

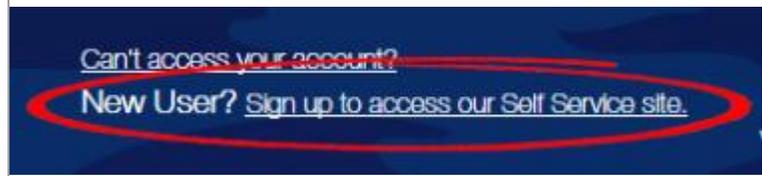
SMARTHUB WEB INSTRUCTIONS



1. Click this button.
(Also located on the homepage)



2. Select "New User? Sign up to access our Self Service site"



3. Enter your account number, last name or business name and email to start the registration process.

New User Registration

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

Billing Account Number	<input type="text" value="888888"/>
Last Name or Business	<input type="text" value="Jane Doe"/>
E-mail Address	<input type="text" value="Jtdoe@smpa.com"/>
Confirm E-mail Address	<input type="text" value="Jtdoe@smpa.com"/>

4. Once registration is complete, an email will be sent to your inbox with a temporary password required for the first login. You will be asked to change the password upon initial login.

Please change your password

E-Mail Address	<input type="text" value="Jtdoe@smpa.com"/>
New Password	<input type="password"/>

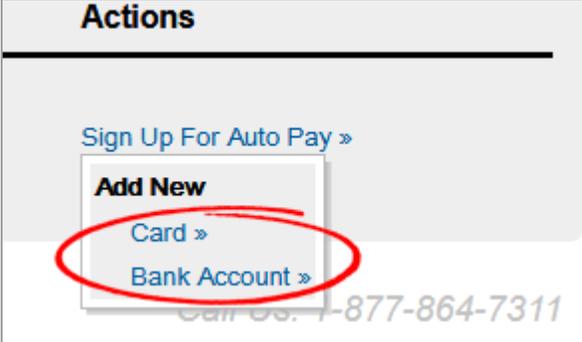
To Associate your Credit/Debit Card or Checking Account:

1. Within SmartHub, select "Pay My Bill" from the left navigation.

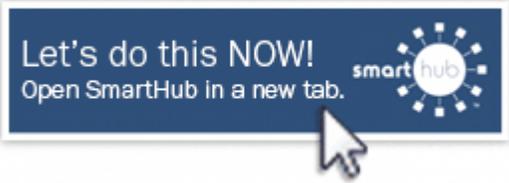
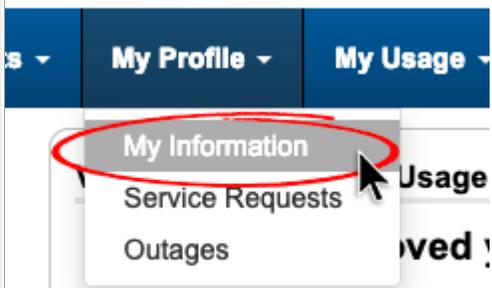
Quick Links

I want to

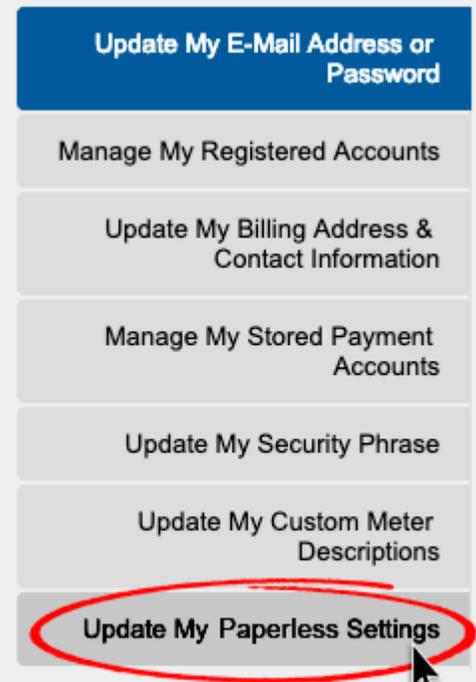
- [Pay My Bill](#)
- [Manage My Registered Accounts](#)

	
<p>2. Select “Auto Pay Accounts” from the left navigation.</p>	
<p>3. Click the “Sign Up for Auto Pay” hyperlink.</p>	
<p>4. Select “Credit/Debit Card” or “Checking Account” and enter your information in order to pay for services automatically each month.</p>	

To Turn Off Your Paper Bill (Go Paperless):

<p>1. Within SmartHub, select “My Profile” from the top menu, then “My Information” from the drop-down.</p> 	
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2. Select “**Update My Printed Bill Settings**” from the left navigation.



3. On the right side, find “**Printed Bill Status**” and toggle it to the “**OFF**” position. No more paper bills will be sent to your address. You may check your account status and pay your bill directly from SmartHub.

