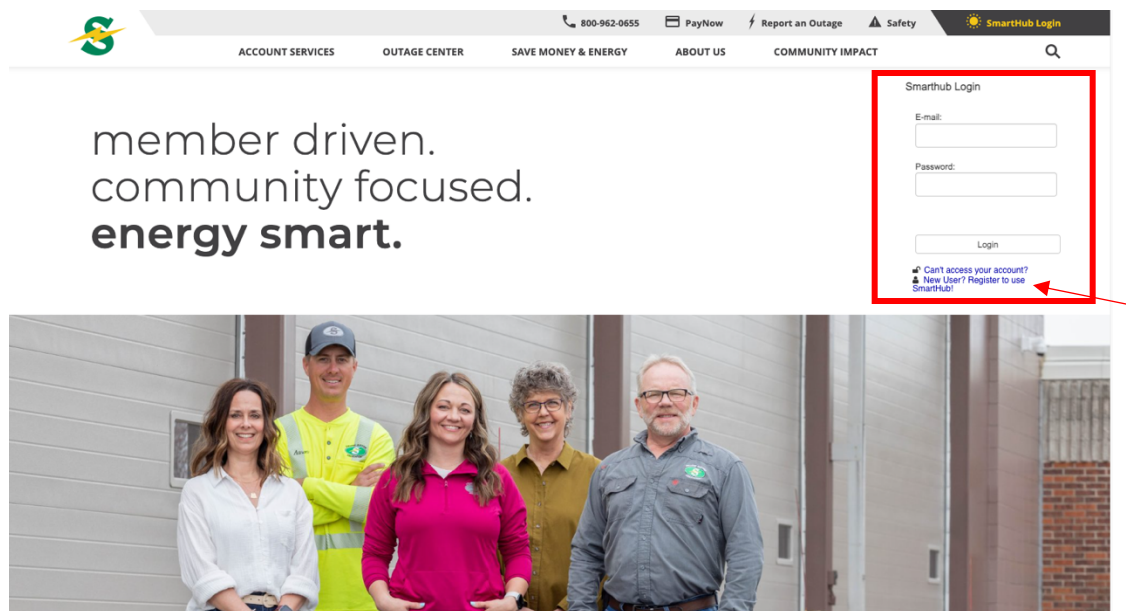


SMARTHUB WEB: ACCOUNT SET-UP

These instructions will help you sign up for SmartHub using a web browser on your computer (Google Chrome, Microsoft Edge, Firefox, etc.) Please see the SmartHub Mobile: Account Set-up document to sign up for SmartHub via your mobile device.

Special Note: please consider adding the email address stearnselectric-no-reply@smarthub.coop to your approved senders list to ensure you receive the verification messages from SmartHub when you register for your account.

1. Visit the Stearns Electric Association website, stearnselectric.org.
2. On the homepage, under "SmartHub Login," Select **"New User? Register to use SmartHub!"**



3. Enter your Stearns Electric Association **"Billing Account Number"** (found on your billing statement.)
4. Enter your **"Last Name or Business Name"** of the Primary Account Member.
5. Enter an email address in the **"Email"** field and enter email address again in **"Confirm Email."**
6. Click **"Continue."**



7. Choose security question from the **"Verify a Security Question"** drop-down menu.
8. Type in the **"Answer."**
9. Check the **"I'm not a robot"** reCAPTCHA box.
10. Check the **"I accept the Terms and Conditions"** box.
11. Select **"Register."**

ACCOUNT REGISTRATION

Last Name or Business Name

Email

Confirm Email

Verify a Security Question *

Billing ZIP Code

Answer *

☐ I'm not a robot

☐ I accept the Terms and Conditions. *

Cancel Register

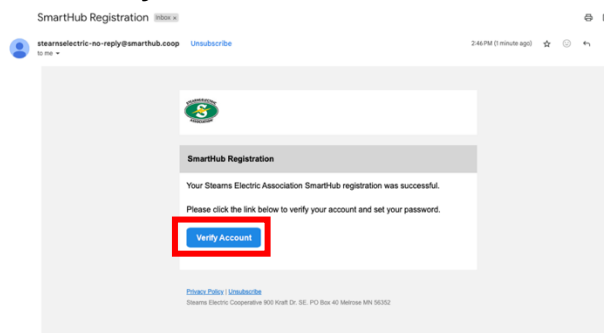
12. You will receive a **"Congratulations!"** message once you have completed the registration process. **Please view your email to verify account.**

ACCOUNT REGISTRATION

Congratulations!
Your registration is complete. You will receive an email with instructions for setting your password.

Resend Temporary Password Sign In

13. Log into your email account and find the **"SmartHub Registration"** message from stearnselectric-no-reply@smarthub.coop. (you may have to check your junk or spam folder if you did not add the SmartHub email address to your approved sender list.)
14. Click **"Verify Account."**



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- STEARNS
ELECTRIC
ASSOCIATION**

SECURITY PHRASE



This security phrase will be displayed when you make payments, store or update credit cards and bank accounts, or sign up for Auto Pay. If the phrase displayed does not match your phrase DO NOT enter any personal information and contact customer service.

The phrase is not displayed for your own security.

 Security Phrase Suggestions 

Security Phrase *

5 character minimum.

Save

20. Once you save your “Security Phrase,” you will be re-directed to the SmartHub home screen.

