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 Steams Electric Association’s Connections Newsletter by E-Mail.