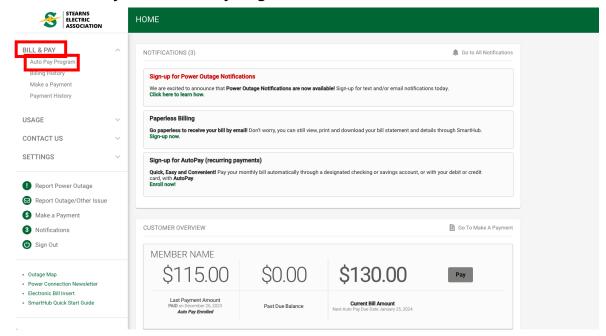
SMARTHUB WEB: CHANGING AUTOPAY

These instructions will help you change your AutoPay settings using SmartHub on a web browser on your computer (Google Chrome, Microsoft Edge, Firefox, etc.) Please see the SmartHub Mobile: Changing AutoPay document to adjust your settings via your mobile device.

You must have already created a SmartHub Account to change AutoPay settings 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 stearnselectric.org > Account Services > My Account > Account Log In.

- 1. Log into SmartHub on a web browser using your email address and password.
- 2. Select "Bill & Pay," then "Auto Pay Program" from the menu.



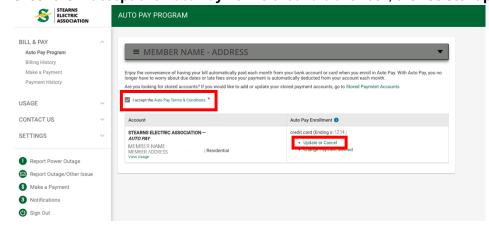
Follow the steps for **UPDATING AUTOPAY PAYMENT METHOD** in #3-5.

Follow the steps for **DISABLING AUTOPAY** in #6-8.

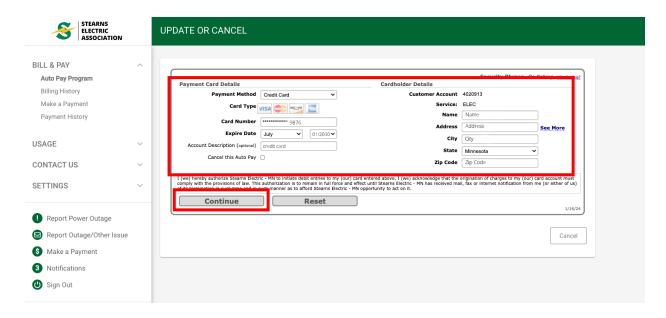
Follow the steps for **ADDING A NEW AUTOPAY PAYMENT METHOD** IN #9-11.

UPDATING CURRENT AUTOPAY PAYMENT METHOD

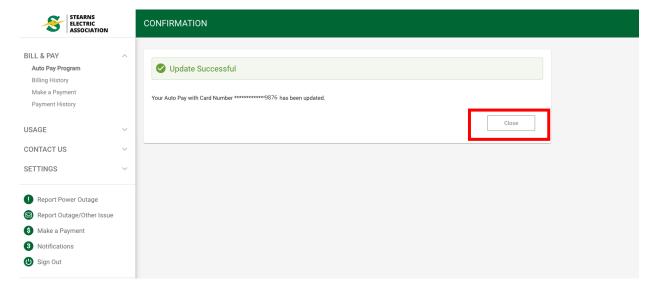
3. Check the "I accept the Auto Pay Terms & Conditions" box, then select "Update or Cancel."



4. Fill in payment details and select "Continue."

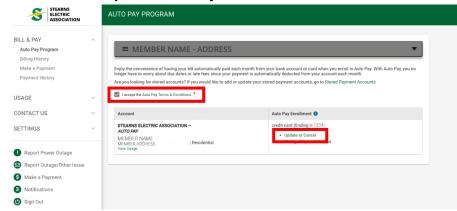


5. You will get a confirmation screen. Select "Close."

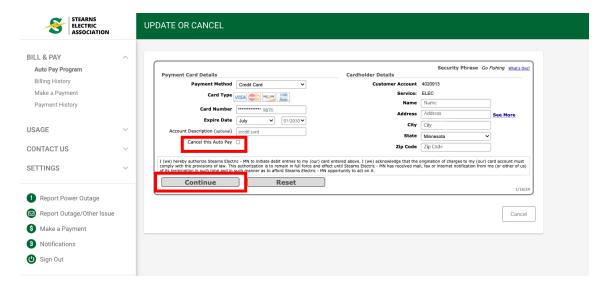


DISABLING OR CANCELLING AUTOPAY

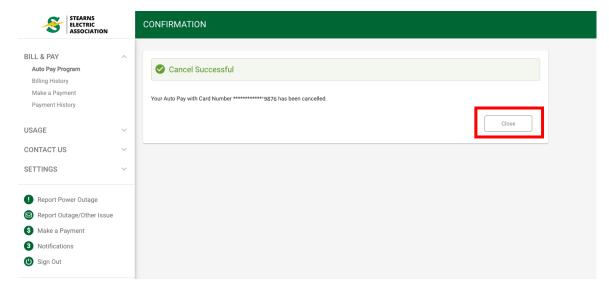
6. Check the "I accept the Auto Pay Terms & Conditions" box, then select "Update or Cancel."



7. Check the "Cancel this Auto Pay" box, then hit "Continue".

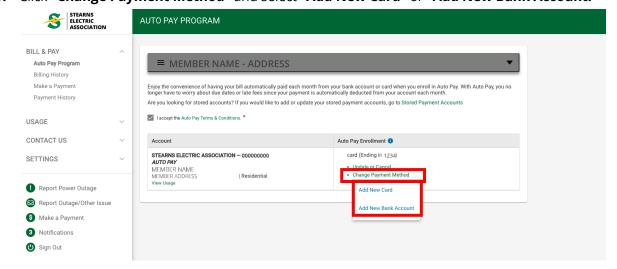


8. You will receive a confirmation screen. Select "Close."

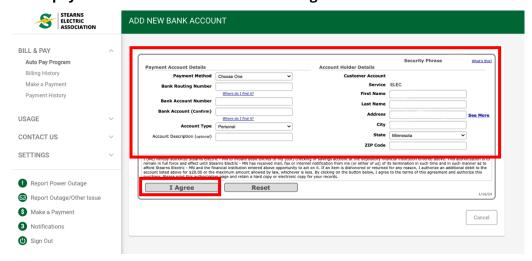


ADDING A NEW AUTOPAY METHOD

9. Click "Change Payment Method" and select "Add New Card" or "Add New Bank Account."



10. Fill in payment account details and select "I Agree."



11. You will get a confirmation screen. Select "Close."

