<u>Registering for E-Billing</u>

Thank you for choosing to register your account on-line and receive paperless billing. Below is a step-by-step guide that will only take a few minutes.

Step 1:Go to the PUC website at <u>www.ssmpuc.com and under MY ACCOUNT</u> click Register.
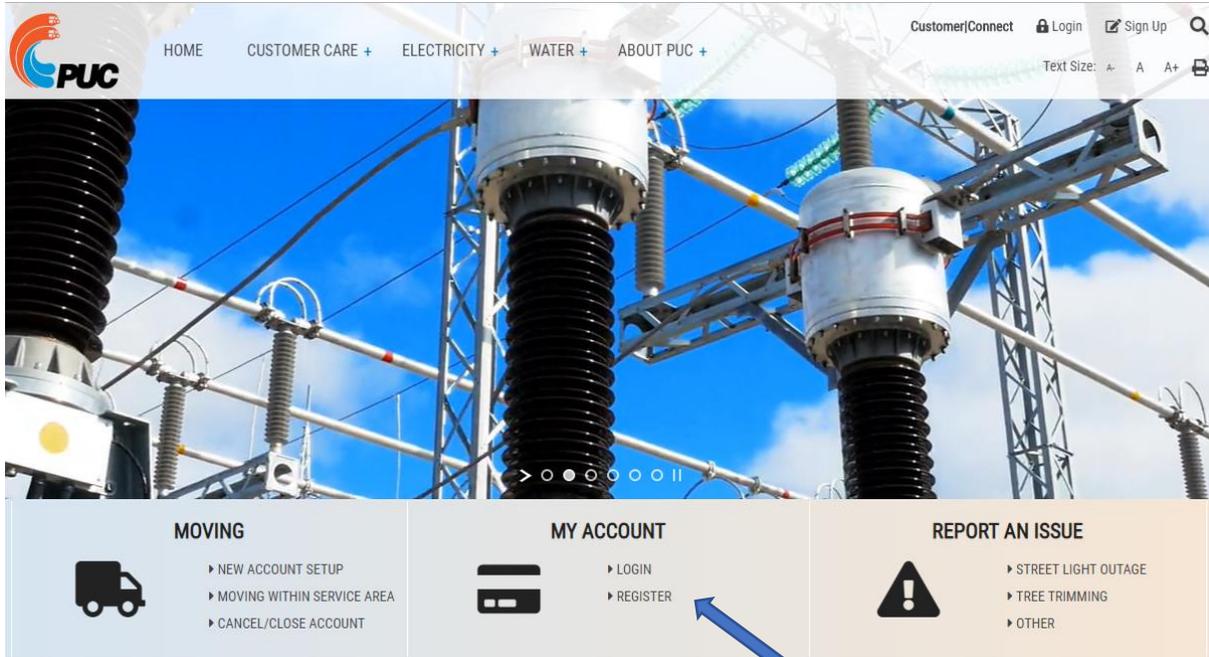
Click Here

Step 2: Enter the required information in the registration form as shown below. You can find your PUC account number using your most recent bill. Please note: Password must contain a minimum of 7 Characters and 1 Digit. Once completed click **Register.**

Welcome

CustomerConnect is a new product that allows users to track TOU and consumption data. In order to access this new tool, users must register a new account. Please enter all the required information for your new account and click 'Register'. An activation link will then be sent to your email account. To complete the registration process and activate your new account, please read this email and follow its instructions. If you do not receive the activation email message please check your junk or spam folders.

Registration Form

Account # *	[ ] - * [ ] ❓
Username *	[ ] ❓
Email *	[ ] ❓
Confirm Email *	[ ]
New Password *	[ ] ❓
Password Strength	No password entered
Confirm Password *	[ ]
Security Question *	Please select a question ▼
Answer *	[ ] ❓

The following information is used to verify that you are the rightful owner of this account.

Mailing Zip/Postal Code *	[ ] ❓

Cancel   Register

Step 3: You will then receive a successful registration message as shown below and an email confirmation to activate your account.

You have successfully registered for a new account. You must now activate your account via the email confirmation that was sent to you. Please read that email and follow its instructions.

Step 4: Go to your email account and open the email from PUC (see sample email below). If you do not see the email please check your junk mail folder. Click on the activation link.

If the link does not work, you may need to copy the link (highlighted in blue) and paste it into your web browser. This can be done by using your mouse to highlight the link, right click and choose copy. Go to your browser address bar, position the mouse in the browser bar and right click your mouse and select paste. Hit enter.

Sample Email:

From: "no-reply@ssmpuc.com" <no-reply@ssmpuc.com>
Date: May 16, 2019 at 9:53:02 AM EDT
To:
Subject: PUC Services CustomerConnect Account Activation

To activate your new PUC Services CustomerConnect account, please click the following link (or copy and paste the link into your browser address bar):

https://cc-ssm.ssmpuc.com/CC/connect/registration/ActivateAccountController.xml?token=d8aeb998-84e2-4993-be9f-aaefef849857

Step 5: Login to your new Customer Connect account. You will be on the home page that shows the Electrical Usage Report as well as your customer information (Name, Account Balance, Etc..)

Step 6: To select Paperless Billing click on Billing and select E Bill. The following screen will be shown, and you can select Paperless Billing and then SUBMIT
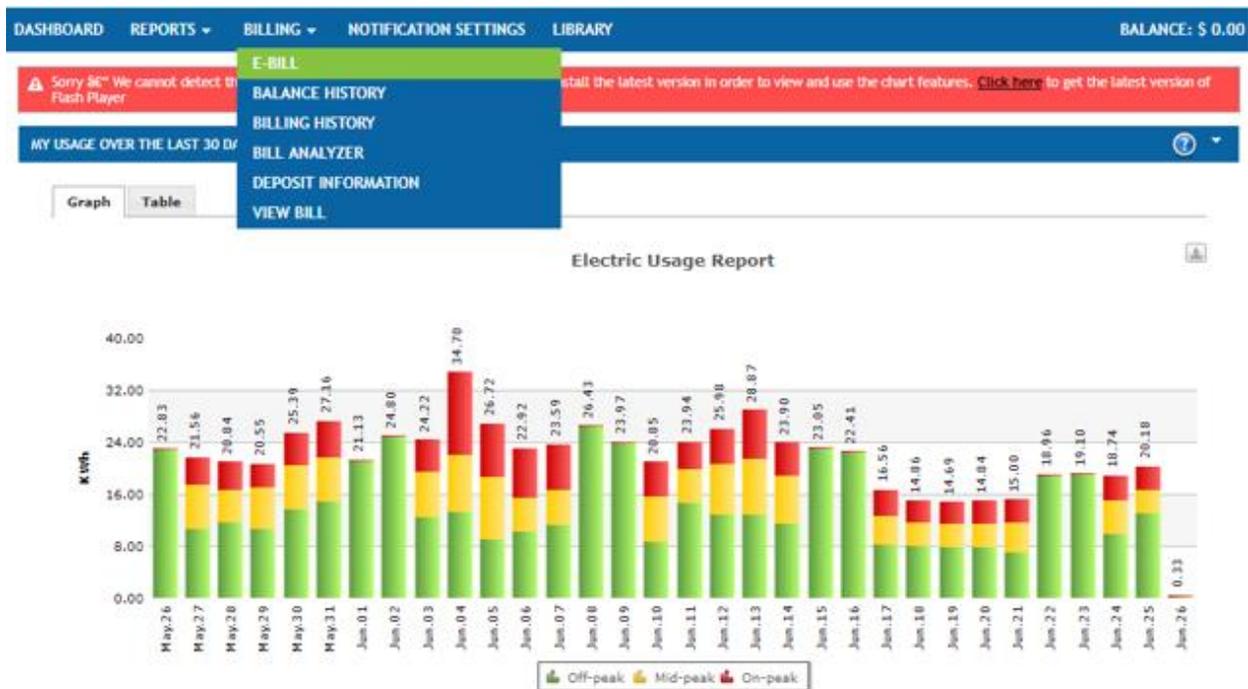
☑ You are currently enrolled to receive paperless billing

Paperless Billing	Paper Billing
You will receive monthly email notifications sent to ▇▇▇▇▇▇ advising you that your bill is ready	Your bills will be mailed to your mailing address each month
◉	○

Select a billing option above.

Submit

Please note that you will receive another email from PUC confirming that you have successfully subscribed to E Billing.

Sample Email:

From: "no-reply@ssmpuc.com" <no-reply@ssmpuc.com>
Date: May 16, 2019 at 9:57:21 AM EDT
To:
Subject: PUC Services E-Billing Subscription

You have successfully subscribed to E-Billing. Every month you will receive an email notifying you that your bill is available for online viewing.

Thank you for choosing paperless billing.