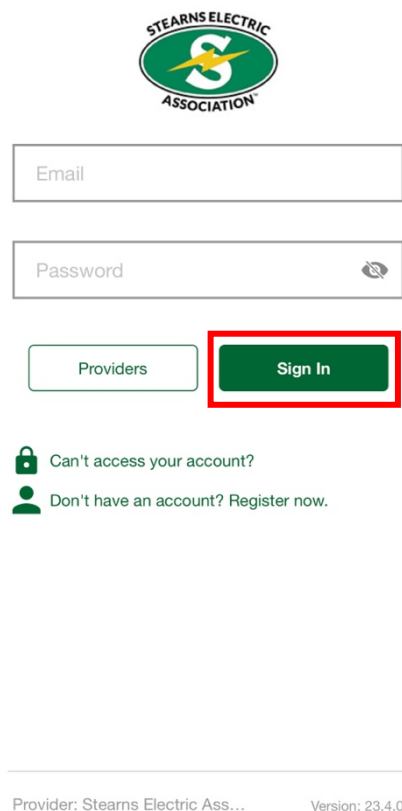


# SMARTHUB MOBILE: MAKE A ONE-TIME PAYMENT

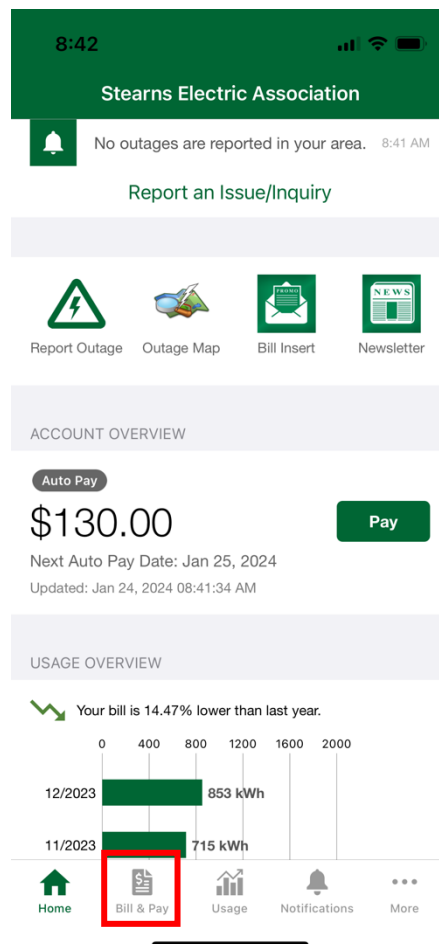
*These instructions will help you make a one-time payment on your account using SmartHub on a mobile device. Please see the SmartHub Web: Make a One-Time Payment document to make a one-time payment using SmartHub via a web browser.*

*You must have already created a SmartHub Account to make a one-time payment via SmartHub. An email address and your Stearns Electric Association account number is required to set up a SmartHub account. You can view instructions for creating a SmartHub Account at [stearnslectric.org](http://stearnslectric.org) > Account Services > My Account > Account Log In.*



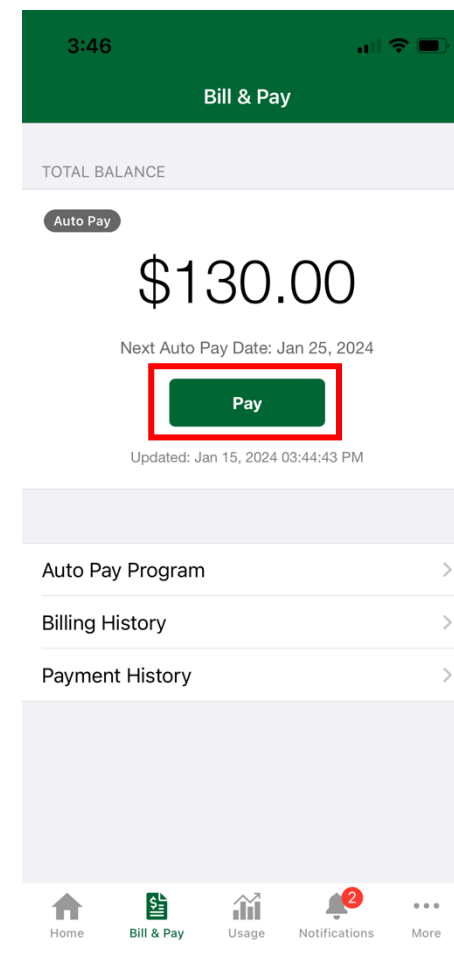
The login screen features the Stearns Electric Association logo at the top. Below it are input fields for 'Email' and 'Password'. A 'Sign In' button is highlighted with a red border. There are also links for 'Providers', 'Can't access your account?', and 'Don't have an account? Register now.' at the bottom.

**Log into SmartHub on your mobile app** using your email address and password.



The account overview screen shows the user's current balance of \$130.00 and the next auto pay date of Jan 25, 2024. A 'Pay' button is visible. Below this is a 'USAGE OVERVIEW' section with a bar chart showing usage for 11/2023 (715 kWh) and 12/2023 (853 kWh). The 'Bill & Pay' option in the bottom navigation bar is highlighted with a red border.

Select "Bill & Pay."



The 'Bill & Pay' screen displays the total balance of \$130.00 and the next auto pay date of Jan 25, 2024. A 'Pay' button is highlighted with a red border. Below this are links for 'Auto Pay Program', 'Billing History', and 'Payment History'. The bottom navigation bar shows the 'Bill & Pay' icon.

Select "Pay."



3:46

< Bill & Pay Payment Details

PAYMENT SUMMARY

Account: 000000000

Account Balance: \$130.00

Total Due: \$130.00

CHOOSE PAYMENT AMOUNT

Total Due Amount: \$130.00 ✓

Payment Amount: \$130.00

CHOOSE PAYMENT METHOD

Bank Account Checking  
\*\*\*\*  
home account

Add New

Home Bill & Pay Usage Notifications More

**Verify the Account, "Payment Amount," and then "Choose Payment Method."**

*(If you need to add a new payment method, follow instructions on page 3.)*

3:46

< Back Review Payment

PAYMENT SUMMARY

Account: 000000000

Account Balances: \$130.00

Total Due: \$130.00

Total Payment: \$130.00

AGREE & PAY

Checking Account: \*\*\*\*

I authorize Stearns Electric Association to electronically debit the listed account for the amount of this purchase on the date selected. If this item is dishonored or returned for any reason, I authorize an additional debit to the listed account for the maximum amount allowed by law. By continuing, I agree to these terms and authorize this purchase.

Please print this screen or capture a screenshot for your records.

Cancel Pay

Home Bill & Pay Usage Notifications More

**Verify Total Payment and select "Pay."**



3:46

< Bill & Pay Payment Details

PAYMENT SUMMARY

Account: 000000000

Account Balance: \$130.00

Total Due: \$130.00

CHOOSE PAYMENT AMOUNT

Total Due Amount: \$130.00 ✓

Payment Amount: \$130.00

CHOOSE PAYMENT METHOD

Bank Account Checking \*\*\*\* home account

Bank Account Checking \*\*\*\* home account

Home Bill & Pay Usage Notifications More

To add a new payment method, click **"Add New."**

9:26

< Select Payment Method Type

Card Bank Account

Home Bill & Pay Usage Notifications More

Select your type of payment (**"Card"** or **"Bank Account."**)

9:29

< Back Add Card Continue

BILLING ADDRESS

First Name First Name

Last Name Last Name

Address Address

Address 2

City City

State MN

ZIP Code Zip Code

CARD DETAILS

Home Bill & Pay Usage Notifications More

**Verify your personal information.**

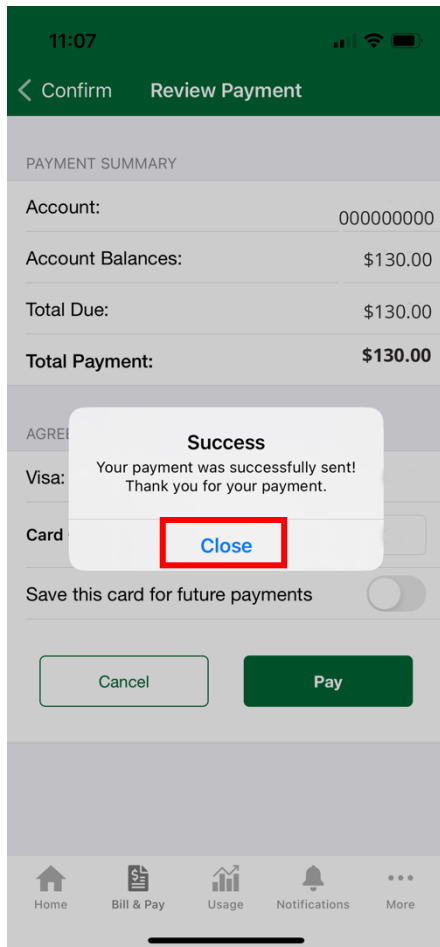


Scroll down to **fill in bank account or credit card details**. Select **"Continue"** at the top of the screen.

Confirm the information is correct, then select **"Continue"** at the top.

Review your payment information. *If paying with a card, type in "Card CVV Code."* Select **"Pay."**





You will get a success screen. Select **"Close."**

