# DESKTOP WEB PORTAL
## AUTO PAY ENROLLMENT

### STEP 1

Visit **SELCO.ShrewsburyMA.gov/smarthub** and click "**Register**". Your billing account # can be found on your paper bill. Enter the required information and click "**Continue**".

### STEP 2

On the next screen, enter your zip code and choose a **"Hint Question"**, then enter your answer. Click **"I'm not a robot"** & **"I accept the Terms & Conditions"** and then click **"Register"**.

### STEP 3

Check your email and open the email from SELCO SmartHub to verify your account.

### STEP 4

Create a new password and click **"Save"**.

### STEP 5

You will be redirected and asked to enroll in paperless billing. Please note if you were enrolled in paperless in our prior system, you will have to re-enroll in SmartHub. Choose your option for paperless billing.

📍 **100 Maple Ave**

📞 **CUSTOMER SERVICE**
**508-841-8500**

☎ **SELCO HELPDESK**
**508-841-8572**

🔗 **SELCO.ShrewsburyMA.gov**

## STEP 6

The next screen will ask for a security phrase. Enter your security phrase and click "**Save**".

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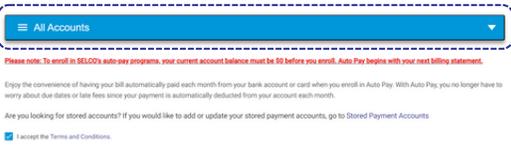
## STEP 7

Now, you should officially be registered for your account. To sign up for AutoPay, click on **BILL & PAY** on the left of the screen. Then, choose "**Auto Pay Program**".
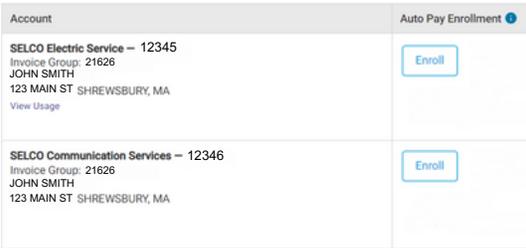
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## STEP 8

Click the ☰ icon and select "**Show All Accounts**". Select "**I accept the Terms and Conditions**".

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## STEP 9

Click "**Enroll**" for the account you want to enroll in Auto Pay.
*See note below

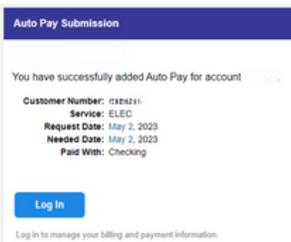............................................................

## STEP 10

Choose to enroll in Auto-pay with a **Credit Card** or **Bank Account**. Enter your payment account information, click "**I Agree**", and then "**Accept**".

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## STEP 11

The next screen will state "Update Successful" and you will receive confirmation emails stating that you have successfully enrolled in Auto Pay.

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**PLEASE NOTE:** You will have to REPEAT steps 9 through 11 to add additonal accounts (electric is separate from communications (TV, Phone & Internet) but you will not have to enter your banking information again if paying with the same account.)