

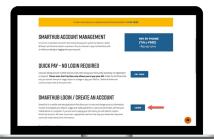
# **Activate Paperless Billing (web portal)**

# STEP 1



Click on the Pay My Bill menu on our website

# STEP 2



On the next page, click on the **SmartHub Login** button.

# STEP 3



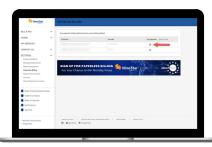
Sign in to your account using the email address and password you set up during registration.

#### STEP 4



On the home screen, click on the **Settings** menu on the left and then click on the **Paperless Billing** sub-menu.

#### STEP 5



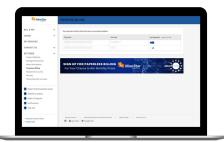
Use the **Go Paperless** slider on the account to activate.

# STEP 6



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

# STEP 7



#### Congratulations!

You have successfully activated paperless billing on your account!