

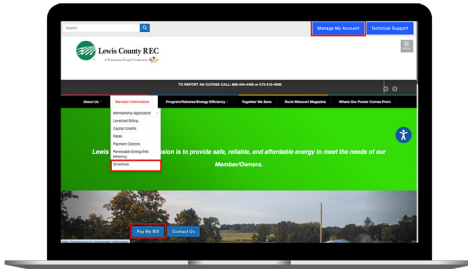


# HOW TO REGISTER FOR SMARTHUB (web portal)



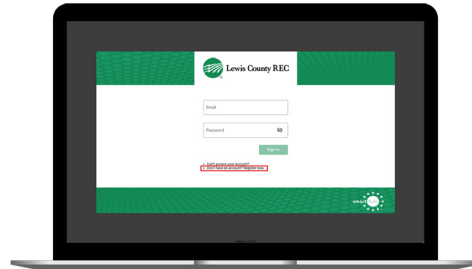
Lewis County REC

## STEP 1



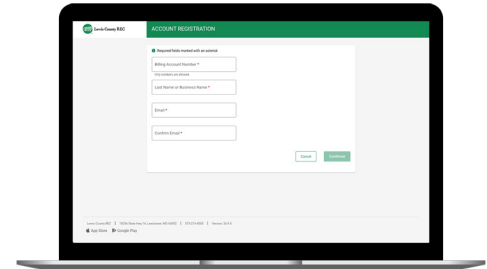
Click **Manage My Account**, **Pay My Bill**, or **SmartHub** on our website.

## STEP 2



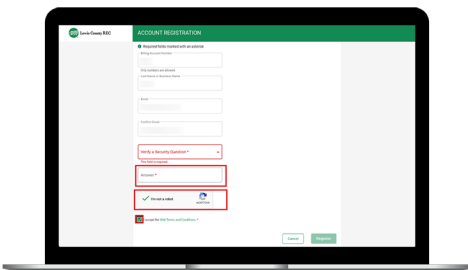
From the login screen, click on **Don't have an account? Register Now** link.

## STEP 3



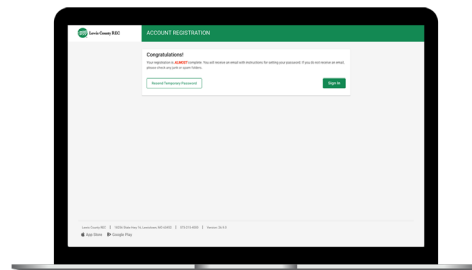
Fill out the registration form completely. Click the **Continue** button.

## STEP 4



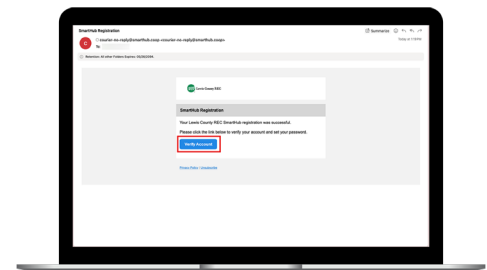
Enter the requested verification information and click the **Register** button. Answers must match account info exactly.

## STEP 5



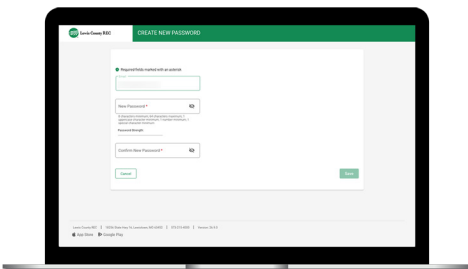
When successful, you'll get a congratulations notification. Instructions on how to continue have been emailed to you.

## STEP 6



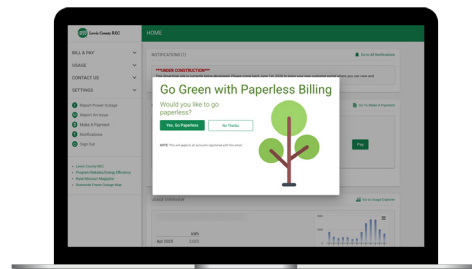
Check your inbox for a verification email. Click the **Verify Account** button to continue.

## STEP 7



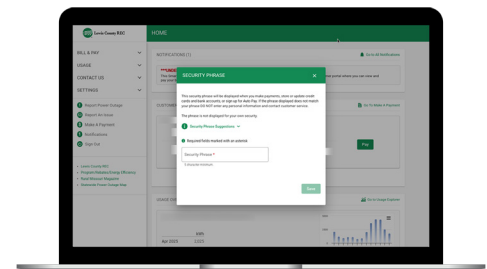
You will then be taken to a screen asking you to set your **new password**. Enter your password twice and click the **Save** button.

## STEP 8



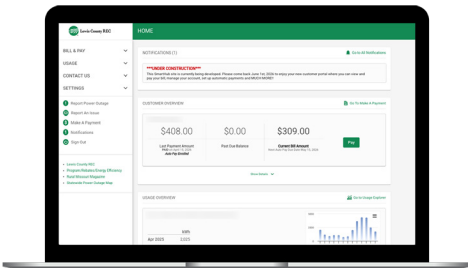
Next you'll be asked if you want to try Paperless Billing. To opt-in, click on the **Yes, Go Paperless** button.

## STEP 9



Finally, you'll be asked to set a security phrase.

## STEP 10



**Congratulations!** You have successfully registered your account. Browse around and see the ways to save time and money!

Visit [lewiscountyrecrec.org/smarthub](http://lewiscountyrecrec.org/smarthub) for more information.