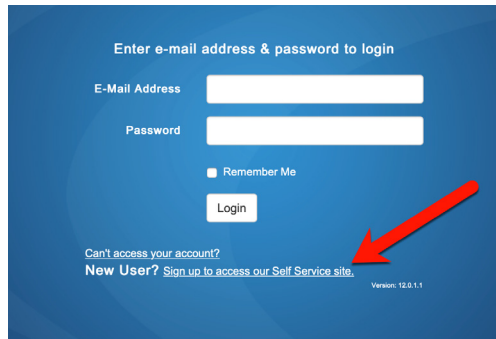




# How To Register Your SmartHub Account (Web)

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



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

- Your account number (*omit leading zeros and dash; i.e. old Account number: 0009999-9 new: 99999*)
- 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**

**New User Registration**

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

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

Then click **Submit**

**New User Registration**

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

Please answer the following about the account that you are trying to register in order to protect you against identity theft.  
Last 4 Digits Of SSN Or Federal Tax ID (For Businesses):

Mailing ZIP Code:

Please select a Secret Hint Question to answer. We may ask you to answer this, if you forget your login credentials.  
Security Question 1:  Answer:

I'm not a robot

I accept the [Terms and Conditions](#)

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

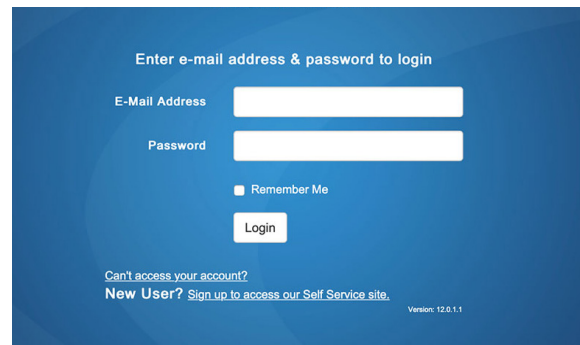
**Congratulations!**

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:

**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.

**Please change your password**

E-Mail Address

New Password  [Password Strength:](#) \_\_\_\_\_  
4-character minimum; 10-character maximum

Confirm Password

Congratulations! You are now logged into SmartHub.