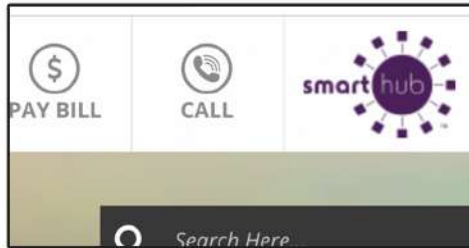# How to register for a SmartHub account:

1 Click the SmartHub logo in the upper right corner of our website - www.acecwi.com.

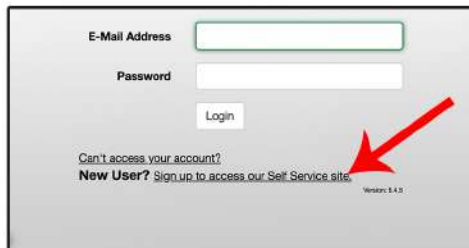**2** Click **New User?** *Sign up to access our Self Service site.*

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

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

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

Congratulations!

Your registration is complete. You will receive an e-mail with a temporary password. Use it to login and change your password.

6 Update your password.

7 You will be asked if you want to go paperless. Yes = Go Paperless. No = Receive Paper Bill.
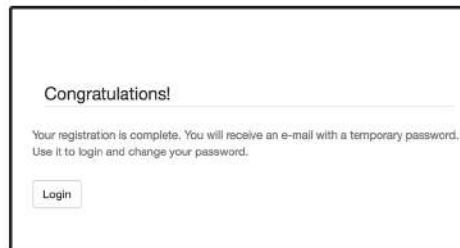
8 Select a security phrase.

9 Thats it! You're all signed up.

Great SmartHub offers:
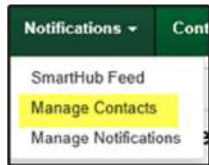
Sign up for text or email notifications

Report power outages

Auto Pay & paperless billing

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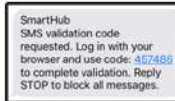
(The "Do Not Call List" is for ACEC, not the national list. ACEC calls for various reasons such as planned outages, tree trimming, herbicide spraying)
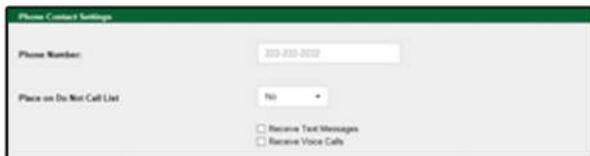

4 *Agree* to the Terms and Conditions.

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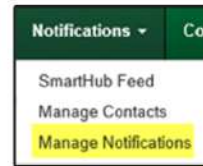
9 Click on the *arrow* in front *On Demand*. Check the box in front of *Load Control*.

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*.

Adams-Columbia Electric Cooperative

How to use SmartHub

- Manage your account
- Pay your bill
- Report power outages
- Auto Pay
- Payment history
- Usage graphs