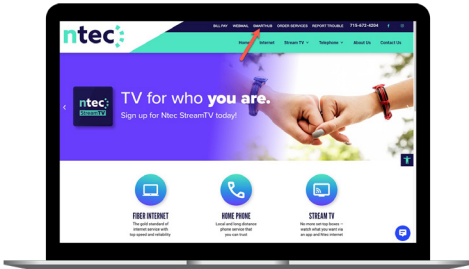
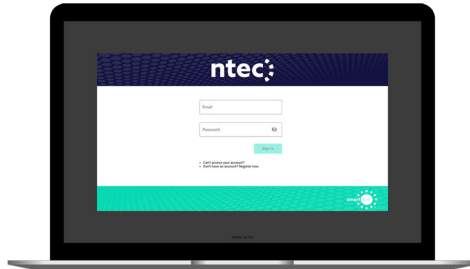


STEP 1



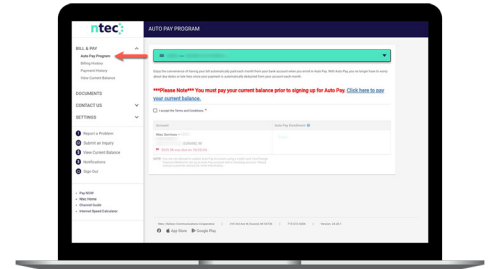
Click on the **SmartHub** menu on our website.

STEP 2



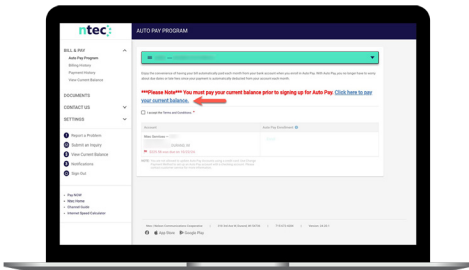
Sign in to your account using your email address and password you set up during registration.

STEP 3



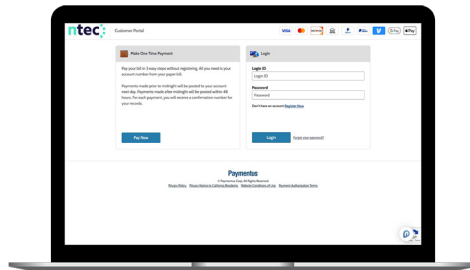
On the SmartHub home screen click on the **Bill & Pay** menu on the left and then click on the **Auto Pay Program** sub-menu.

STEP 4



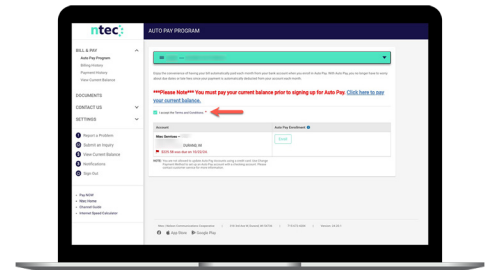
If you have a current balance, you will be asked to pay off that balance before signing up. Click on the link to complete that process.

STEP 5



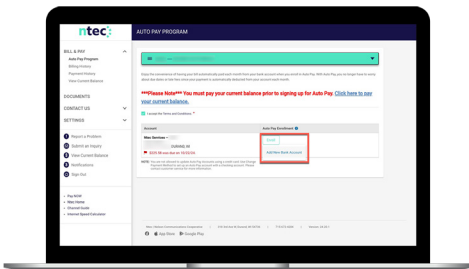
The link will take you to our Paymentus payment portal to pay off your balance.

STEP 6



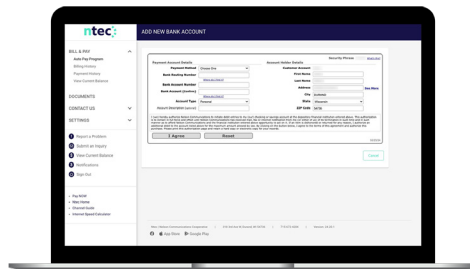
Next, return to our web portal and check the **Terms & Conditions** box to activate the Enroll button.

STEP 7



Click on the **Enroll** button and select the **Add New Bank Account** link.

STEP 8



Follow the prompts on the next screen to finish the process.