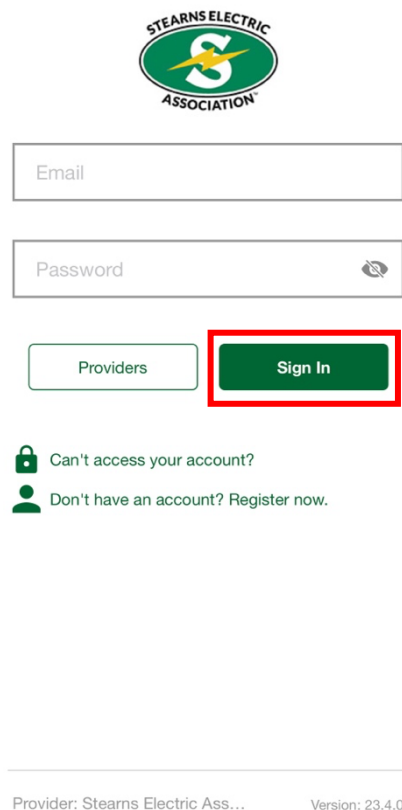


# SMARTHUB MOBILE: SET UP AUTOPAY

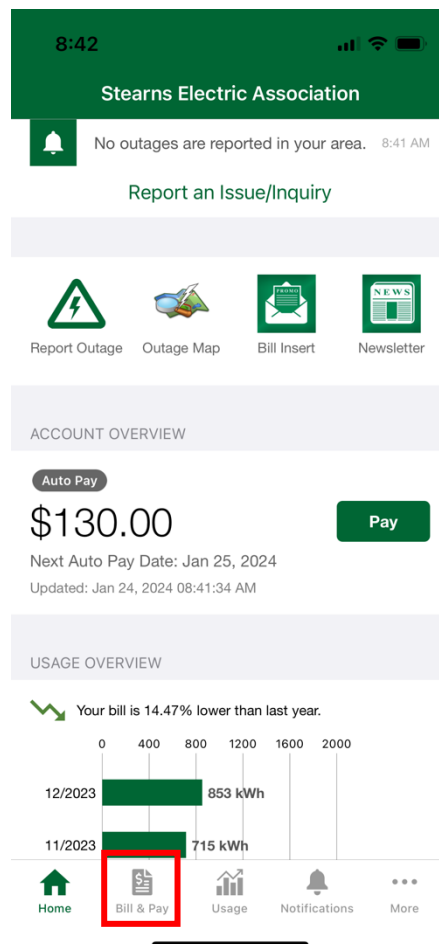
*These instructions will help you sign up for AutoPay using SmartHub on a mobile device. Please see the SmartHub Web: Set-up AutoPay document to sign up for SmartHub via a web browser.*

*You must have already created a SmartHub Account to sign up for AutoPay 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.*



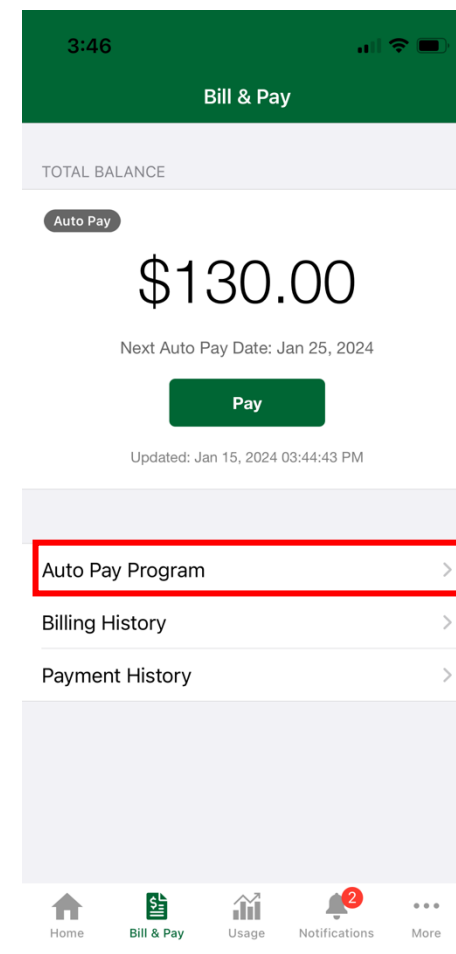
The login screen for the SmartHub mobile app. At the top is the Stearns Electric Association logo. Below it are two input fields: 'Email' and 'Password'. A red rectangle highlights the 'Sign In' button. Below the buttons are two links: 'Can't access your account?' and 'Don't have an account? Register now.' At the bottom, it says 'Provider: Stearns Electric Ass...' and 'Version: 23.4.0'.

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



The home screen of the SmartHub mobile app. At the top, it says 'Stearns Electric Association' and 'No outages are reported in your area.' Below that is a 'Report an Issue/Inquiry' section with icons for 'Report Outage', 'Outage Map', 'Bill Insert', and 'Newsletter'. The 'ACCOUNT OVERVIEW' section shows a balance of '\$130.00' and a 'Next Auto Pay Date: Jan 25, 2024'. A red rectangle highlights the 'Bill & Pay' icon in the bottom navigation bar. The 'USAGE OVERVIEW' section shows a bar chart comparing usage for 12/2023 (853 kWh) and 11/2023 (715 kWh).

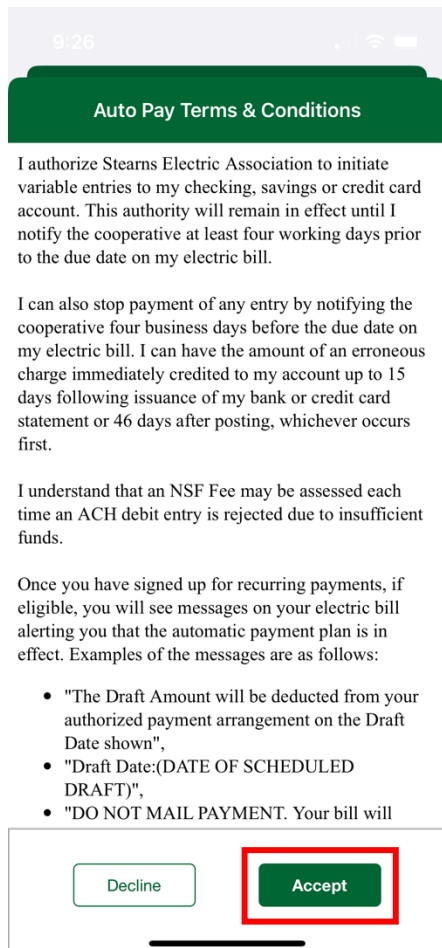
Select **"Bill & Pay."**



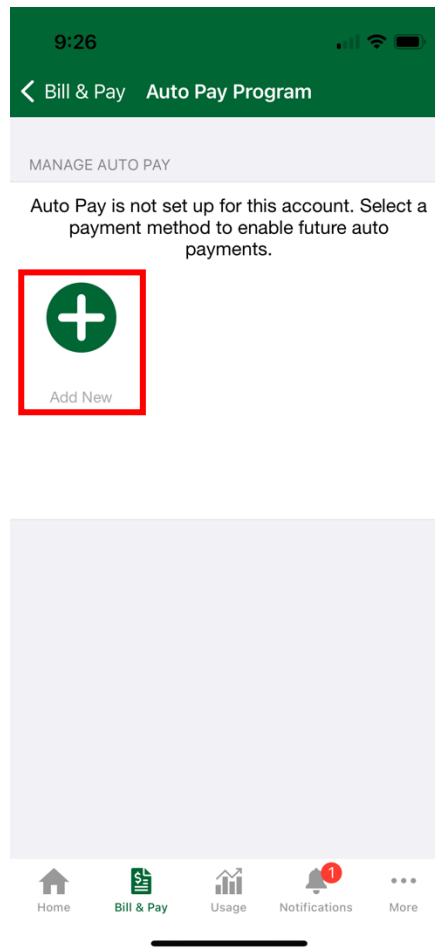
The 'Bill & Pay' screen in the SmartHub mobile app. It shows a 'TOTAL BALANCE' of '\$130.00' and a 'Next Auto Pay Date: Jan 25, 2024'. A red rectangle highlights the 'Auto Pay Program' option in the list. Below it are 'Billing History' and 'Payment History' options. The bottom navigation bar shows icons for 'Home', 'Bill & Pay', 'Usage', 'Notifications', and 'More'.

Select **"AutoPay Program."**

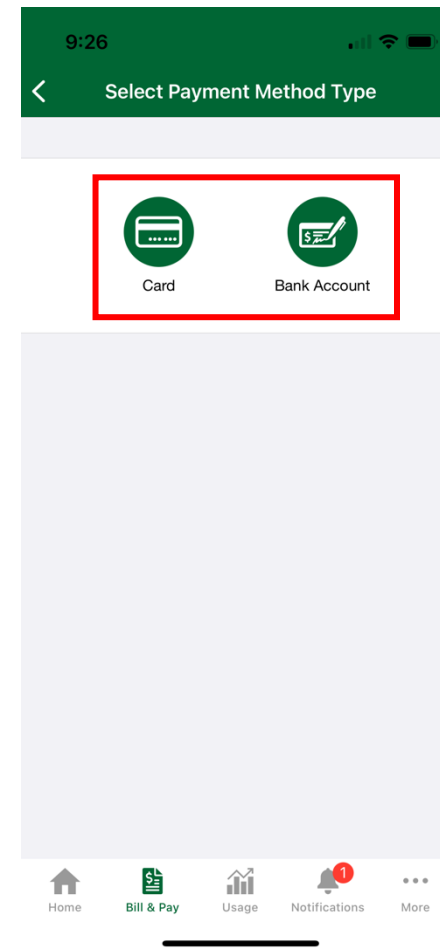




Read the Auto Pay Terms & Conditions and select **"Accept."**



Select **"Add New"** to add a new payment.



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  
Address 2

City  
City

State  
MN

ZIP Code  
Zip Code

CARD DETAILS

Home Bill & Pay Usage Notifications More

Verify your personal information.

10:38

< Back Add Card Continue

Address 2  
Address 2

City  
City

State  
MN

ZIP Code  
Zip Code

CARD DETAILS

Card Number  
Card Number

Card Type  
Card Type

Expiration Date  
Expiration Date

Description  
Description

Home Bill & Pay Usage Notifications More

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

9:47

< Add Card Confirm Continue

ADDRESS:

First Name: First Name

Last Name: Last Name

Address: Address

Address 2:

City: City

State: MN

ZIP Code: Zip Code

CARD INFORMATION

Card Type: Visa

Card Number: 0000 0000 0000 0000

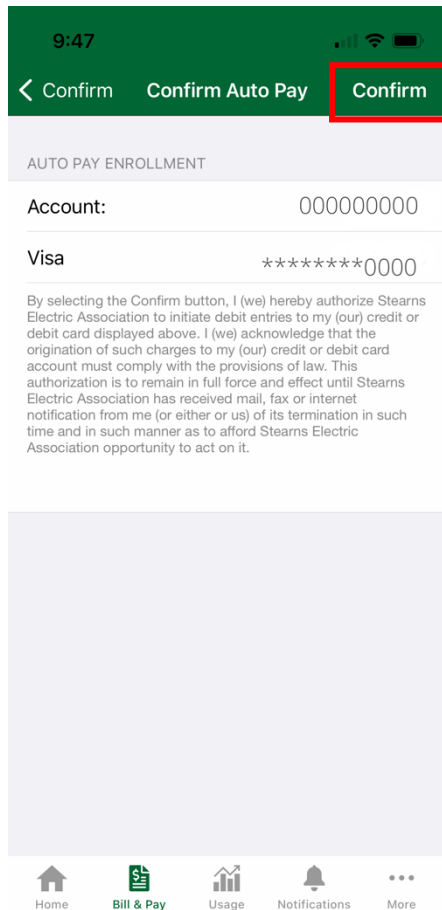
Expiration Date: 01/01

Description: credit card

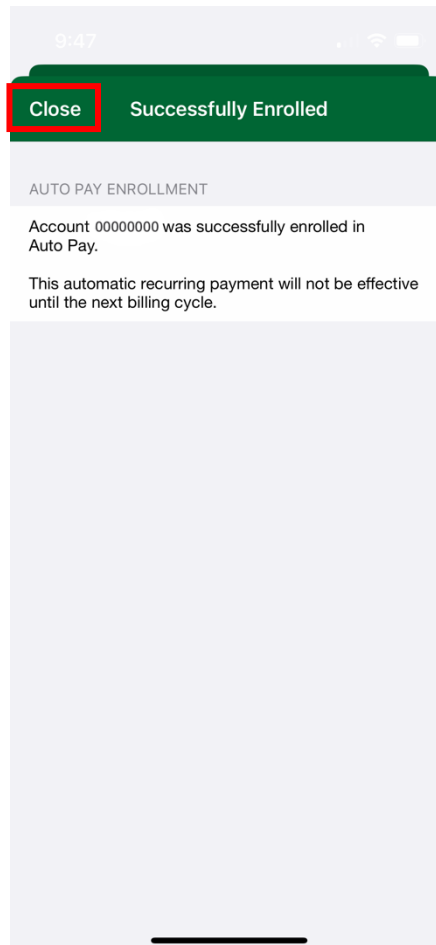
Home Bill & Pay Usage Notifications More

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





You will get to the Confirm Auto Pay screen.  
Verify the account and information is accurate,  
then, select **"Confirm"** at the top.



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

