



How To Register (web portal)

STEP 1



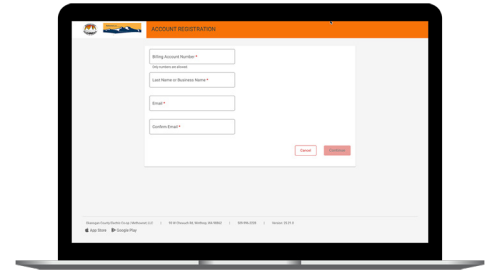
Click on **SmartHub** on our website.

STEP 2



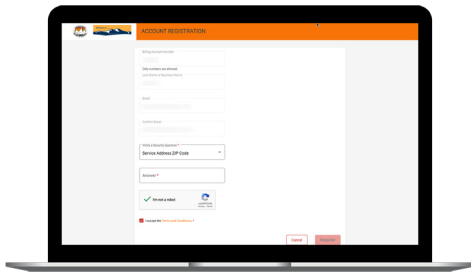
From the login screen, click on **Don't have an account? Register Now** link.

STEP 3



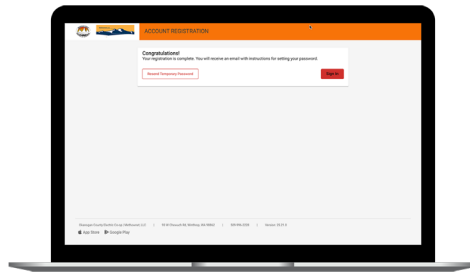
Fill out the registration form completely. Click the **Continue** button.
Methownet customers: 7-digit account number.
OCEC members: 9-digit account number.

STEP 4



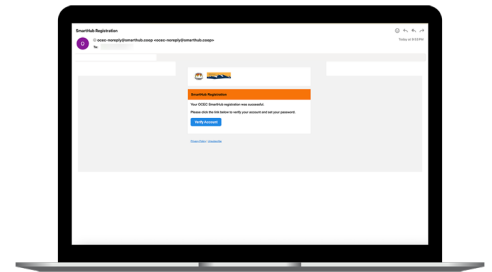
Enter the requested verification information and click the **Register** button. Answers must match account info exactly.

STEP 5



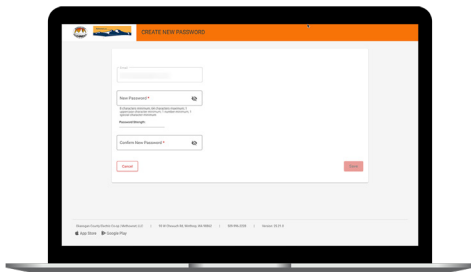
When successful, you'll get a congratulations notification. Instructions on how to continue have been emailed to you.

STEP 6



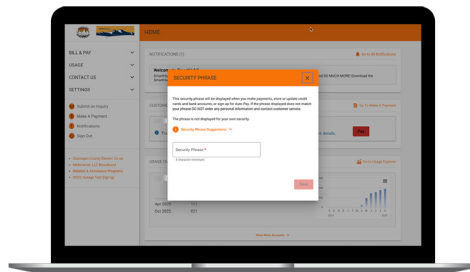
Check your inbox for a verification email. Click the **Verify Account** button to continue.

STEP 7



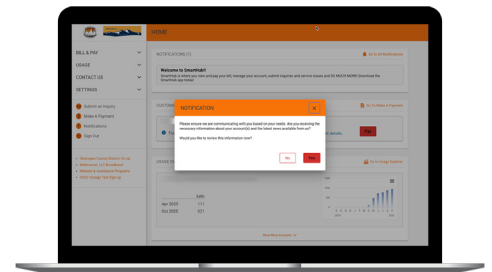
You will then be taken to a screen asking you to set your **new password**. Enter your password twice and click the **Save** button.

STEP 8



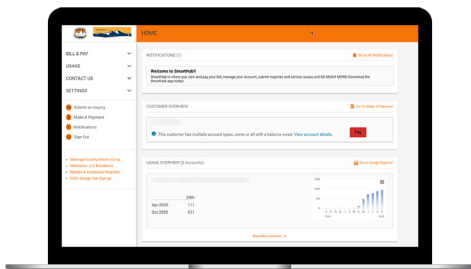
Next you'll be asked if you want to try Paperless Billing. To opt-in click on the **Yes, Go Paperless** button.

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 www.ocec.coop/sample-page/pay-your-bill/ for more information.