STEP 1
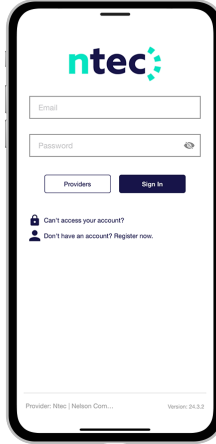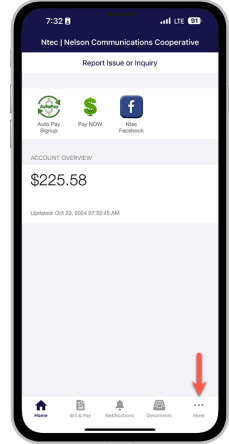
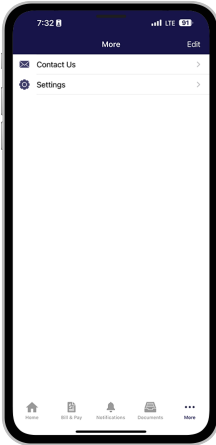Open the **SmartHub app** on your mobile device.

STEP 2

Sign in to your account using the email address and password you set up during registration.
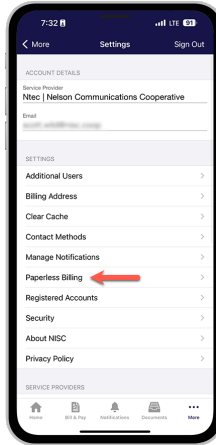
STEP 3

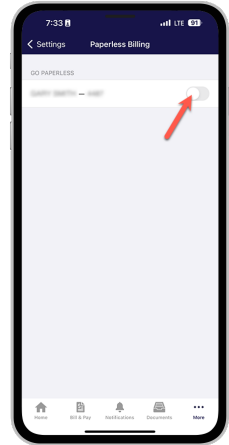From the home screen tap on the **More** button in the bottom right.

STEP 4

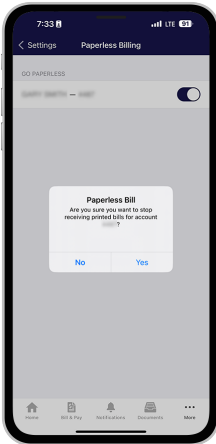Locate and tap on the **Settings** menu.

STEP 5

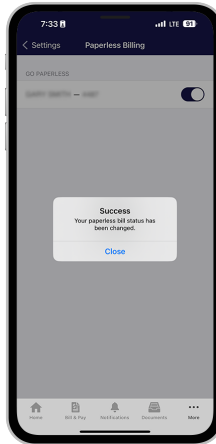Locate and tap on the **Paperless Billing** sub-menu.

STEP 6

Locate the account(s) you would like to activate Paperless Billing on and **slide the toggle** to the right next to each account.
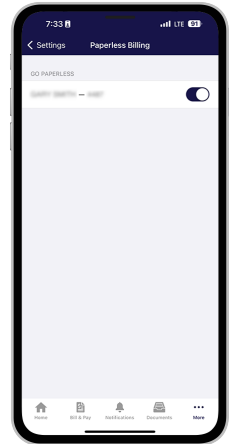
STEP 7

A pop-up window will ask if you are sure you want to set the account to paperless. Tap the **Yes** button to confirm.

STEP 8

You will then see a confirmation that the paperless bill status has been successfully changed.

STEP 9

Congratulations!
You have successfully activated paperless billing on your account!