

# 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**.



Fill out the registration form completely and click the **Submit** button. You can find your new account number on your latest bill.

STEP 3

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

#### **STEP 4**

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

### 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 5** 

**STEP 2** 



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

#### **STEP 8**



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

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

## STEP 9

**STEP 6** 

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