



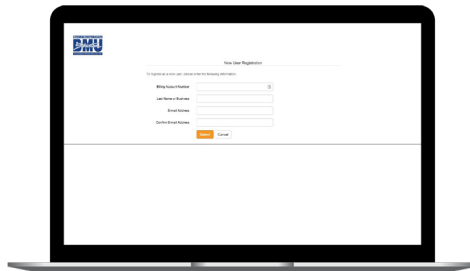
# How To Register Your Account in SmartHub (Web)

## STEP 1



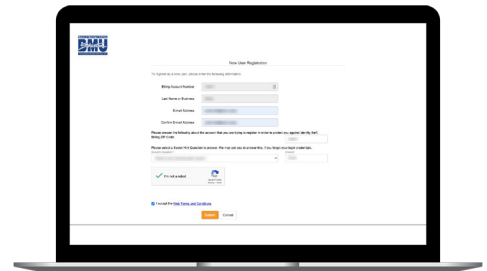
From the SmartHub login screen, click on **Sign up to access our Self Service site.**

## STEP 2



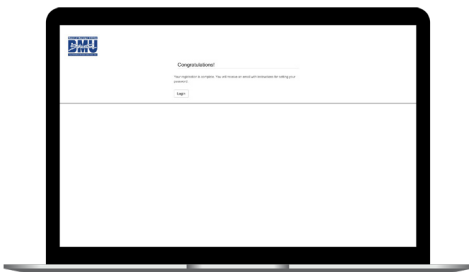
Fill out the registration form completely and click the **Submit** button.

## STEP 3



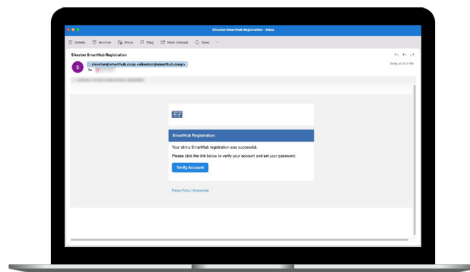
Enter the requested account information in order to verify your identity and click **Submit**. Answers must match account info exactly.

## STEP 4



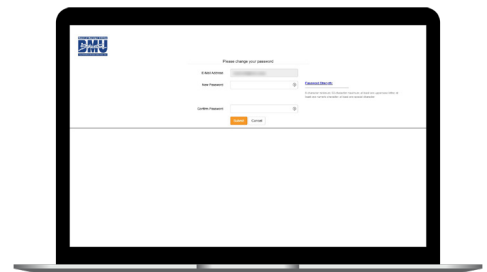
When successful, you'll get a congratulations notification like this.

## STEP 5



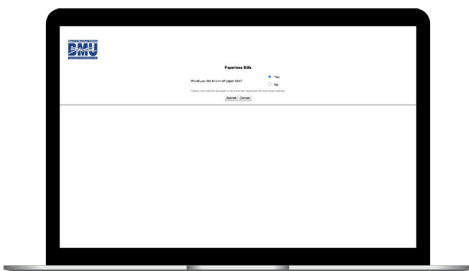
Check your inbox for an email that will contain a button asking you to **Verify Account**.

## STEP 6



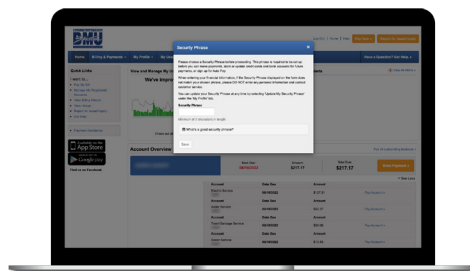
You will then be taken to a screen asking you to set your new password.

## STEP 7



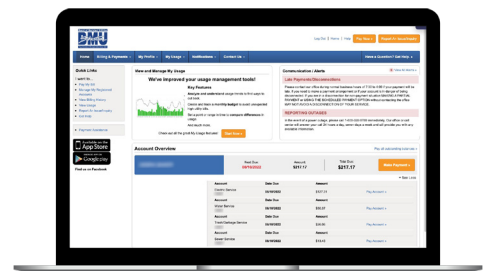
After you set your password, you'll be asked if you want to try Paperless Billing. Click **Yes** and **Submit** to activate.

## STEP 8



The final step will be to set your security phrase. Once you have done that, you are ready to use SmartHub!

## STEP 9



Congratulations! You have successfully installed the app and registered your SmartHub account!