

Go Paperless!

You can always call our office (660) 248-3311 and we can set your account up for paperless billing. To turn this option on through SmartHub follow the instructions below.

1. Log in to your SmartHub account. If you do not have a SmartHub account, follow [these](#) instructions to set one up.
2. Once logged in, click the “My Profile” tab in the blue ribbon at the top of the page.

The screenshot shows the Howard Electric Cooperative SmartHub homepage. The top navigation bar includes 'Home', 'Billing & Payments', 'My Profile' (circled in red), 'My Usage', and 'Contact Us'. Below the navigation bar, there are sections for 'Quick Links', 'View and Manage My Usage' (with a 'Start Now' button), 'Communication / Alerts', and 'Account Overview' (showing a balance of \$0.00).

3. Click the “Update My Printed Bill Settings” icon in the gray column on the left-hand side of the page.

The screenshot shows the 'My E-Mail Address & Password' settings page. The left-hand menu has several options, with 'Update My Printed Bill Settings' circled in red. The main content area includes a warning that this functionality is not available to customer service representatives and fields for 'Current E-Mail Address' and 'New E-Mail Address'.

4. Change the printed bill status from on to off. A pop up box will appear confirming the change. Click Yes.

The screenshot shows the 'Printed Bill Settings' page. The left-hand menu has 'Update My Printed Bill Settings' selected. The main content area shows a table with columns for 'Customer', 'Account', and 'Printed Bill Status'. The 'Printed Bill Status' is currently set to 'Off' and is circled in red.