SMARTHUB: HOW TO GO PAPERLESS


2. On the homepage, under “SmartHub Login,” enter the E-mail address you used to sign up for SmartHub.
   
   *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 the Paperless Billing option.*

3. Enter the Password you used to sign up for SmartHub.
4. Click the “Login” button.
5. Once you are in the SmartHub portal, select “My Profile” and then “My Information.”
6. Select “Update My Paperless Settings” and click on the space where it says “Paperless: OFF.”

7. You will get a “Paperless Settings” confirmation screen. Select “Yes” to confirm.
8. You will then get a “Success” confirmation screen. Click the "X" to close out.

9. Notice the Paperless settings are now set to “ON.”
10. 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 Power Connection newsletter by email.