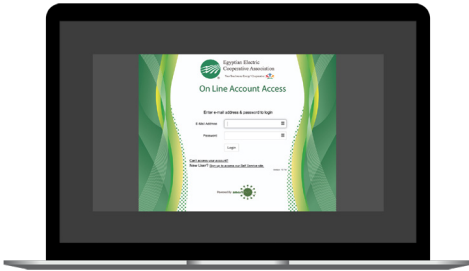




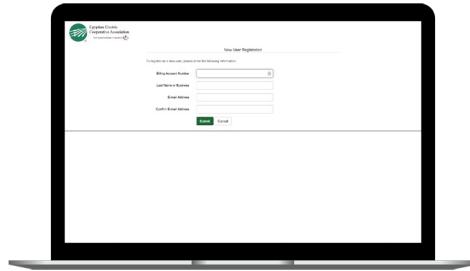
How To Register Your Account in SmartHub (Web)

STEP 1



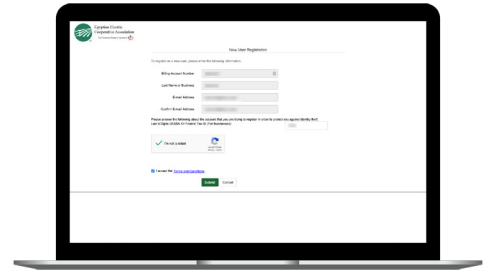
From the the eeca.coop homepage select **New User** or SmartHub login screen, click on **Sign up** to access our **Self Service** site.

STEP 2



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

STEP 3



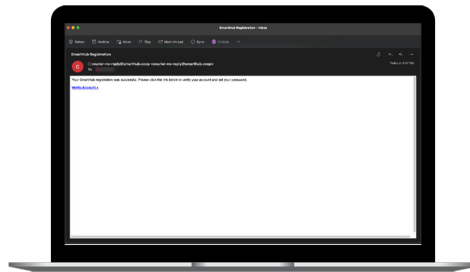
Enter the requested account information in order to verify your identity and click **Submit**. Answers must match account info exactly.

STEP 4



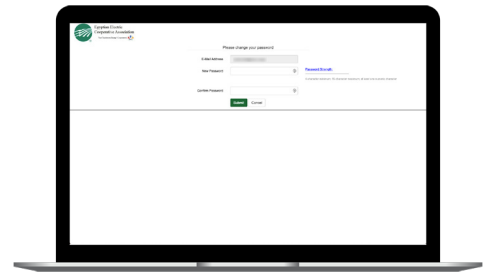
When successful, you'll get a "Congratulations" notification like above.

STEP 5



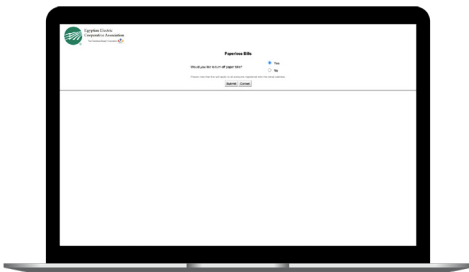
Check your inbox for an email that will contain a button asking you to **Verify Account**.

STEP 6



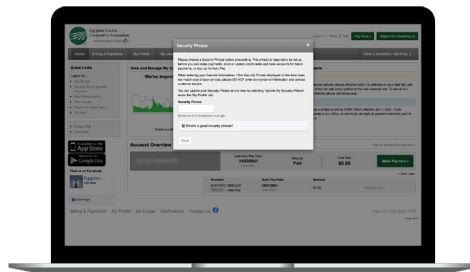
You will then be taken to a screen asking you to set your **New Password**.

STEP 7



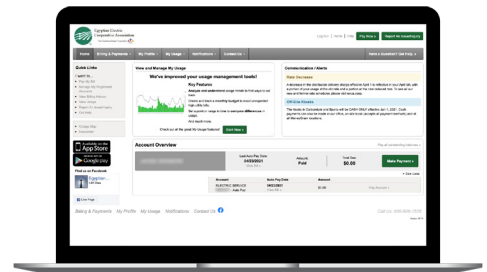
After setting password, you'll be asked if you want to try Paperless Billing. Click **Yes** and **Submit** to activate, or **Cancel** to keep mailed copies.

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



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