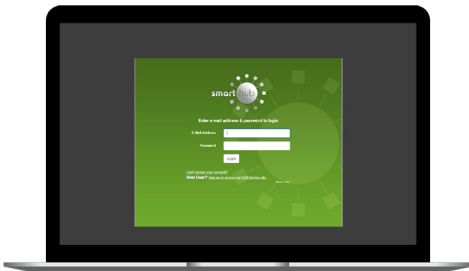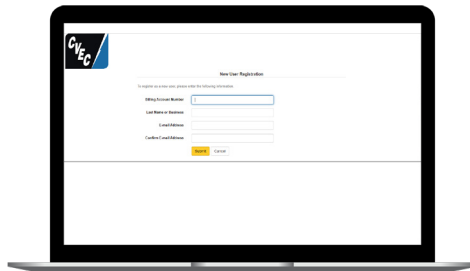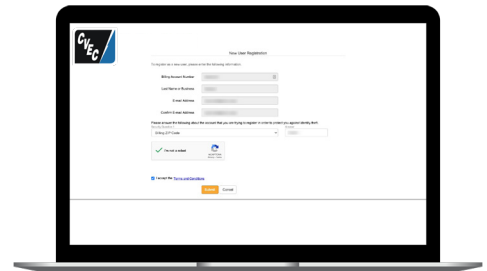## STEP 1

From the SmartHub login screen, click on **Sign up to access our Self Service site**.
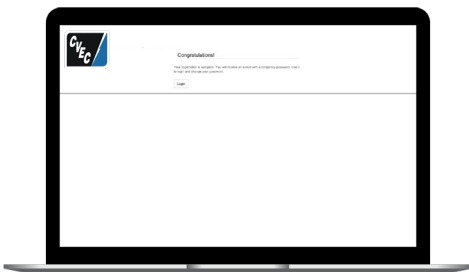
STEP 2

Fill out the registration form completely and click the **Submit** button.
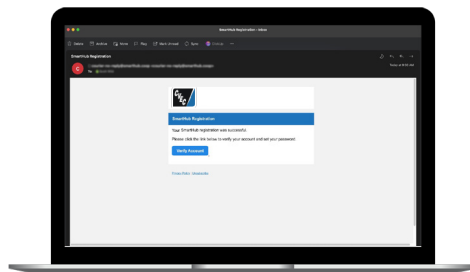
STEP 3

Enter the requested account information in order to verify your identity and click **Submit**. Answers must match account info exactly.
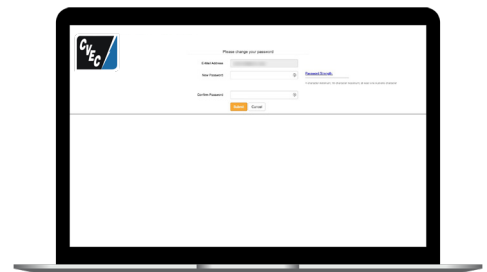
STEP 4

When successful, you'll get a congratulations notification like this.
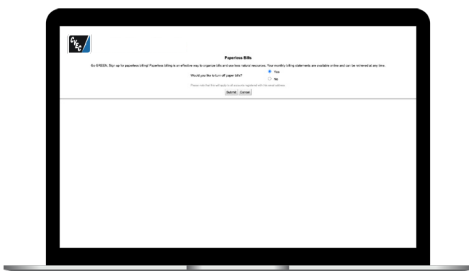
STEP 5

Check your inbox for an email that will contain a button asking you to **Verify Your Account**.
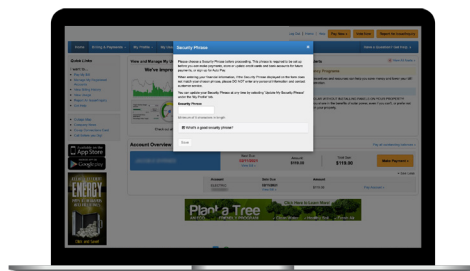
STEP 6

You will then be taken to a screen asking you to set your new password.
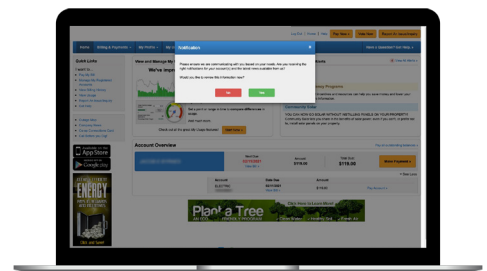
STEP 7

After you set your password, you'll be asked if you want to try Paperless Billing. Click **Yes** and **Submit** to activate.
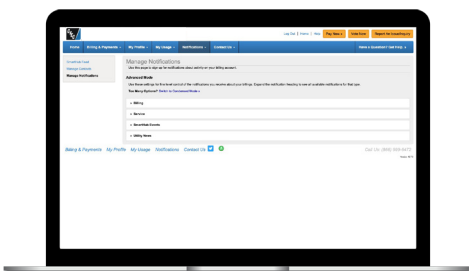
STEP 8

The final step will be to set your security phrase. Once you have done that, you are ready to use SmartHub!
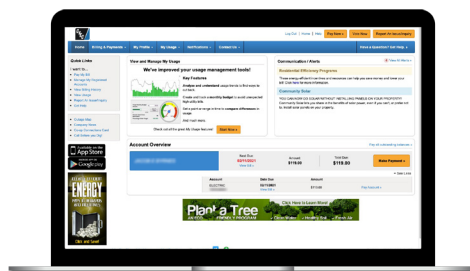
STEP 9

You will 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, Events, and News.

STEP 11

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