

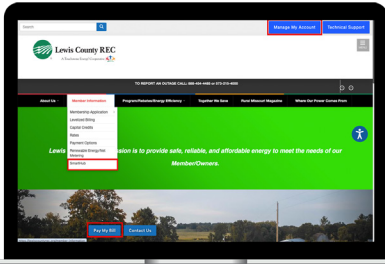


HOW TO ACTIVATE PAPERLESS BILLING (web portal)



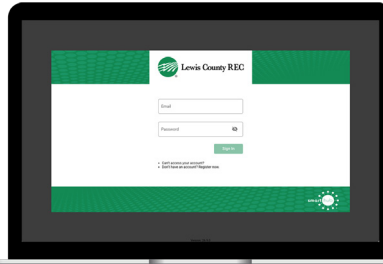
Lewis County REC

STEP 1



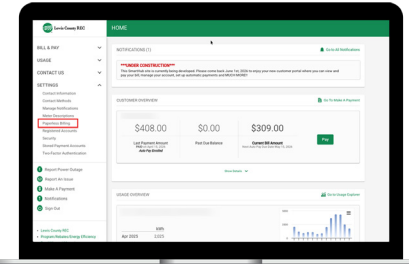
Click **Manage My Account, Pay My Bill, or SmartHub** on our website.

STEP 2



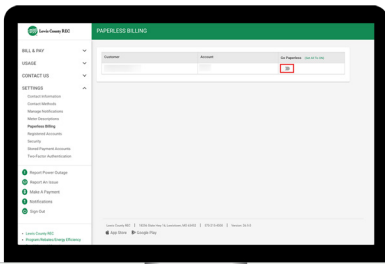
Sign in to your account using the email address and password you set up during registration.

STEP 3



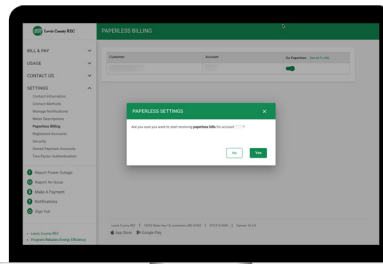
On the home screen, click on the **Settings** menu on the left and then click on the **Paperless Billing** sub-menu.

STEP 4



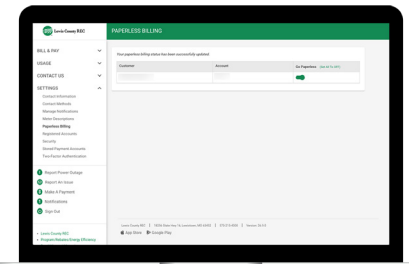
Use the **Go Paperless** slider on the account to activate.

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!