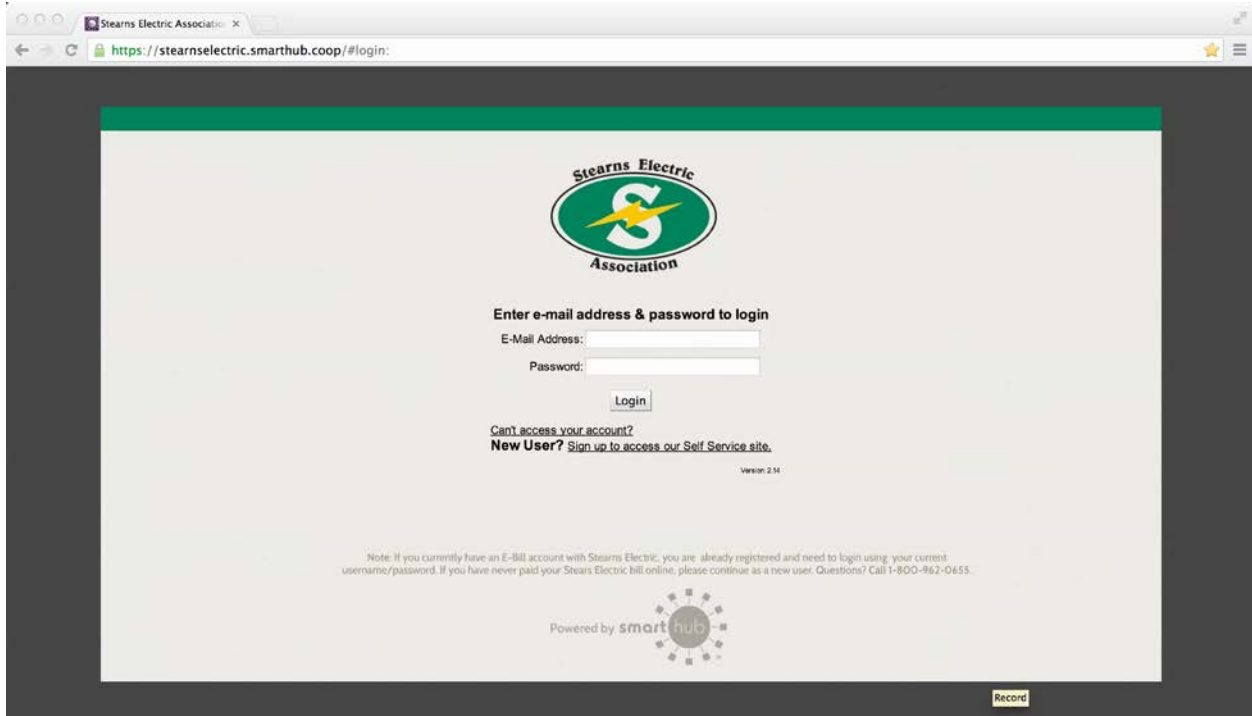


SmartHub Web: How to Make One-Time Payment

- 1.) Go to Stearns Electric Associations website at www.stearnselectric.org
- 2.) Click on [SmartHub](#) under Quick Links
- 3.) Enter “**E-Mail Address**” you used to signup for SmartHub
- 4.) Enter “**Password**” you used to signup for SmartHub



The screenshot shows a web browser window with the address bar displaying <https://stearnselectric.smarthub.coop/#login>. The page features the Stearns Electric Association logo at the top center, which consists of a green circle with a white 'S' and a yellow lightning bolt. Below the logo, the text "Enter e-mail address & password to login" is displayed. There are two input fields: "E-Mail Address:" and "Password:". A "Login" button is positioned below the password field. Below the login fields, there are links for "Can't access your account?" and "New User? Sign up to access our Self Service site." At the bottom of the page, there is a "Powered by smart hub" logo and a "Record" button in the bottom right corner.

- 5.) Click the “**Login**” button

6.) Click "Billing & Payments"

The screenshot shows the Stearns Electric Association website. The top navigation bar includes 'Home', 'Billing & Payments', 'My Profile', 'My Usage', 'Notifications', and 'Contact Us'. The main content area is titled 'Billing & Payments' and features a 'Select/Unselect All' checkbox. Below this, the account name 'STEARNS ELECTRIC ASSOCIATION' is displayed. The 'Date Due' is 02/25/2014, and the 'Total Due' is shown as '\$'. The 'Make a Payment' section includes a 'Pay Now' button. A right sidebar contains instructions for 'Pay Full Balance Due' and 'New Payment Method'.

- 7.) Select "Total Due" to pay in full, or select "Other Amt" and enter amount into Make Payment field to make a partial payment.
- 8.) Click "Pay Now" button
- 9.) Payment Option, click on either "Pay with a new Credit Card or Debit Card" or "Pay with a new Bank Account"

The screenshot shows the Stearns Electric Association website. The top navigation bar includes 'Home', 'Billing & Payments', 'My Profile', 'My Usage', 'Notifications', and 'Contact Us'. The main content area is titled 'Accounts' and features a 'Payment' section with a '\$' symbol. Below this, the 'Payment Options' section includes radio buttons for 'Pay with a new Credit or Debit Card' and 'Pay with a new Bank Account'. A 'Make Payment' button is visible at the bottom. A right sidebar contains instructions for 'The Payment screen allows you to make a payment using a stored account or with a new account' and 'Choose How You Want To Pay And Make A Payment'.

- 10.) Click "Make Payment>>" button

- 11.) Enter appropriate payment information in one of the following screens depending upon payment option you selected.

If you selected Payment Option of **"Pay with a new Credit Card or Debit Card"** the following dialog box will pop-up for payment verification.

- Verify that the Security Phrase located in the top right corner of the dialog box is yours
- All * fields are required and the top section will default to your account information
- Select Card Type (MASTER CARD, VISA, DISCOVER)
- Enter Card Number
- Select Exp. Date (Month & Year)
- Enter Card Verification Code
- If you would like to use this card information for future one-time payments, check the "Save this card for future payments" check box and the next time you make a payment under Payment Options you can select "Pay with a Stored Account" and select the Stored Account you wish to make payment with.
- Click on "Continue" button
- Please confirm payment information and click the "Submit" button. If all information has been entered without errors, a confirmation dialog box will appear displaying the payment was approved.
- Click "Close X" button

k. You will receive confirmation of payment via email (you can enable SMS text message in SmartHub Notifications) and a Receipt Request dialog box will appear where you can click "Print Receipt" button if you would like a paper copy of your receipt or if you want to send a copy of receipt to an alternate email address you can enter an alternate "Email address" and click the "E-Mail Receipt" button. Click the "Close X" button.

If you selected Payment Option of "Pay with a new Bank Account" the following dialog box will pop-up for payment verification.

The screenshot shows a dialog box titled "Check Payment" with a "Close X" button in the top right corner. The form contains the following fields and options:

- Total Payment Amount:** Text input field with an asterisk (*).
- Security Phrase:** [What's this?](#) MySEA-Passphrase
- First Name:** Text input field with an asterisk (*).
- Last Name:** Text input field with an asterisk (*).
- Company Name:** Text input field.
- Address:** Text input field with an asterisk (*).
- Address Line 2:** Text input field.
- City:** Text input field with an asterisk (*).
- State:** Dropdown menu showing "Minnesota" with an asterisk (*).
- Zip Code:** Text input field with an asterisk (*).
- Routing Number:** Text input field with an asterisk (*). Below the field is a link: [Where do I find it?](#)
- Account Number:** Text input field with an asterisk (*). Below the field is a link: [Where do I find it?](#)
- Account Number (confirm):** Text input field with an asterisk (*). To the right of the field is the text "RE-ENTER" in red.
- Account Type:** Dropdown menu showing "Choose One" with an asterisk (*). Below the field is a link: [Where do I find it?](#)
- Save this account for future payments:** A checkbox that is currently unchecked.

At the bottom of the dialog box, there is a note: "Fields marked with a '*' are required." Below this note are two buttons: "Continue" and "Reset". In the bottom right corner, the date "2/13/14" is displayed.

- Verify that the Security Phrase located in the top right corner of the dialog box is yours
- All * fields are required and the top section will default to your account information
- Enter the Routing Number, Account Number, re-enter Account Number to confirm
- Select the Account Type from the dropdown list (Personal Checking, Business Checking, Personal Savings, Business Savings)
- If you would like to use this account information for future one-time payments, check the 'Save this account for future payments' check box and the next time you make a

payment under Payment Options you can select "Pay with a Stored Account" and select the Stored Account you wish to make payment with.

- f. Click the "Continue" button
- g. Please confirm payment information and click the "Submit" button. If all information has been entered without errors, a confirmation dialog box will appear displaying the payment was approved
- h. Click "Close X" button
- i. You will receive confirmation of payment via email (you can enable SMS text message in SmartHub Notifications) and a Receipt Request dialog box will appear where you can click "Print Receipt" button if you would like a paper copy of your receipt or if you want to send a copy of receipt to an alternate email address you can enter an alternate "Email address" and click the "E-Mail Receipt" button. Click the "Close X" button.

12.) After you have completed making your payment you will be returned to SmartHub screen where you can manage other aspects of your account or you can click on "Log Out"