

## On Line SmartHub Instructions for Education Round-Up

Log In to On Line SmartHub - You can use the SmartHub Button on the Tongue River Electric Website Home Page.

[www.tongueriverelectric.com](http://www.tongueriverelectric.com)

The screenshot shows the Tongue River Electric SmartHub website. At the top left is the logo for Tongue River Electric Cooperative, Inc., established in 1946. The navigation bar includes Home, Billing & Payments, My Profile, My Usage, Notifications, and Contact Us. A dropdown menu for 'Billing & Payments' is open, showing options like 'Pay My Bill', 'Manage My Usage', and 'Tongue River Electric Education Round-Up'. The 'My Usage' section features a 'Manage My Usage' tool with a line graph and key features for analyzing usage trends. The 'Account Overview' section shows a 'TRECO' account with a next due date of 04/15/2018 and a total due amount of \$0.00. Below this is a table of account details.

Account	Date Due	Amount	
Tongue River Electric Coop 9999904	04/15/2018 View Bill >	\$0.00	Pay Account >
Tongue River Electric Coop 9999906	04/15/2018 View Bill >	\$0.00	Pay Account >
Tongue River Electric Coop 9999907	04/15/2018 View Bill >	\$0.00	Pay Account >
Tongue River Electric Coop 9999910	04/15/2018 View Bill >	\$0.00	Pay Account >

Under Billing & Payments drop down, click on Tongue River Electric Education Round-Up

The screenshot shows a web browser window displaying the Tongue River Electric Cooperative (TREC) website. The browser's address bar shows the URL: <https://tongueriverelectric.smarthub.coop/#roundup:VVNFUI9JRdp0YXJ5aGFuc29uQHJhbmdld2VlLm5ldDo=IY3VzdE5hbWU9VFJFQ08mYWVjE5icj0w>. The website header features the TREC logo, which includes a stylized utility pole and the text "Tongue River Electric Cooperative, Inc. Est. 1946". Navigation links for "Log Out", "Help", and "Pay Now" are visible in the top right corner.

The main navigation menu is a dark green bar with the following items: Home, Billing & Payments, My Profile, My Usage, Notifications, Contact Us, and a link "Have a Question? Get Help." on the right. A left-hand sidebar menu lists: Billing & Payments, Billing History, Payment History, Auto Pay Program, and Tongue River Electric Education Round-Up (which is highlighted).

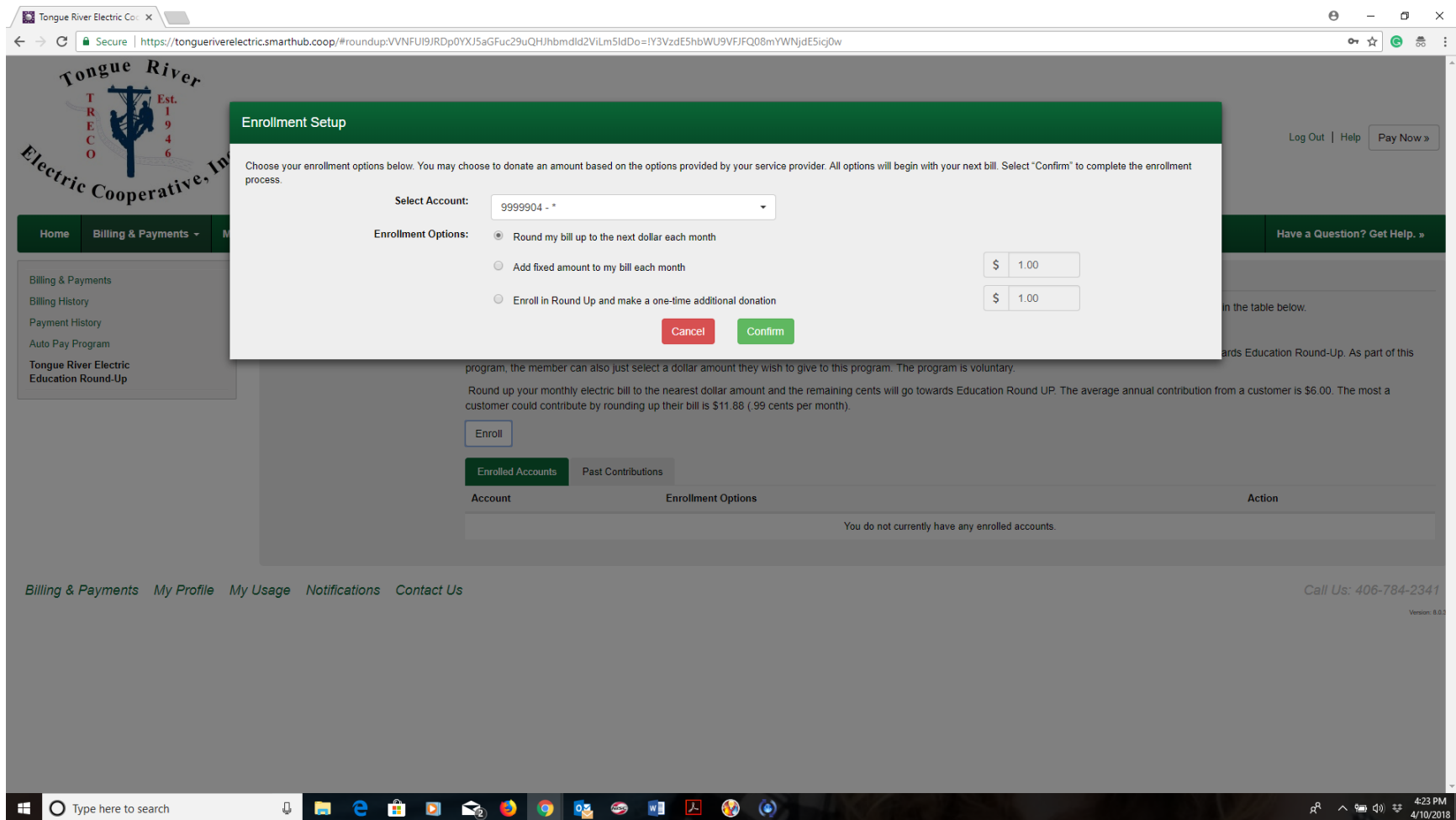
The main content area is titled "Tongue River Electric Education Round-Up" and includes a sub-header "TREC". The text explains the program: "If your account is eligible for participation in Education Round-Up, a button to enroll is displayed below. You will easily be able to view any contributions you make in the table below. Education Round Up is a program that will go to the education scholarships offered by Tongue River Electric and its members. A Tongue River Electric Cooperative members can choose to have their monthly electric bills rounded up to the nearest dollar, with the exceeding cents going towards Education Round-Up. As part of this program, the member can also just select a dollar amount they wish to give to this program. The program is voluntary. Round up your monthly electric bill to the nearest dollar amount and the remaining cents will go towards Education Round Up. The average annual contribution from a customer is \$6.00. The most a customer could contribute by rounding up their bill is \$11.88 (.99 cents per month)." Below this text is an "Enroll" button.

Below the "Enroll" button are two tabs: "Enrolled Accounts" (which is active) and "Past Contributions". Under the "Enrolled Accounts" tab, there is a table with the following structure:

Account	Enrollment Options	Action
You do not currently have any enrolled accounts.		

At the bottom of the page, there are links for "Billing & Payments", "My Profile", "My Usage", "Notifications", and "Contact Us". On the right side, there is a phone number "Call Us: 406-784-2341" and a version number "Version: 8.0.3". The Windows taskbar at the bottom shows the time as 4:19 PM on 4/10/2018.

Click on Enroll



1) Select Account

2) Select Enrolment Options

3) Click the Confirm Button