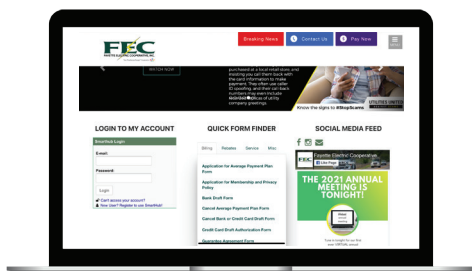




How To Register Your Account in SmartHub (Web)

STEP 1



From the SmartHub login screen on our homepage, click on **New user? Register to use SmartHub!**

STEP 2



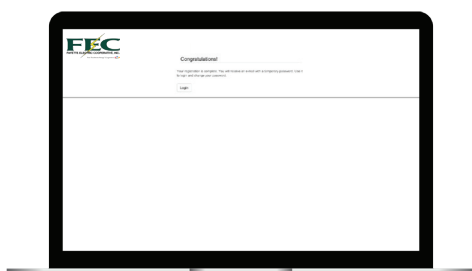
Fill out the registration form completely and click the **Submit** button.

STEP 3



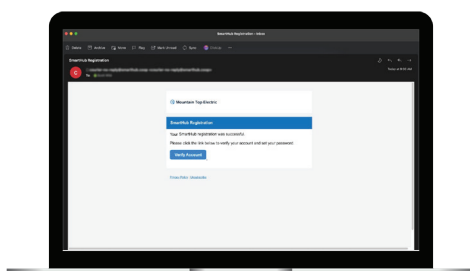
Enter the requested account information in order to verify your identity and click **Submit**. Answers must match account info exactly.

STEP 4



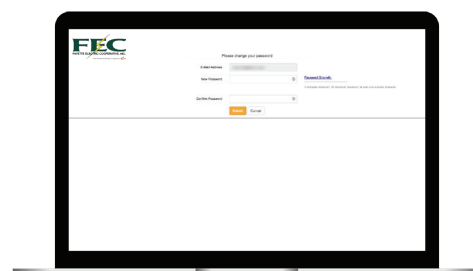
When successful, you'll get a congratulations notification like this.

STEP 5



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

STEP 6



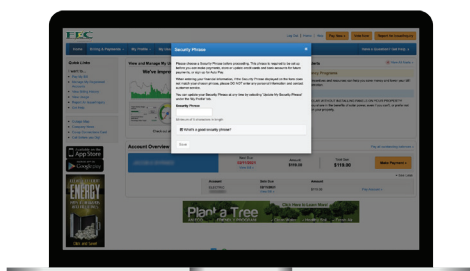
You will then be taken to a screen asking you to set your new password then click **Submit**.

STEP 7



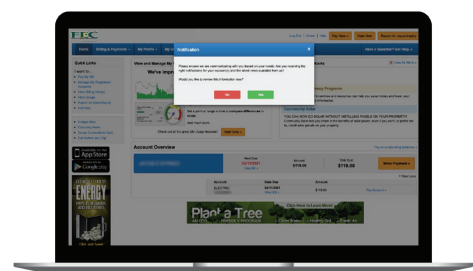
After you set your password, you'll be asked if you want to try Paperless Billing. Click **Yes** and **Submit** to activate.

STEP 8



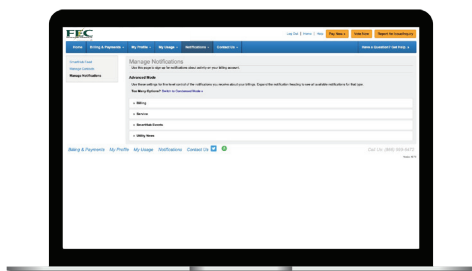
The final step will be to set your security phrase. Once you have done that, you are ready to use SmartHub!

STEP 9



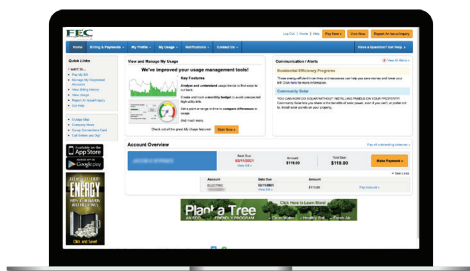
You may be asked to review your notification settings in SmartHub. Click **Yes** to view those settings.

STEP 10



On the notifications settings screen, you'll be able to set alerts in the categories of Billing, Service, Miscellaneous, and Usage.

STEP 11



Congratulations! You have successfully registered your account. Browse around and see all the ways to save time and money.

OUTAGE NOTIFICATIONS

STEPS 9 & 10 are where you will be able to set up your outage notifications under **Service**.