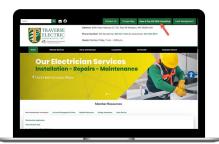


# **Activate Paperless Billing (web portal)**

# STEP 1



Click on the View and Pay Bill With SmartHub menu on our website.

# STEP 2



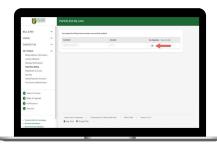
Sign in to your account using the email address and password you set up during registration.

# STEP 3



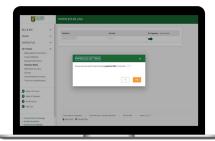
On the home screen, click on the **Settings** menu on the left and then click on the **Paperless Billing** sub-menu.

## STEP 4



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

### STEP 5



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

### STEP 6



# Congratulations!

You have successfully activated paperless billing on your account!