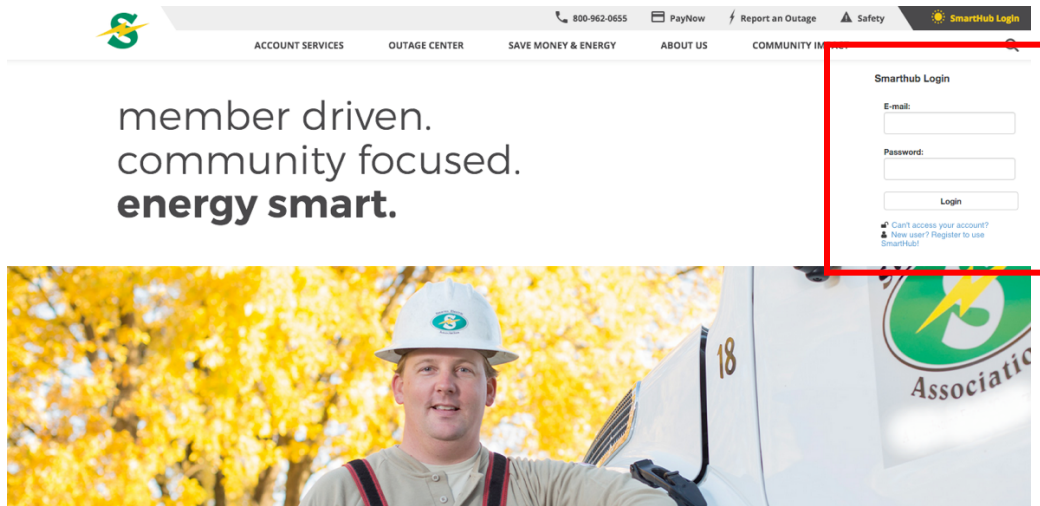
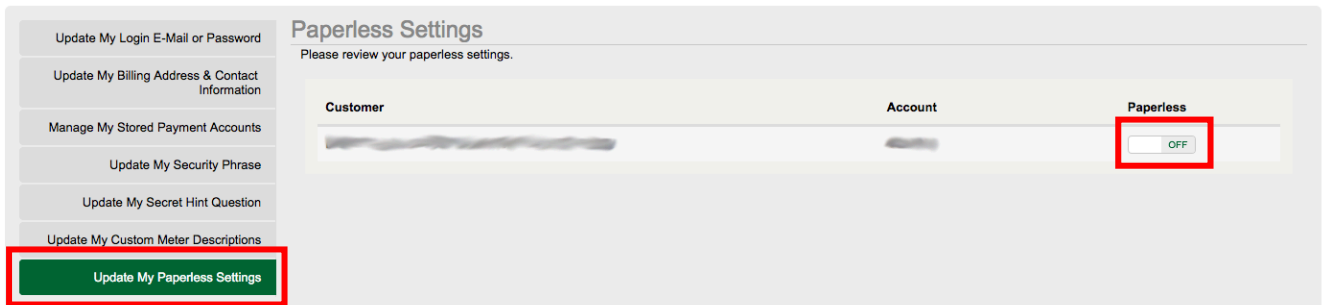


SMARTHUB: HOW TO GO PAPERLESS

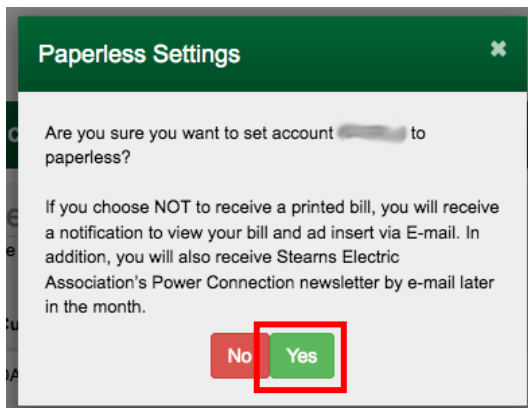
1. Visit the Stearns Electric Association website, www.stearnselectric.org.



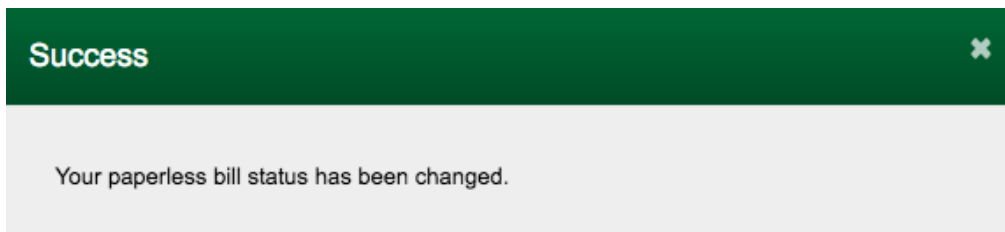
2. On the homepage, under "SmartHub Login," enter the **E-mail** address you used to sign up for SmartHub. *Note: If you do not have an existing SmartHub account and are registering as a New User, you will be prompted during the registration process to select the Paperless Billing option.*
3. Enter the **Password** you used to sign up for Smart Hub.
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.