SMARTHUB: HOW TO MAKE A ONE-TIME PAYMENT


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 “Total Due” to pay in full, or select “Other Amount” and enter the amount you’d like to pay under “Make a Payment.”

7. Click the “Pay Now” button.
8. On the next screen, click “Continue.”
9. Select your payment method. You can choose to “Pay with a Stored Payment Account,” “Pay with a new Card,” or “Pay with a new Bank Account.” Once you have determined payment type, select “Continue.”

10. Enter the appropriate payment information in one of the following screens, depending on which payment option you selected.

   If you selected the Payment Option “Pay with a Stored Payment Account,” the following dialog box will pop-up for payment verification.

   a. Confirm that your information is accurate.
   b. Click “Submit.”

      Please note, once you hit “Submit,” your payment will be processed. A “Payment Confirmation” screen will appear.

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If you selected the Payment Option “Pay with a new Card,” the following dialog box will pop-up for payment verification.

a. All fields are required. The Name and Address will default to your account information.
b. Fill in Card Number.
c. Select Expire Date.
d. Enter Card Verification Code.
e. If you would like to use this card information for future payments, select “Save This Card.” Next time you log in to make a payment, your credit card information will come up under “Pay With a Stored Payment Account.”
f. Confirm the Cardholder Name, Address, City, State and Zip Code.
g. Select “Continue.”
h. Confirm your payment information is correct and select “Submit.”

Please note, once you hit “Submit,” your payment will be processed. A “Payment Confirmation” screen will appear.

If you selected the Payment Option “Pay with a New Bank Account,” the following dialog box will pop-up for payment verification.

a. All fields are required. The Name and Address will default to your account information.
b. Select Payment Method.
c. Fill in Bank Routing Number and Bank Account Number.
d. Confirm the Bank Account Number.
e. If you would like to use this account for future payments, select “Save This Account.” Next time you log in to make a payment, your account information will come up under “Pay With a Stored Payment Account.”
f. Confirm the Account Name, Address, City, State and Zip Code.
g. Select “Continue.”
h. Confirm your payment information is correct and select “Submit.”

*Please note, once you hit “Submit,” your payment will be processed. A “Payment Confirmation” screen will appear.*

11. After you have completed making your payment, you will be returned to the SmartHub Home Screen.
12. If you have signed up for email communication via SmartHub, you will receive a confirmation of payment to your email address.