



SUCCESS CHECKLIST



SmartHub will help you save time and money by managing your account anytime from anywhere. Here is a checklist to put you in control of your account from day one.

To register for SmartHub you will need an email address and your account number. You can find your account number on your bill or call our customer service team at **(520) 424-9021**.

REGISTER YOUR ACCOUNT IN SMARTHUB

You have two options when registering your account: SmartHub mobile app or web portal.

ACCESS THE MOBILE APP

- Open up the Apple or Google Play store or scan the QR code to the right.
- Search for "SmartHub" in the app store.
- Download and Install the SmartHub app on your mobile device.



ACCESS THE WEB PORTAL

- Visit our SmartHub support page at **ed3online.org/resources/smarthub** and click on the Register button.

*Find step-by-step instructions for how to register on our SmartHub support page at **ed3online.org/resources/smarthub**.*

AUTO PAY SIGN UP

Securely automate your monthly payments. Set it and forget it by signing up for Auto Pay in our new SmartHub payment system!

Find step-by-step instructions for how-to re-register for Auto Pay on our SmartHub support page at **ed3online.org/resources/smarthub**.

SET UP NOTIFICATIONS

Stay informed on important account events via email or text messages. Receive the information you need to make the right decisions about your account.

Find step-by-step instructions for how-to manage your contacts and activate notifications on our SmartHub support page at **ed3online.org/resources/smarthub**.

ACTIVATE PAPERLESS BILLING

What if you could save some time and a tree at the same time? Activate SmartHub paperless billing, an eco-friendly way to instantly access your bill.

Find step-by-step instructions for how-to activate paperless billing on our SmartHub support page at **ed3online.org/resources/smarthub**.

BOOKMARK OUR SUPPORT PAGE

We will be adding new features and information for how to get the most out of your SmartHub experience on our SmartHub support page.

Bookmark **ed3online.org/resources/smarthub** in your web or mobile internet browser.