

How To Set Up Auto Pay (web portal)

STEP 1



Click on the SmartHub menu on our website.





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

STEP 3

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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

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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

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

STEP 7

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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.

