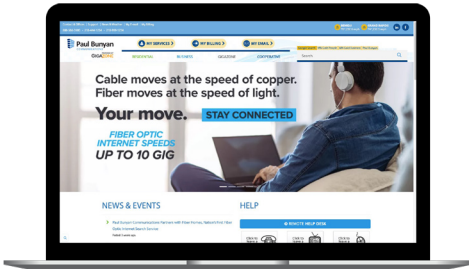




How To Active Paperless Billing in SmartHub (Web)

STEP 1



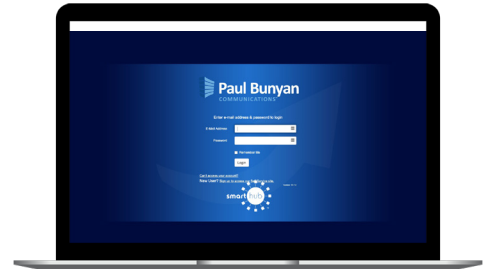
From our home screen, click on the **My Billing** menu.

STEP 2



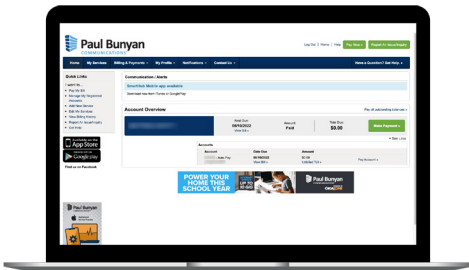
On the next screen, click on the **My Billing Online Account** button.

STEP 3



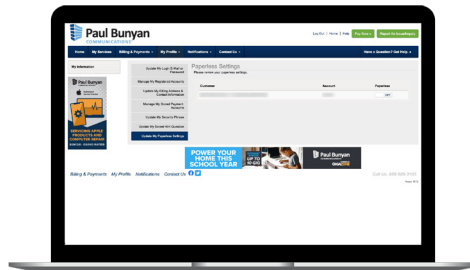
Log in to your account using your email address and password.

STEP 4



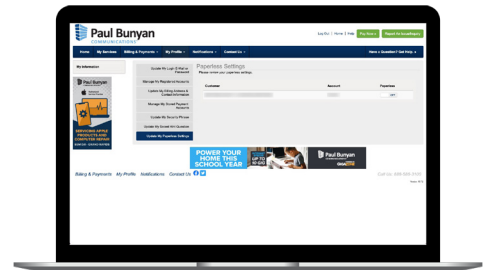
On the My EnergyHub home screen click on **My Profile** in the top menu bar.

STEP 5



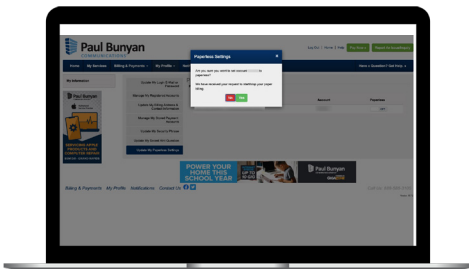
Click **Update My Paperless Settings** at the bottom of the sub-menu.

STEP 6



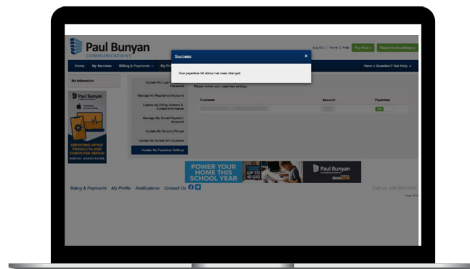
Toggle the **Paperless** slider on the account to activate.

STEP 7



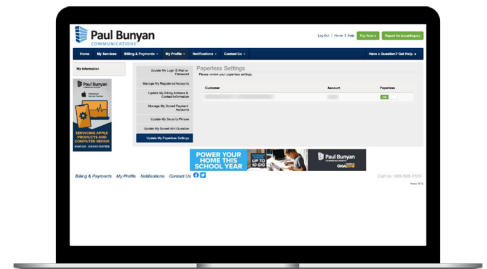
A pop-up window will ask if you are sure you want to set the account to paperless. Click the **Yes** button to confirm.

STEP 8



You will then see a confirmation that the paperless bill status has been successfully changed. Click the **'X'** in the upper right.

STEP 9



Congratulations! You have successfully activated paperless billing on your account!