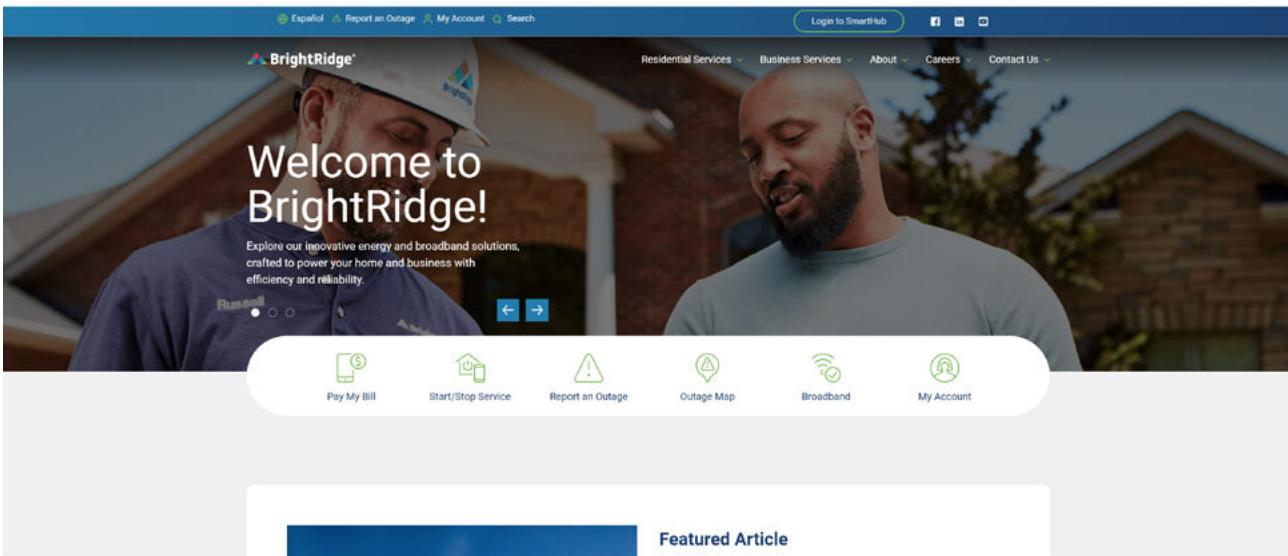


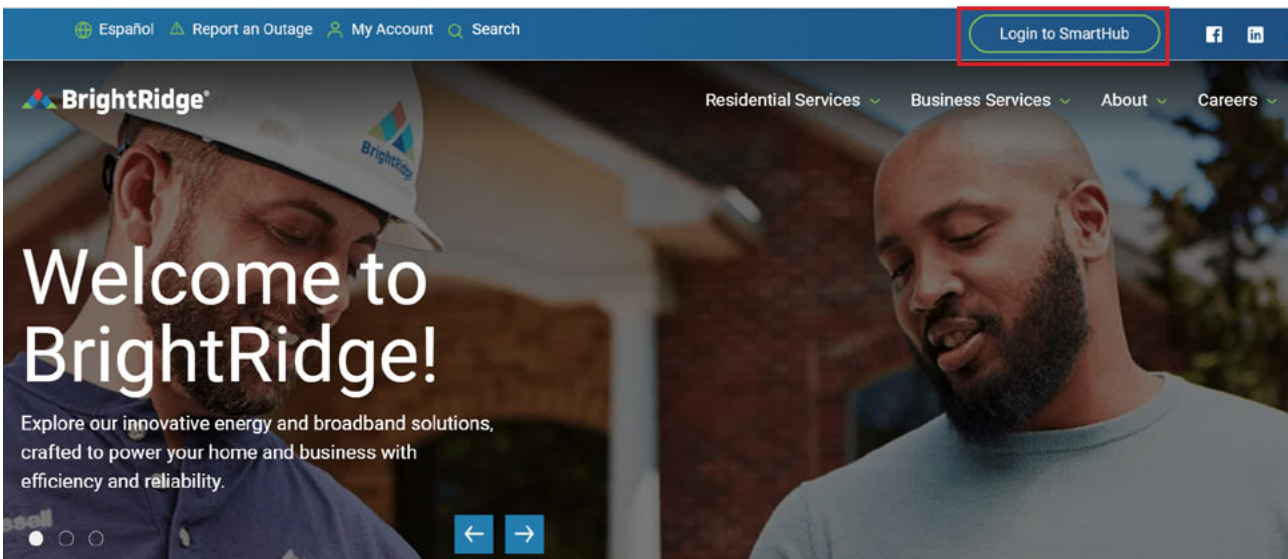


# Create A SmartHub Account

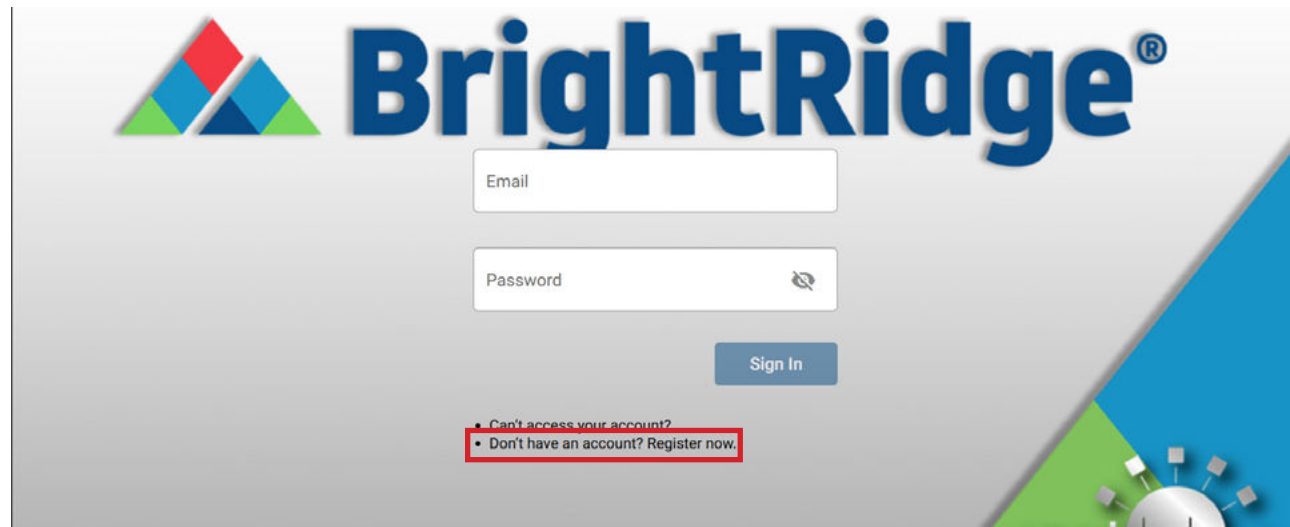
1. Visit our website at [BrightRidge.com](https://BrightRidge.com)



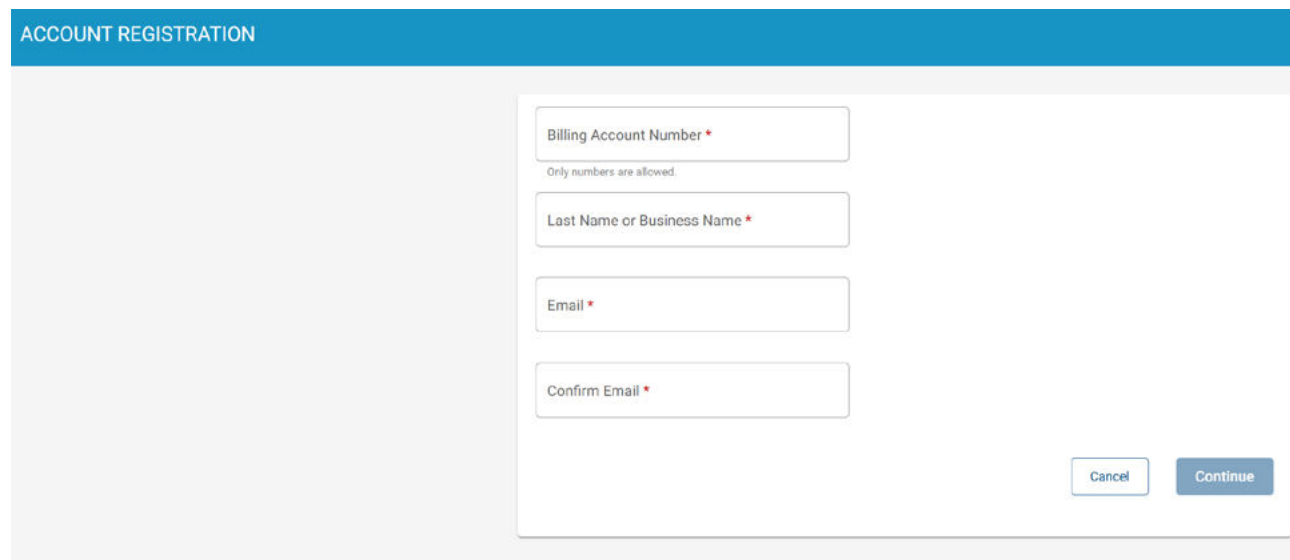
2. In the top right of the screen you will see a green oval with “Login to SmartHub”. Click here to start creating your account.



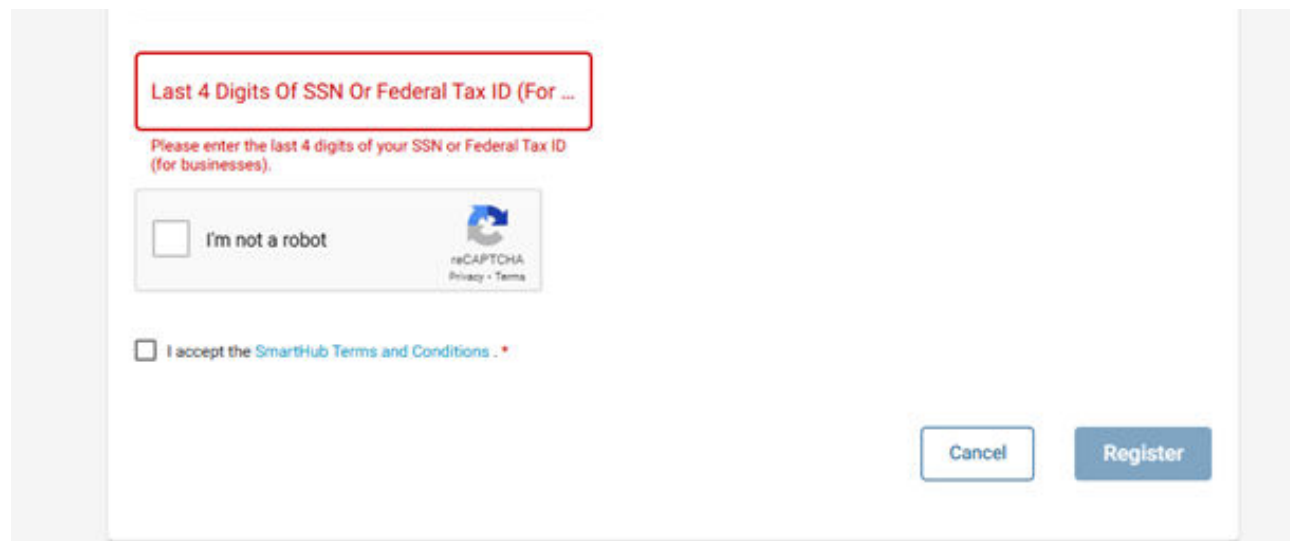
3. Click on the link “Don’t have an account? Register now.”



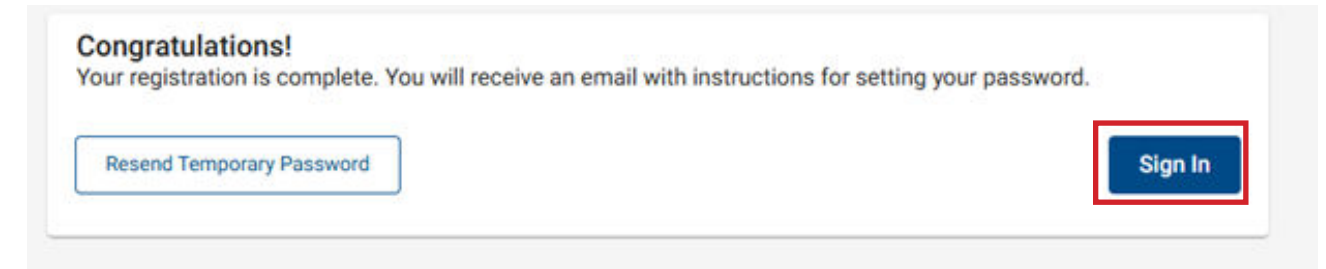
4. This will bring you to the Account Registration page. Enter your BrightRidge Billing Account Number, Last Name, and email address then click “Continue”.



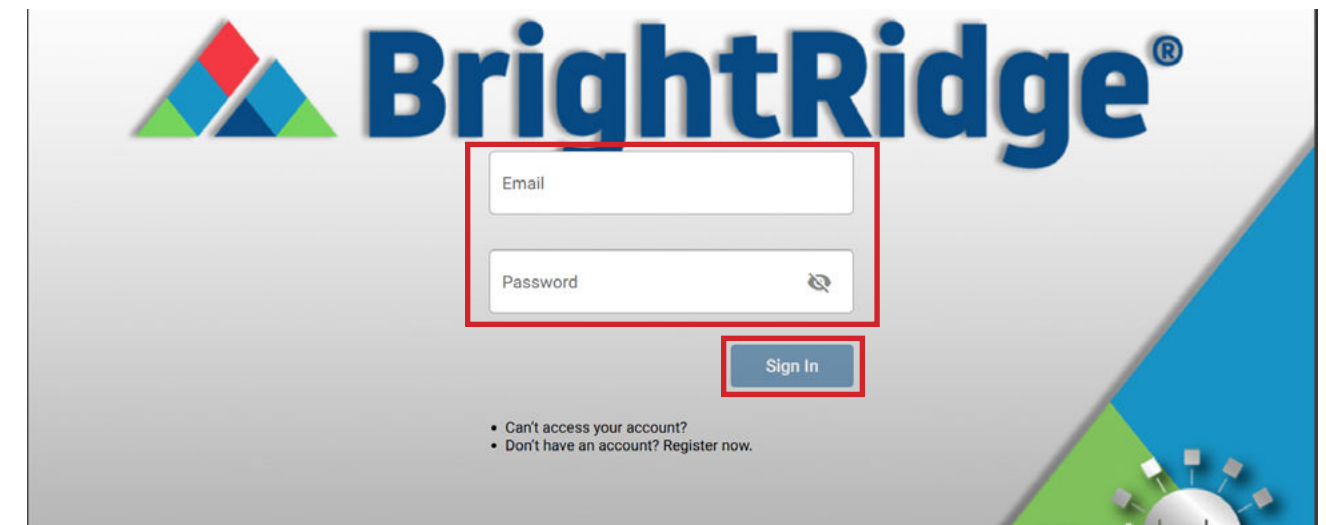
5. Enter the last 4 digits of your SSN. You must click on “I’m not a robot” and accept the terms and conditions before clicking “Register”.



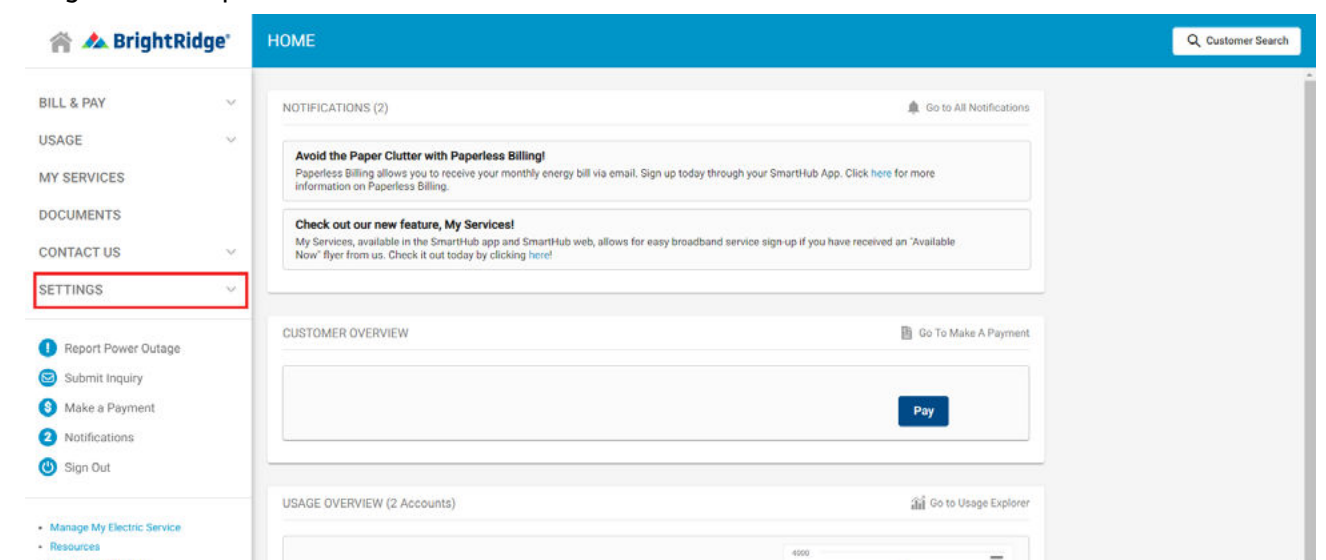
6. Your registration is now complete. You will receive an email with a temporary password that you must use the first time you sign in to your account. Once you receive your temporary password click “Sign In” or repeat steps 1 and 2 to access the login page.



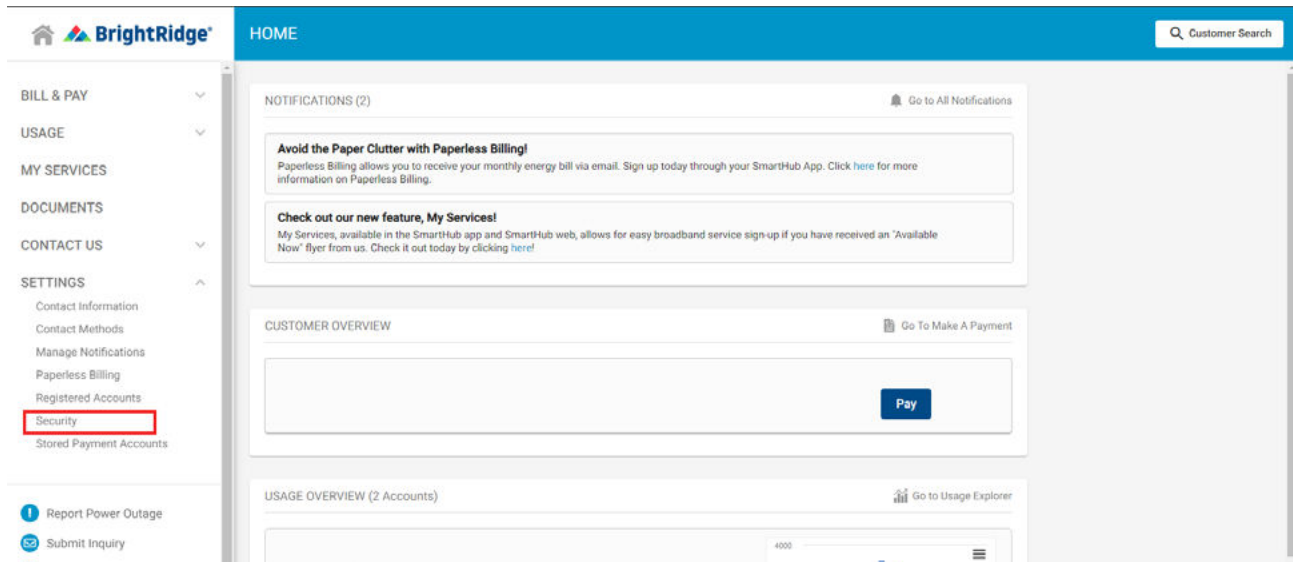
6. Enter your email and temporary password then click “Sign In” at the bottom right. You will be prompted to create a new password. Please keep in mind that the password is case sensitive.



7. Once you have finished creating a new password you will need to create a security phrase. Select Settings in the top left hand side of the screen.



## 8. Click Security.



9. Select the fourth tab labeled “Security Phrase”, enter a Security Phrase then click “Save”. You have now finished setting up your SmartHub login.

