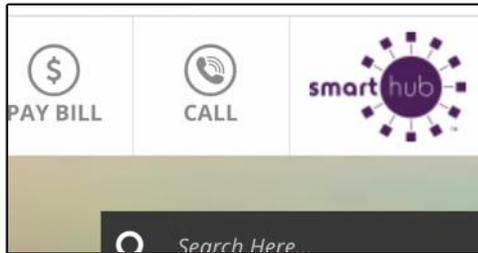
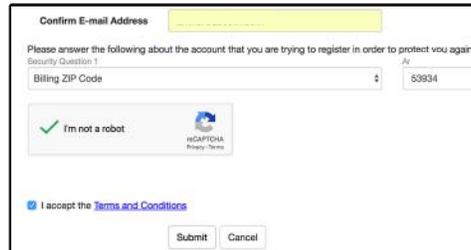


# How to register for a SmartHub account:

- 1 Click the SmartHub logo in the upper right corner of our website - [www.acecwi.com](http://www.acecwi.com).



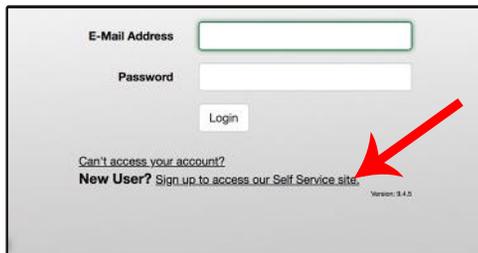
- 4 Confirm with your last bill amount or your zip code.

A screenshot of the 'Confirm E-mail Address' registration step. It includes a 'Security Question' section with a dropdown menu for 'Billing ZIP Code' (showing 53934) and a 'I'm not a robot' checkbox. There is also a checkbox for 'I accept the Terms and Conditions' and 'Submit' and 'Cancel' buttons.

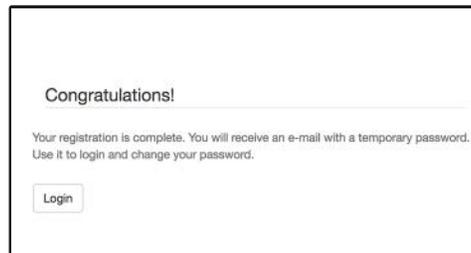
- 7 You will be asked if you want to go paperless. Yes = Go Paperless. No = Receive Paper Bill.

A screenshot of the 'Paperless Bills' confirmation step. It asks 'Would you like to turn off paper bills?' with radio buttons for 'Yes' and 'No'. A note below states 'Please note that this will apply to all accounts registered with this email address.' There are 'Submit' and 'Cancel' buttons.

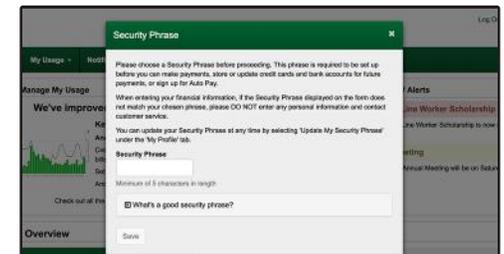
- 2 Click **New User?** Sign up to access our Self Service site.

A screenshot of the login page. It has fields for 'E-Mail Address' and 'Password', and a 'Login' button. A red arrow points to the link 'New User? Sign up to access our Self Service site.' at the bottom.

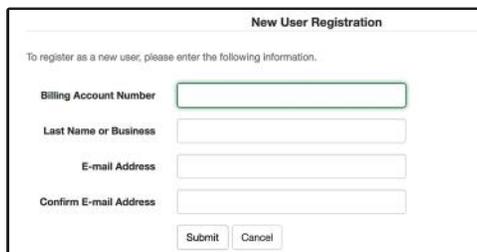
- 5 An email will be sent to you with a temporary password.

A screenshot of a confirmation message titled 'Congratulations!'. It states 'Your registration is complete. You will receive an e-mail with a temporary password. Use it to login and change your password.' and includes a 'Login' button.

- 8 Select a security phrase.

A screenshot of the 'Security Phrase' selection screen. It prompts the user to choose a security phrase and provides instructions. There is a text input field for the phrase and a 'Save' button.

- 3 A new screen will ask you to enter:  
Billing Account Number  
Last name or Business  
E-mail Address  
Confirm Email Address

A screenshot of the 'New User Registration' form. It asks for 'Billing Account Number', 'Last Name or Business', 'E-mail Address', and 'Confirm E-mail Address'. There are 'Submit' and 'Cancel' buttons at the bottom.

- 6 Update your password.

A screenshot of the 'Please change your password' form. It includes fields for 'E-Mail Address', 'New Password', and 'Confirm Password'. There is a 'Password Strength' indicator and 'Submit' and 'Cancel' buttons.

- 9 That's it! You're all signed up.

## Great SmartHub offers:

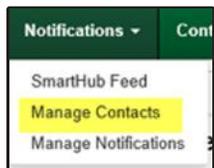
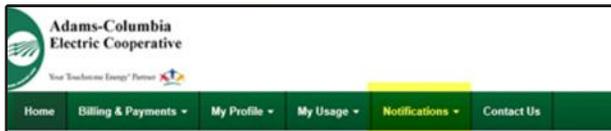
- Sign up for text or email notifications
- Auto Pay and paperless billing
- See your billing statements and payment history
- Usage graphs
- Pay your bill
- See co-op news

## Questions?

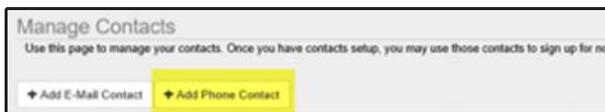
Give us a call at (800) 831-8629 and we can help you get signed up.

# Adding Contacts & Managing Notifications

1 Hover your mouse over **Notifications**, then click **Manage Contacts**.

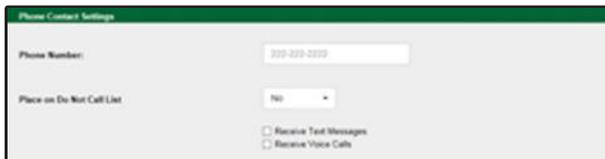


2 Click on the **Add Phone Contact** button.



3 Enter the **phone number** you want to receive the text messages. Select **Yes or No** on the Do Not Call List. **Check the box** to receive text message. Click **Continue**.

*(The "Do Not Call List" is for ACEC, not the national list. ACEC calls for various reasons such as planned outages, tree trimming, herbicide spraying)*



4 **Agree** to the Terms and Conditions.



5 Enter the **verification code** that was sent to your phone. The message will look like the following:

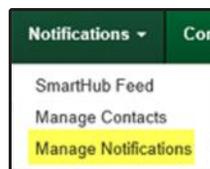


SmartHub SMS validation code requested. Log in with your browser and use code: **457486** to complete validation. Reply STOP to block all messages.

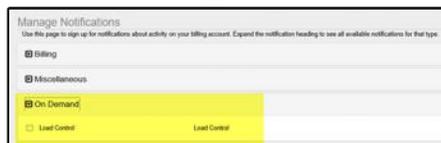
6 Click **Save Contact**.

7 Repeat for each additional number that needs to be added.

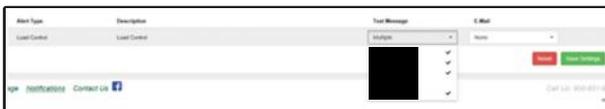
8 Now you will need to go to **Manage Notifications**.



9 Click on the **arrow** in front of **On Demand**. Check the box in front of **Load Control**.



10 Under Text Message and/or E-Mail, **select each recipient** that would like to receive the load control message.



11 Click **Save** and **Close**.

# How to use SmartHub



- Manage your account
- Pay your bill
- Auto Pay
- Payment history
- Usage graphs