# Migration of Existing Legacy E-Bill Account to New SmartHub Account

1.) Go to Stearns Electric Associations website at **www.stearnselectric.org**
2.) Click on **SmartHub** under Quick Links
3.) Enter "**E-Mail Address**" that you use for your existing Stearns Electric E-Bill account.
4.) Enter "**Password**" that you use for your existing Stearns Electric E-Bill account.
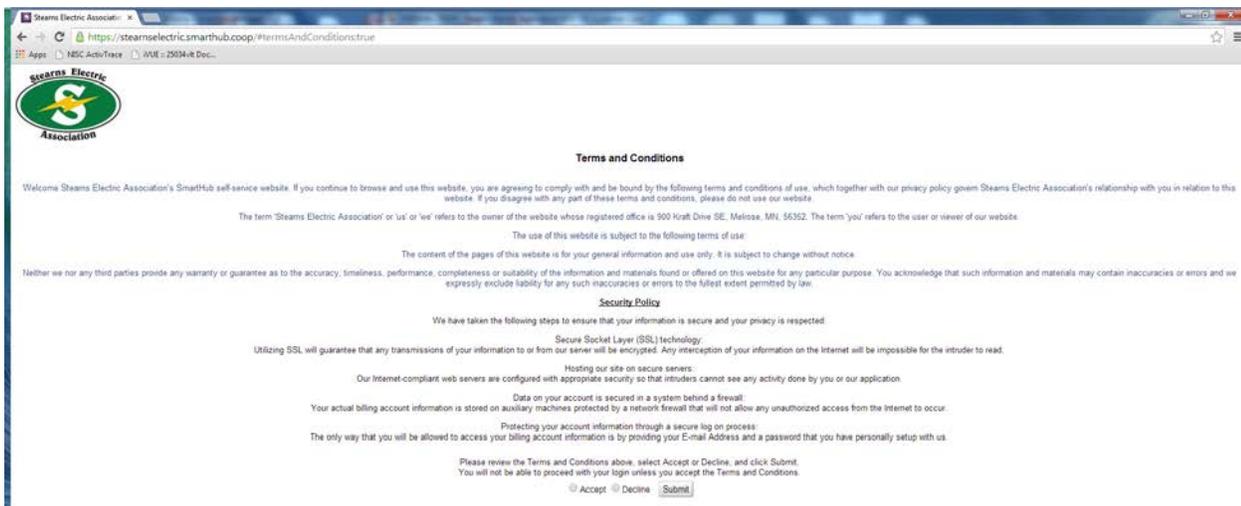5.) Click on the "**Login**" button
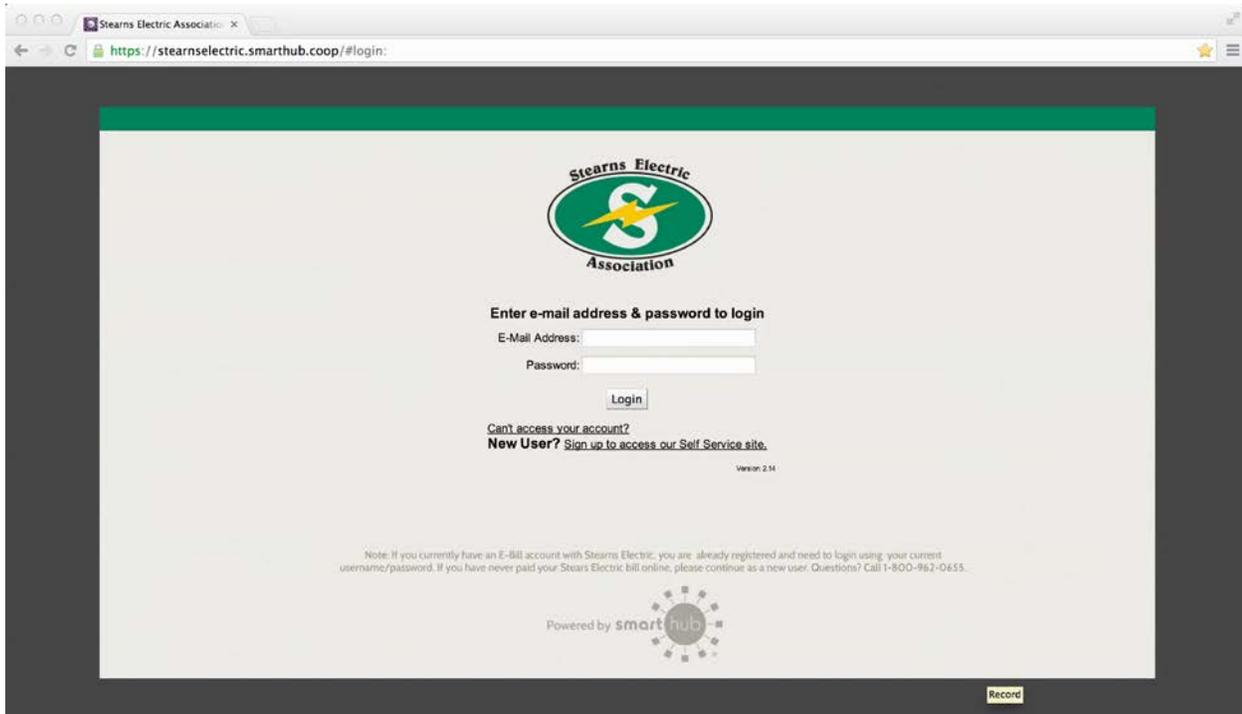
6.) You will then be prompted to "Please change your password". Your new password must be 6-15 characters in length; must include both letters and numbers; may include special characters. Enter your New Password into both the "**New Password**" and "**Confirm Password**" fields.

7.) Click the "**Submit**" button.

8.) Please review the Terms and Conditions, select "**Accept**", and click the "**Submit**" button.

9.) Would you like to turn off paper bills?

Select "**Yes**", If you would like to only receive an electronic bill statement via E-Mail and discontinue receiving a printed paper bill statement via US Postal Service.

Select "**No**", if you would like to continue to receive a paper bill statement via US Postal Service.

10.) Click the "**Submit**" button.

11.) Enter a Security Passphrase in the "**Passphrase**" field. Your Security Passphrase needs to be a least 5 characters long and should be easy to remember and something that only you recognize. This passphrase appears in the upper right hand corner when making a payment as an assurance no malicious site has gotten between to try to grab payment info. Please <u>do not</u> use your E-Bill/SmartHub account password as your Security Phrase.

Note: **What is the passphrase?**
The passphrase is a user entered item that helps ensure additional security for the user when they are making payments. This is very similar to a passphrase or code that many banks have recently begun implementing to better control security and to ensure that a hacker does not replicate a website. This passphrase will show up during the entry of a payment. The idea is that a user should recognize their passphrase and if not, they will be alerted that the website they are using may have been compromised.
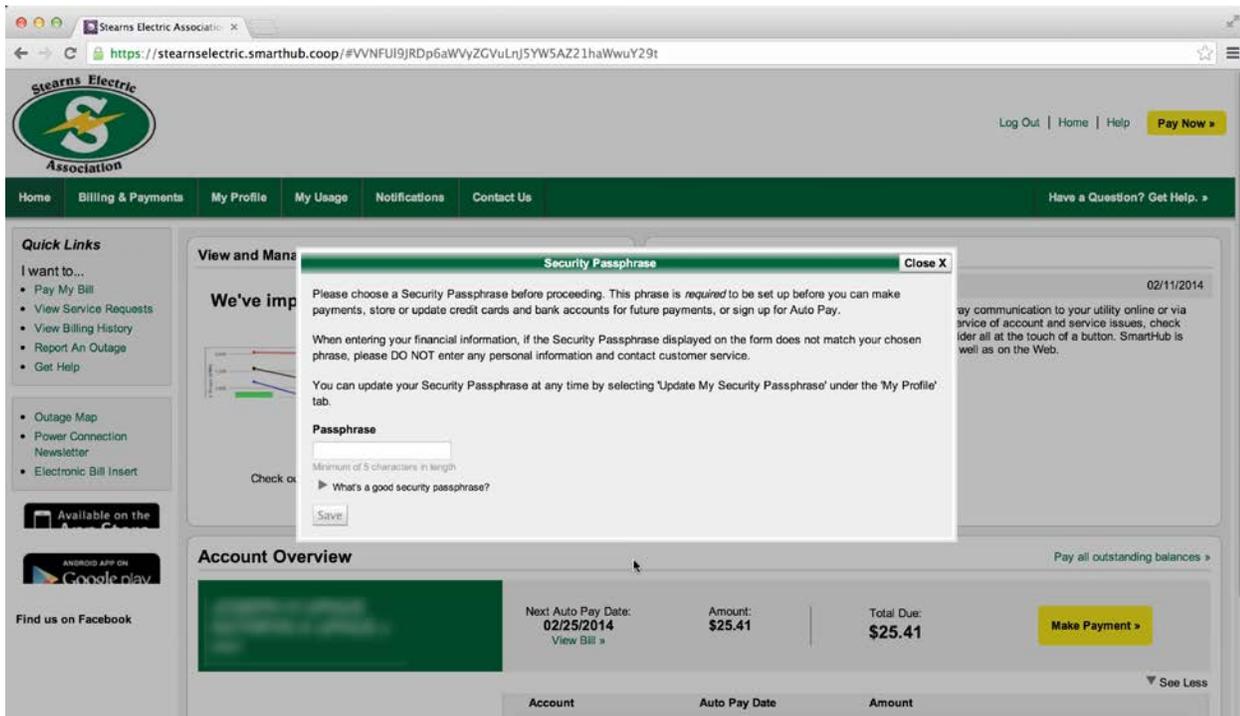
Example of where you will see the Security Passphrase:
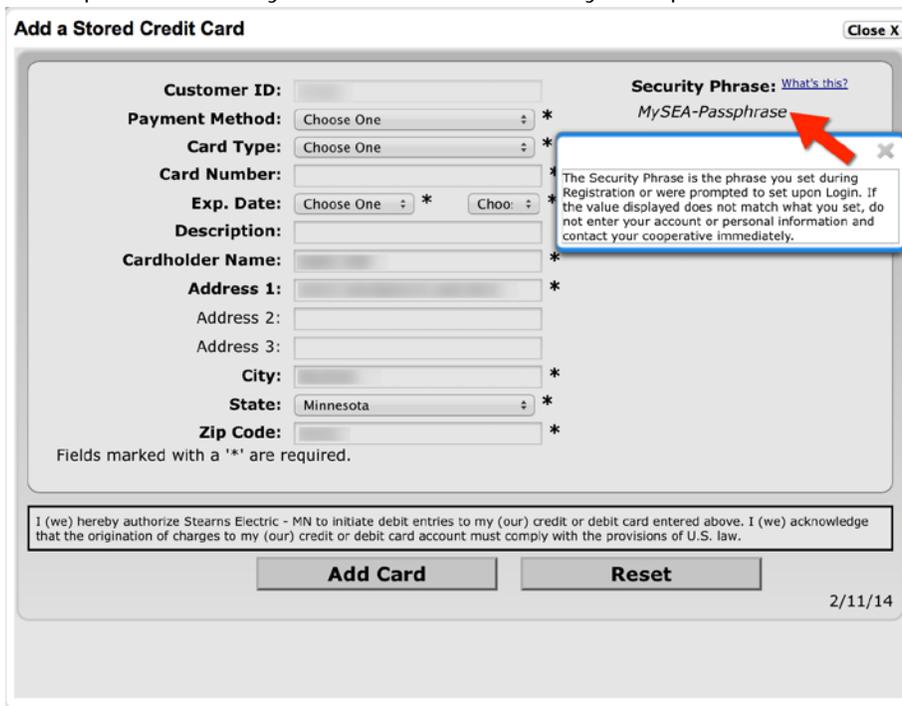
12.)   This completes the migration of your legacy E-Bill account to your new SmartHub account. You can now proceed to use SmartHub to manage your account and make payments.