



Southwest Mississippi  
Electric Power Association

## **SmartHub Registration Instructions**

### **Computer**

**05-24-2013**



Southwest Mississippi  
Electric Power Association

Enter e-mail address & password to login

E-Mail Address:

Password:

Login

[Can't access your account?](#)

**New User?** [Sign up to access our Self Service site.](#)

Version: 2.10



To access the Log In page go to - <https://southwestepa.smarthub.coop>

If you have never registered with smarthub you need to Click the **“New User? Sign up to access our Self Service Site”** Link.

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If you have already registered for SmartHub just enter your email address and password.



### New User Registration

To register as a new user, please enter the following information so that we may access your account.

Account Number:	<input type="text"/>
Last Name or Business Name:	<input type="text"/>
Last four digits of SSN or Federal Tax ID:	<input type="text"/>
E-Mail Address:	<input type="text"/>

You will need the following information to register.

Account Number

Last Name or Business Name

Last four digits of SSN or Federal Tax ID

Email Address.



### New User Registration

To register as a new user, please enter the following information so that we may access your account.

Account Number:	<input type="text" value="123456789"/>
Last Name or Business Name:	<input type="text" value="Doe"/>
Last four digits of SSN or Federal Tax ID:	<input type="text" value="1234"/>
E-Mail Address:	<input type="text" value="john.doe@gmail.com"/>



### New User Registration

To register as a new user, please enter the following information so that we may access your account.

Account Number:	<input type="text" value="123456789"/>
Last Name or Business Name:	<input type="text" value="Doe"/>
Last four digits of SSN or Federal Tax ID:	<input type="text" value="1234"/>
E-Mail Address:	<input type="text" value="john.doe@gmail.com"/>

The information you entered does not match our records.

If you get this response back then one of the fields you have entered is incorrect.

It could be that we do not have your SSN in our system. You cannot register without a SSN in our system.



### New User Registration

To register as a new user, please enter the following information so that we may access your account.

Account Number:	<input type="text" value="123456789"/>
Last Name or Business Name:	<input type="text" value="Doe"/>
Last four digits of SSN or Federal Tax ID:	<input type="text" value="1234"/>
E-Mail Address:	<input type="text" value="johndoe@gmail.com"/>

Please answer the following about the account that you are trying to register in order to protect you against identity theft.

Mailing ZIP Code:

Please select a Secret Hint Question to answer. We may ask you to answer this, if you forget your login credentials.

In what city did you meet your spouse/significant other?

Please type the characters you see in the picture below.



At this screen you need to enter your mailing zip code and answer one of the secret hint questions.

You will also need to enter the characters in the picture box.

After this step the system will email you a temporary password. The email will be coming from [courier-no-reply@smarthub.coop](mailto:courier-no-reply@smarthub.coop). If you do not receive the email in a few minutes then you will need to check your spam and junk folders.

Click the **“Log In”** link inside the email to launch the login screen again.

You will need to enter your email address and the temporary password you just received.



**Please change your password**

E-Mail Address:

southerland@swepa.coop

New Password:

[Password Strength:](#)

6-character minimum; 10-character maximum; must include both letters and numbers; may include special characters.

Confirm Password:

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As soon as you log in you will be able to change your password.

After this step you are now registered and ready to use SmartHub.