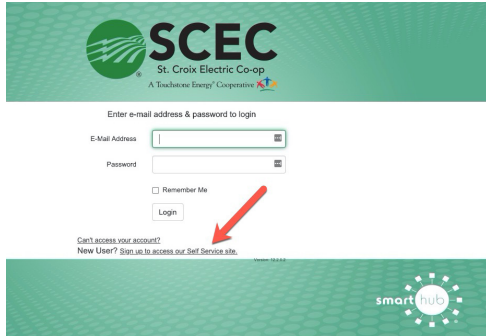




# How To Register Your SmartHub Account (Web)

**Step 1:** From the SmartHub login screen, click on “Sign up to access our Self Service site”.



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

- Your account number
- Your last name or business name as it appears on your bill
- The email you want to use for your SmartHub account

Then click Submit

**New User Registration**

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

**Step 3:** Enter the requested account information in order to verify your identity. Answers must match account info exactly.

Then click Submit

**New User Registration**

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

Please answer the following about the account that you are trying to register in order to protect you against identity theft. Last 4 Digits Of SSN Or Federal Tax ID (For Businesses):

Mailing ZIP Code:

Please select a Secret Hint Question to answer. We may ask you to answer this, if you forget your login credentials.  
Security Question 1  Answer

I'm not a robot

I accept the [Terms and Conditions](#)

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

Congratulations!

Your registration is complete. You will receive an e-mail with a temporary password. Use it to login and change your password.

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

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

[Verify Account](#)

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

**Please change your password**

E-Mail Address

New Password  [Password Strength](#)

4-character minimum, 10-character maximum

Confirm Password

**Step 7:** Next, you'll be asked to activate Paperless Billing. If you wish to do so, select **Yes** and click **Submit**.

**Paperless Bills**

For every 1,000 SCEC members who switch to paperless billing, the cooperative will save \$6,700 per year!

Would you like to turn off paper bills?  Yes  No

Please note that this will apply to all accounts registered with this email address.

**Step 8:** Next, set a security phrase, required to setup store payment info. Type a phrase and click **Save**.

**Security Phrase**

Please choose a Security Phrase before proceeding. This phrase is required to be set up before you can make payments, store or update credit cards and bank accounts for future payments, or sign up for Auto Pay.

When entering your financial information, if the Security Phrase displayed on the form does not match your chosen phrase, please DO NOT enter any personal information and contact customer service.

You can update your Security Phrase at any time by selecting 'Update My Security Phrase' under the 'My Profile' tab.

**Security Phrase**

Minimum of 5 characters in length.

What's a good security phrase?

Congratulations! You are now logged into SmartHub.

