

Enrolling in Paperless Billing through SmartHub_PC

Step 1 - Log in to your SmartHub Account

The screenshot shows the SmartHub PC interface. On the left is a navigation menu with categories: BILL & PAY, USAGE, MY SERVICES, CONTACT US, and SETTINGS. Under SETTINGS, there are links for Report Power Outage, Report An Issue, Make a Payment, Notifications, and Sign Out. Below these are links for Outage Area Map, Check Fiber Eligibility, and Rebates. The main content area has a green header with 'HOME' and a search bar. Below the header is a 'NOTIFICATIONS (2)' section with two items: 'Electric Outage Reporting' and 'Sign Up for SEI Fiber Service'. Below that is a 'CUSTOMER OVERVIEW' section showing a balance of \$294.95, a past due balance of \$0.00, and a current bill amount of \$294.95 with a 'Pay' button.

BILL & PAY

USAGE

MY SERVICES

CONTACT US

SETTINGS

Billing Address Information

Contact Methods

Manage Notifications

Meter Descriptions

Paperless Billing

Registered Accounts

Security

Stored Payment Accounts

Step 2 - In the left tool bar on the SmartHub landing page, click on SETTINGS

Step 3 - Click on Paperless Billing



Step 4 - For each account you have, click on the toggle switch to enroll in paperless billing.

PAPERLESS BILLING

Customer	Account	Go Paperless (Set All To OFF)
Member Name	Account #	<input checked="" type="checkbox"/>
Member Name	Account #	<input checked="" type="checkbox"/>
Member Name	Account #	<input checked="" type="checkbox"/>