



# How To Register Your Account in SmartHub (Web)

**Step 1:** From the SCEC home page, click on **Register for Online Access** under **MANAGE YOUR ACCOUNT**.



**Step 2:** Enter the following information:

- Your account number
- Your last name or business name as it appears on your bill. The information must match account info exactly.
- The email you want to use for your SmartHub account.

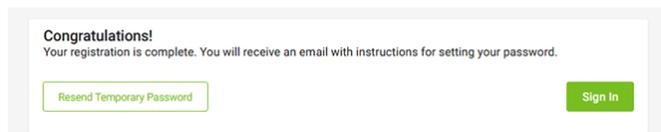
Then click **Continue**.

**Step 3:** Enter your billing ZIP Code and set up a Security Question.

Check the "I am not a robot" box.

Then click **Register**.

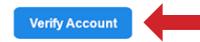
**Step 4:** If successful, you'll get a notification like this.



**Step 5:** Check your inbox for an email that will contain a **Verify Account** button to continue the registration process.

Your SCEC SmartHub registration was successful.

Please click the link below to verify your account and set your password.



**Step 6:** The next thing you'll be asked to do is change your password. Type your password twice and click **Save**.

**Step 7:** Next, you'll be asked to activate Paperless billing. If you wish to do so, select **Yes, Go Paperless**.



**Step 8:** Next, set a security phrase, which is required to store payment information. Type a phrase and click **Save**.

**Congratulations! You are now logged into SmartHub.**

