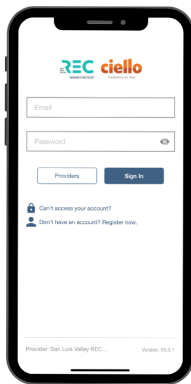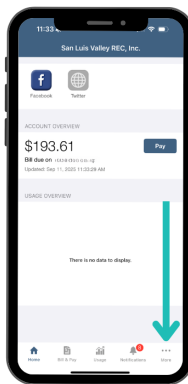# How to set up Paperless Billing:
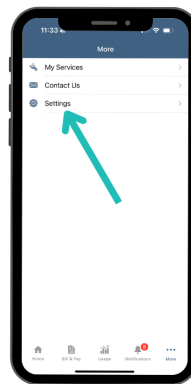

Step 1:
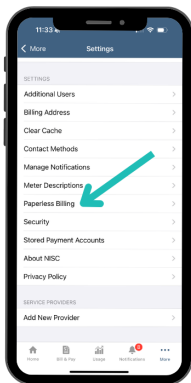Open the **SmartHub app** on your mobile device.

Step 2:
Sign in to your account using the email address and password you set up during registration.
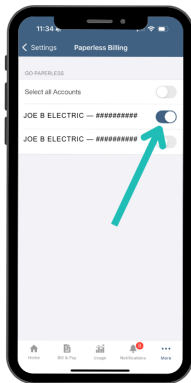

Step 3:
From the home screen tap on the **More** button in the bottom right.

Step 4:
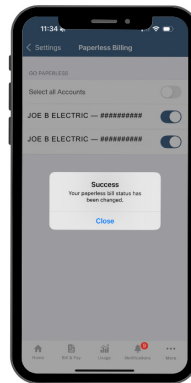Locate and tap on the **Settings** menu.

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.