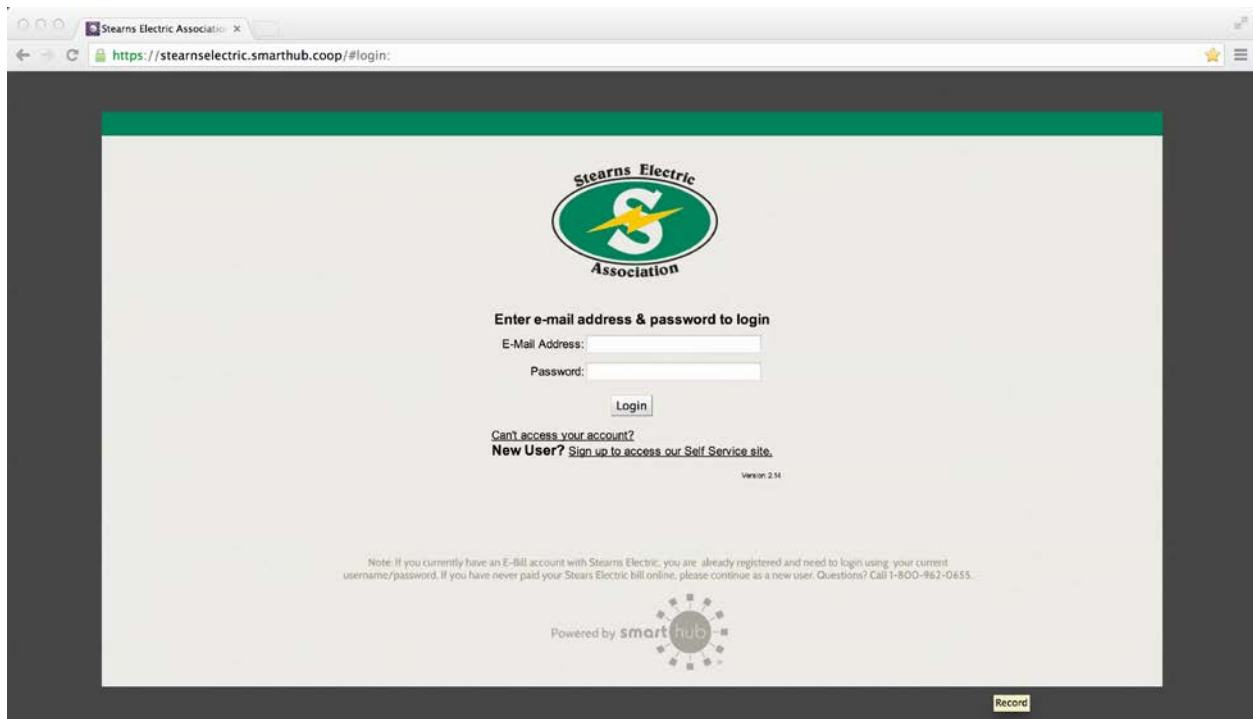
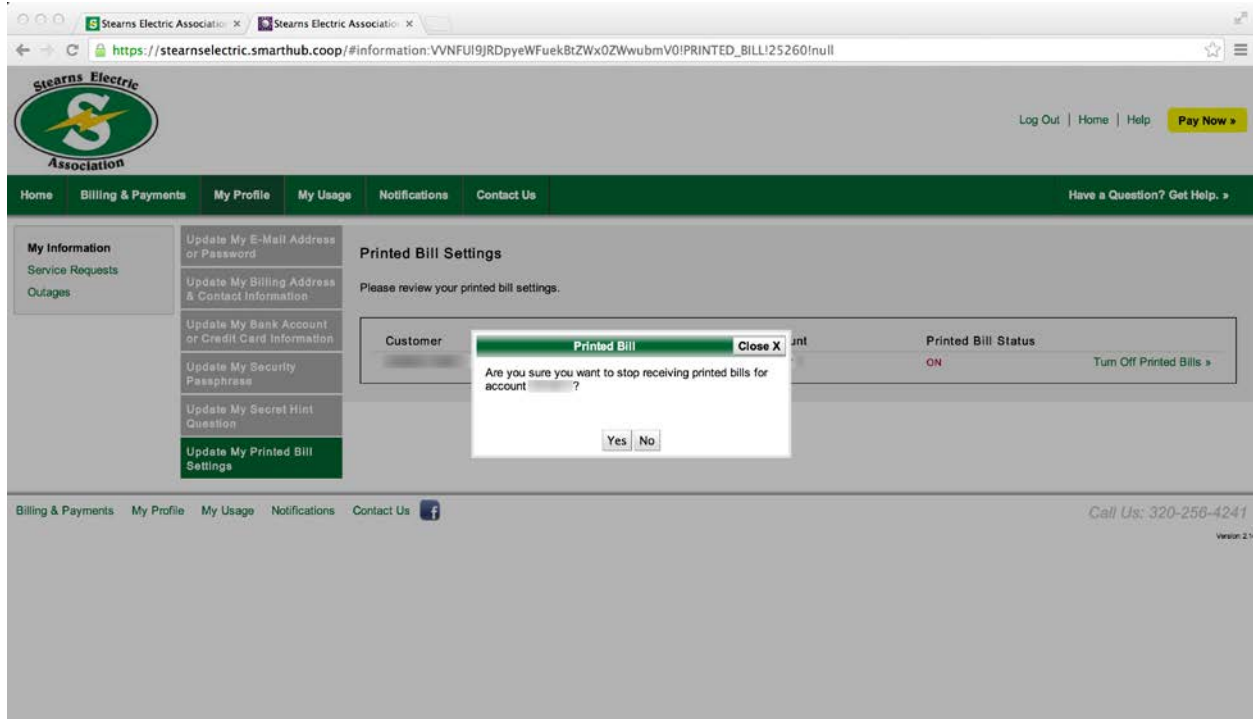


SmartHub Web: How to Go Paperless

- 1.) Go to Stearns Electric Associations website at www.stearnselectric.org
- 2.) Click on [SmartHub](#) under Quick Links
Note: If you do not have an existing SmartHub account and are registering as a New User you will be prompted during the registration process to select Paperless Billing option.
- 3.) Enter “**E-Mail Address**” you used to signup for SmartHub
- 4.) Enter “**Password**” you used to signup for SmartHub



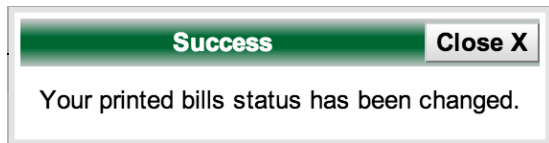
- 5.) Click the “**Login**” button
- 6.) Click on “**My Profile**”
- 7.) Under “**My Information**” click on “**Update My Printed Bill Settings**”



8.) Click on **“Turn Off Printed Bills >>”**

9.) In the Printed Bill dialog box you will be prompted Are you sure you want to stop receiving printed bills for your account?
Click the **“Yes”** button.

10.) You will then get a Success confirmation dialog box, click the **“Close X”** button.



11.) Notice the Printed Bill Status is now set to OFF on the Printed Bill Settings screen.

12.) Going forward you will only receive an electronic bill statement via E-Mail and will not receive a printed paper bill statement via US Postal Service. You will also receive Stearns Electric Association’s Connections Newsletter by E-Mail.