SMARTHUB: HOW TO SETUP AUTOPAY (recurring payments)


2. On the homepage, under “SmartHub Login,” enter the E-mail address you used to sign up for SmartHub.
3. Enter the Password you used to sign up for Smart Hub.
4. Click the “Login” button.
5. Once you are in the SmartHub portal, select “Billing & Payments.”
6. Select “Auto Pay Program.”

9. Once you hit “Accept”, you will enter your Auto Pay information (either card number or banking account information).

**FOR CARD SETUP:**
- Verify that the “Security Phrase” in the upper right hand corner is correct for your account.
- **Enter the Payment Card Details.**
- Verify the Cardholder Details are correct.
- Once everything is entered, select “Continue.”

![Card Setup Image]

**FOR BANK ACCOUNT SETUP:**
- Verify that the “Security Phrase” in the upper right hand corner is correct for your account.
- **Enter the Payment Account Details.**
- You must complete the “Electronic Signature” fields using your e-mail address and password for your SmartHub account.
- Verify the Account Holder Details are correct.
- Once everything is entered, select “Continue.”

![Bank Account Setup Image]

10. After you select “Continue”, you will receive a Confirmation screen. Select “Close.”
11. Once you have completed signing up for Auto Pay, you will return to the “Auto Pay Program” screen. From here, you can navigate the SmartHub portal to manage other aspects of your account. You can also “Log Out.”