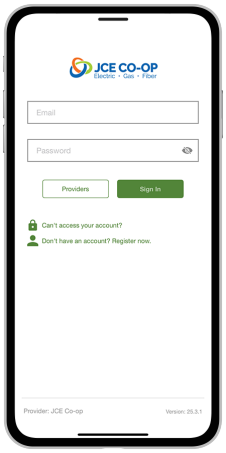
How To Activate Paperless Billing (mobile app)

1

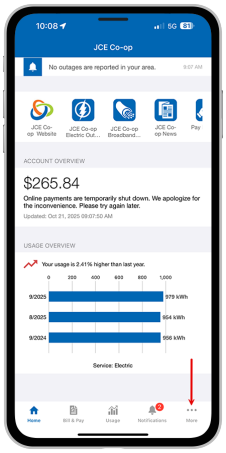
Open the **SmartHub app** on your mobile device.

2



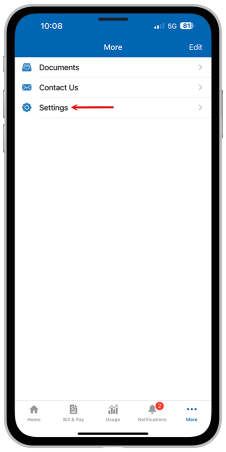
Sign in to your account using the email address and password you set up during registration.

3



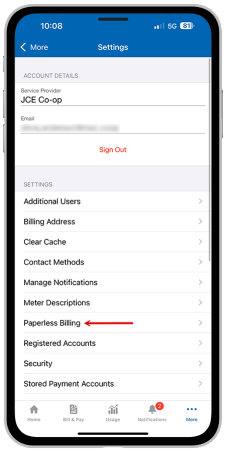
From the home screen tap on the **More** button in the bottom right.

4



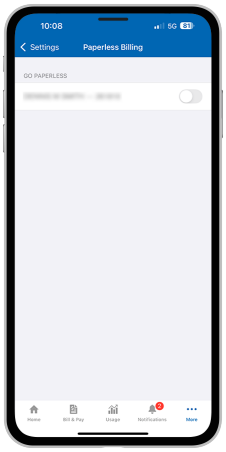
Locate and tap on the **Settings** menu.

5



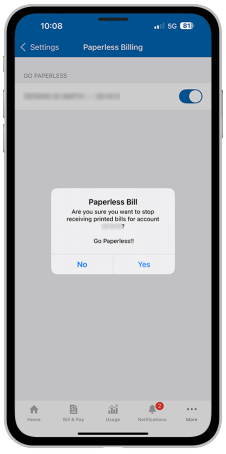
Locate and tap on the **Paperless Billing** sub-menu.

6



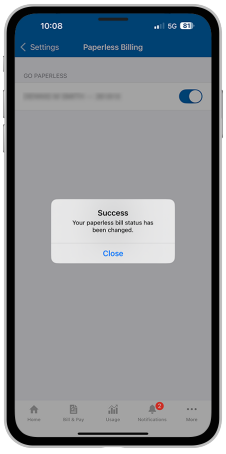
Locate the account(s) you would like to activate Paperless Billing on and **slide the toggle** to the right next to each account.

7



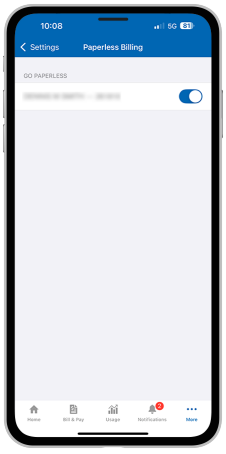
A pop-up window will ask if you are sure you want to set the account to paperless. Tap the **Yes** button to confirm.

8



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

9



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

For more information go to jcecoop.com/SmartHub. Still have questions? Call us at 800-858-5522 or email us at info@jcecoop.com. Please expect longer wait times as we navigate this transition—thank you for your patience!

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