



# 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
- 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.

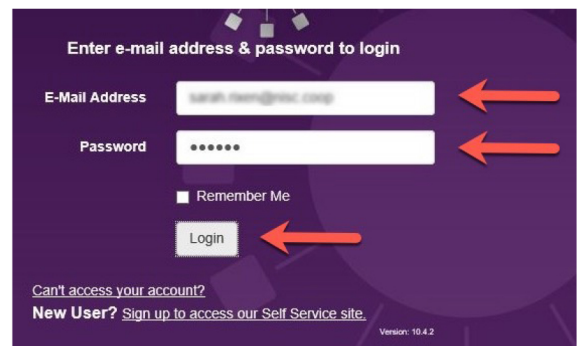
## Congratulations!

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**

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

