



# How To Register Your SmartHub Account (Web)

**Step 1:** From the SmartHub login screen, click on “Sign up to access our Self Service site”.

**Step 2:** Enter the following information:

- Your 5 digit account number (found on your bill)
- Your last name or business name as it appears on your bill
- The email you want to use for your SmartHub account

Then click Submit

**Step 3:** Enter the requested account information in order to verify your identity. Answers must match account info exactly.

Then click Submit

**Step 4:** If successful, you'll get a notification like this.

## Congratulations!

Your registration is complete. You will receive an e-mail with a temporary password. Use it to login and change your password.

**Step 5:** Check your inbox for an email that will contain your temporary password you need to first login to your account.

Your temporary password is: [blurred]

**Step 6:** Back on the login page, enter email and temporary password and click login.

**Step 7:** The first time you login, you'll be asked to change your password.

**Step 8:** Congratulations! You are now logged into SmartHub.