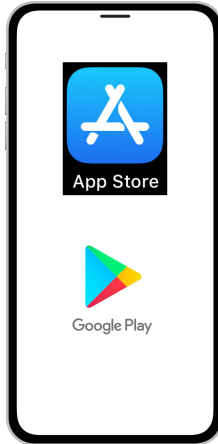




HOW TO REGISTER FOR SMARTHUB (mobile app)

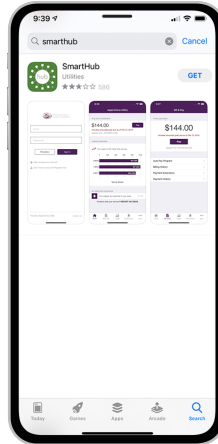


STEP 1



On your mobile device, open your app store.

STEP 2



Search for SmartHub and look for the SmartHub icon. Follow the instructions to install the app on your device.

STEP 3



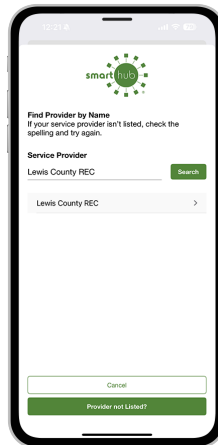
Once the app installs, tap the **SmartHub icon** on your device to open the app.

STEP 4



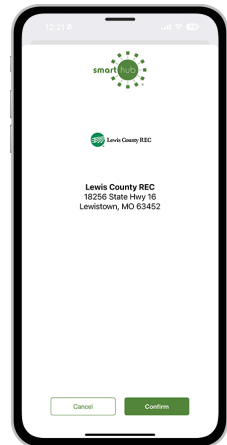
After SmartHub opens to the initial launch screen, tap the appropriate button to search by **Name**.

STEP 5



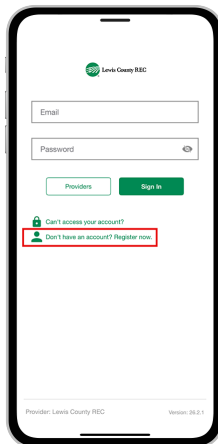
Enter the name **Lewis County REC** in the search bar and tap the Search button. Next, tap on our name in the search results.

STEP 6



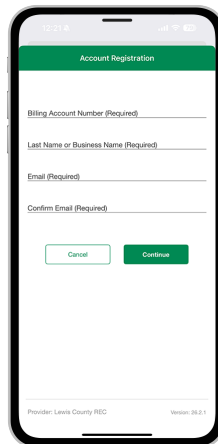
Tap the **Confirm** button to confirm your choice.

STEP 7



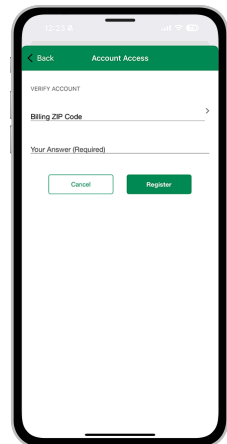
From the SmartHub login screen, tap the link that says **Don't have an account? Register now**.

STEP 8



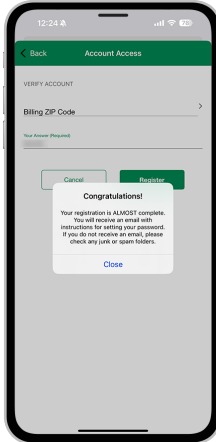
Fill out the registration form completely. Tap the **Continue** button.

STEP 9



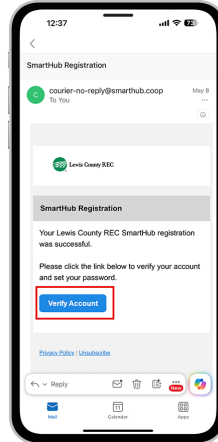
On the Account Access screen, answer all of the questions. Tap the **Register** button.

STEP 10



You will receive a notification telling you that a verification email has been sent.

STEP 11



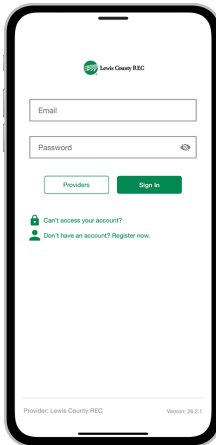
Open the email and tap the **Verify Account** link to continue.

STEP 12



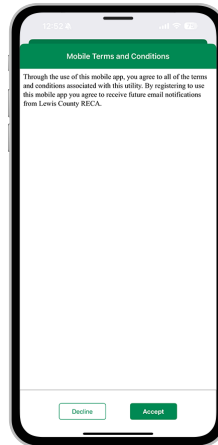
Next you will set your **new password** on your account. Type your new password in twice and tap **Save**.

STEP 13



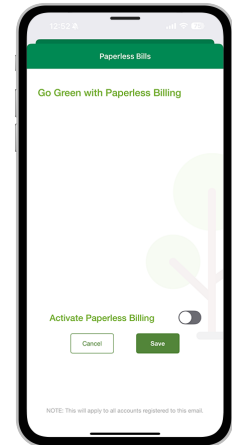
Return to the log in screen on the app and use your email address and new password to log in for the first time.

STEP 14



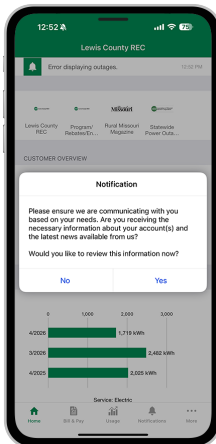
During the first log in, you may be asked to accept our Terms and Conditions. Tap the **Accept** button.

STEP 15



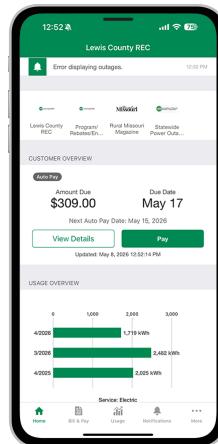
If you would like to activate Paperless Billing, move the **Activate Paperless Billing** slider to the right and tap **Save**.

STEP 16



Finally, you will be asked about Notifications.

STEP 17



Congratulations!
You have successfully installed the app and registered your account!