

# How To 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**

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	New User Registration	
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Fill out the registration completely and click the **Submit** button.

## **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**

**STEP 7** 

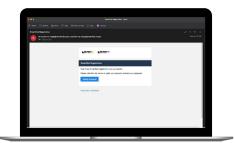


When successful, you'll get a congratulations notification like this.

Next, you'll be asked if you want to try Paper-

less Billing. Click Yes and Submit to activate.

## **STEP 5**



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

## STEP 8



In the final step you will be asked if you want to review your notifications settings. If you wish to at this time, click **Yes**.

# **STEP 6**

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

## STEP 9

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