

# SMARTHUB WEB: SIGN UP FOR PAPERLESS BILLING

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

You must have already created a SmartHub Account to sign up for this feature. An email address and your Stearns Electric Association account number is required to set up a SmartHub account. You can view instructions for creating a SmartHub Account at [stearnslectric.org](http://stearnslectric.org) > Account Services > My Account > Account Log In.

1. Log into SmartHub on a web browser using your email address and password.
2. Select **"Settings"** and **"Paperless Billing"** from the left-hand menu.

The screenshot shows the SmartHub HOME page. On the left, a navigation menu lists various options. 'SETTINGS' is highlighted with a red box, and under it, 'Paperless Billing' is also highlighted with a red box. The main content area on the right has a green header 'HOME'. Below this, there are three notification cards: 'Sign-up for Power Outage Notifications', 'Paperless Billing' (which includes a 'Sign-up now' link), and 'Sign-up for AutoPay (recurring payments)'. Below the notifications is a 'CUSTOMER OVERVIEW' section showing a table with columns for 'MEMBER NAME', 'Last Payment Amount', 'Past Due Balance', and 'Current Bill Amount'. The 'Current Bill Amount' is \$130.00, and there is a 'Pay' button next to it.

3. Slide the slider over under "Go Paperless" to make it green.

The screenshot shows the SmartHub PAPERLESS BILLING page. On the left, the navigation menu is visible, with 'PAPERLESS BILLING' highlighted. The main content area has a green header 'PAPERLESS BILLING'. Below this, there is a table with columns for 'Customer', 'Account', and 'Go Paperless (Set All To ON)'. The 'Go Paperless' column contains a toggle switch, which is highlighted with a red box. The toggle switch is currently in the 'off' position (grey).



4. A Paperless Settings pop-up will appear, select **“Yes.”**

The screenshot shows the 'PAPERLESS BILLING' section of the Stearns Electric Association website. On the left is a navigation menu with options like 'BILL & PAY', 'USAGE', 'CONTACT US', and 'SETTINGS'. The 'Paperless Billing' option is highlighted. The main content area shows a table with columns for 'Customer', 'Account', and 'Go Paperless'. The 'Go Paperless' toggle is currently turned on. A 'PAPERLESS SETTINGS' pop-up is displayed in the center, asking for confirmation to start receiving paperless bills. The 'Yes' button is highlighted with a red box.

| Customer    | Account  | Go Paperless (Set All To ON)        |
|-------------|----------|-------------------------------------|
| MEMBER NAME | 00000000 | <input checked="" type="checkbox"/> |

**PAPERLESS SETTINGS**  
Are you sure you want to start receiving **paperless bills** for account 00000000?  
If you choose NOT to receive a printed bill, you will receive a notification to view your bill and ad insert via E-mail. In addition, you will also receive Stearns Electric Association's Power Connection newsletter by e-mail later in the month.

5. A confirmation will appear at the top of the page. You are now signed up for Paperless Billing, as indicated by the green slider under **“Go Paperless.”** Click the Stearns Electric Association logo at the top left of the screen to return to the SmartHub Home Page.

The screenshot shows the 'PAPERLESS BILLING' section after the settings have been updated. A red box highlights a confirmation message at the top: 'Your paperless billing status has been successfully updated.' The 'Go Paperless' toggle is now green, indicating it is turned on. The Stearns Electric Association logo is highlighted with a red box in the top left corner.

| Customer    | Account  | Go Paperless (Set All To OFF)       |
|-------------|----------|-------------------------------------|
| MEMBER NAME | 00000000 | <input checked="" type="checkbox"/> |

Your paperless billing status has been successfully updated.