STEP 1
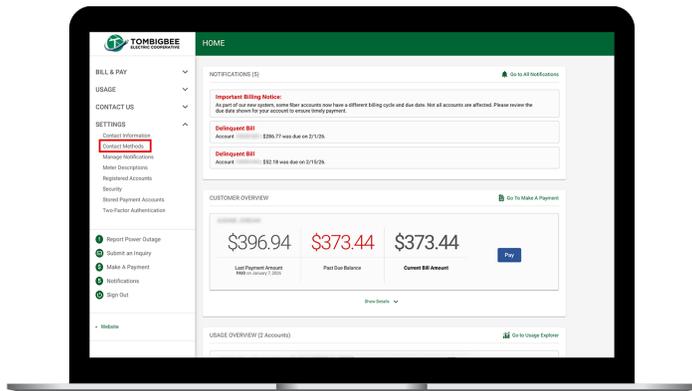

Click **Online Bill Pay** on our *Tombigbee Electric Cooperative* website or visit our *Freedom Fiber* website and click **My Account**.
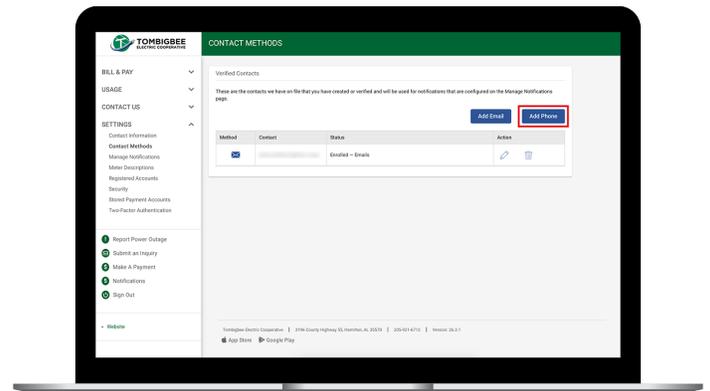
STEP 2
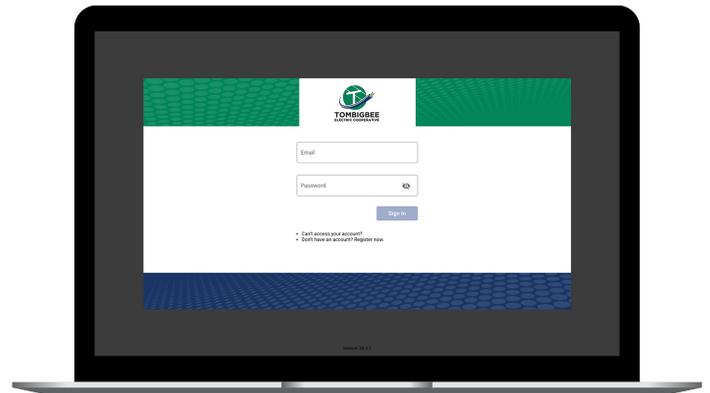
Sign in to your account using the email and password you used during registration.
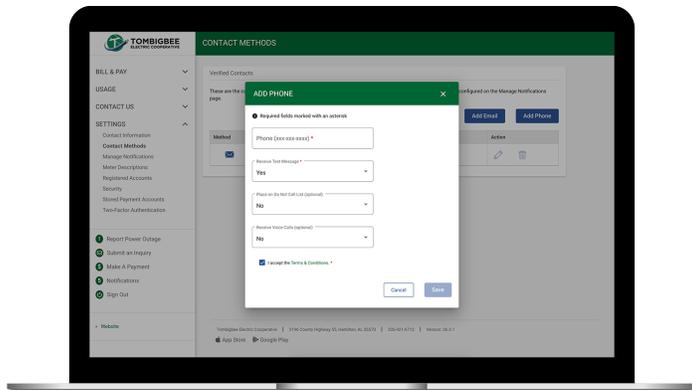
STEP 3

On the home screen, click on the **Settings** menu on the left and then click on the **Contact Methods** sub-menu.
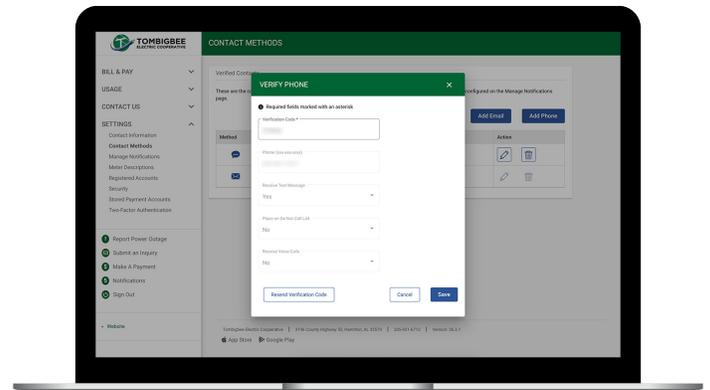
STEP 4

For this example, click on the **Add Phone** button.

STEP 5

Type in your **phone number** in and set your preference for that particular phone number. Then click the **Save** button.
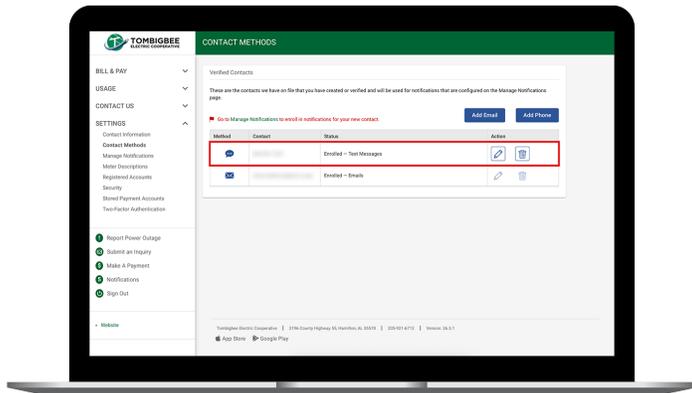
STEP 6

Enter the Verification Code that was texted to your phone and click the **Save** button.
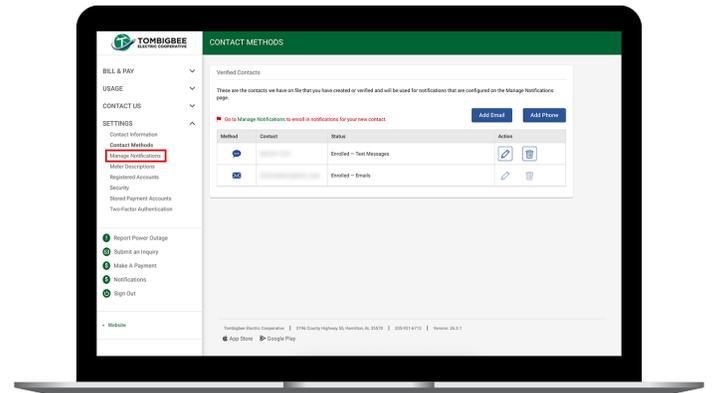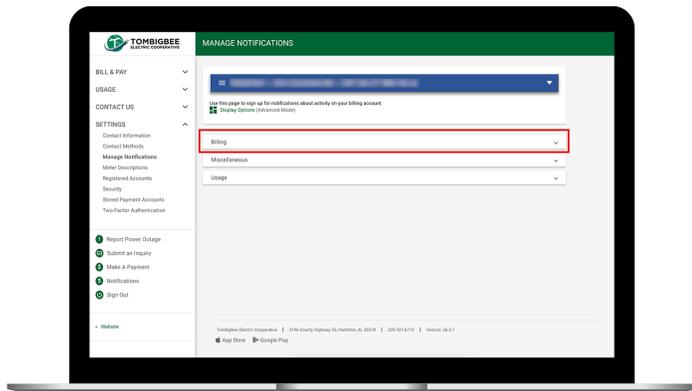
STEP 7

The new phone number is now listed in the Verified Contacts section. You can always come back to edit or delete this contact.
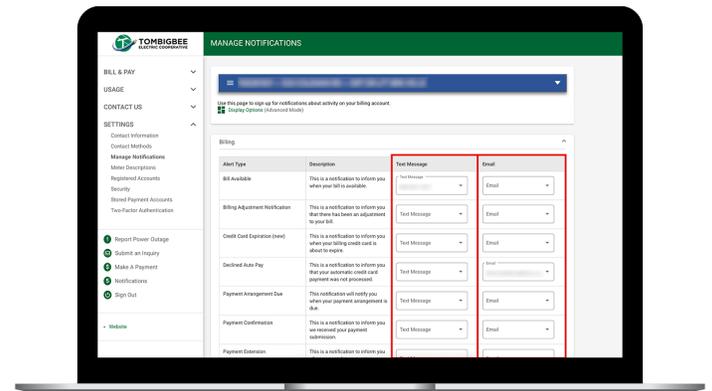
STEP 8

On the home screen, click on the **Settings** menu on the left and then click on the **Manage Notifications** sub-menu.

STEP 9

For this example, click on the **Billing** category.

STEP 10

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