To set up automatic withdrawal, you will need to sign up for Auto Pay.



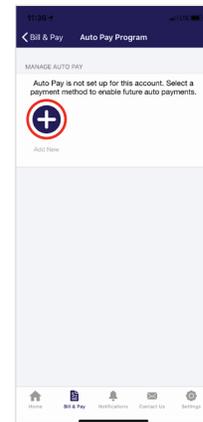
Press on "Bill & Pay."



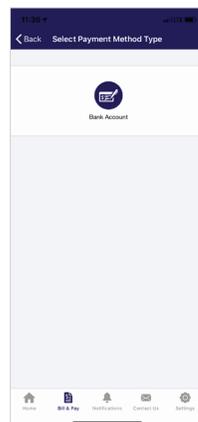
Press "Auto Pay Program."



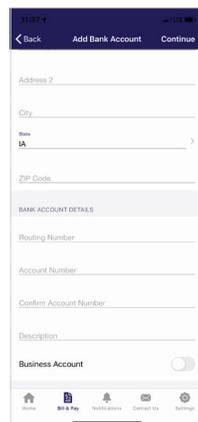
Review the Terms and Conditions. If you agree, press "Accept."



Press the plus sign to add new payment method



Choose the type of account you will be using.



Enter your banking information.



Review the Automatic Bill Payment Authorization. If you agree, press "Confirm."



You have enrolled in Auto Pay! You can press "Close" to return to the Smarthub app.