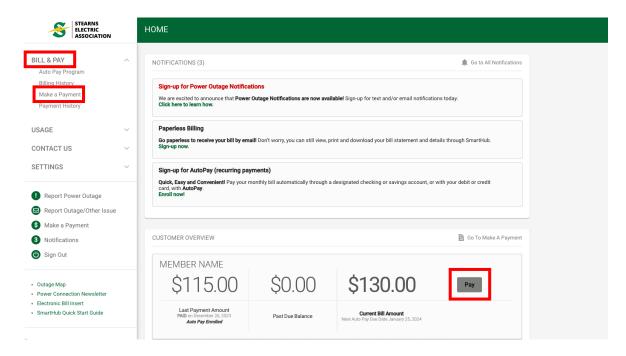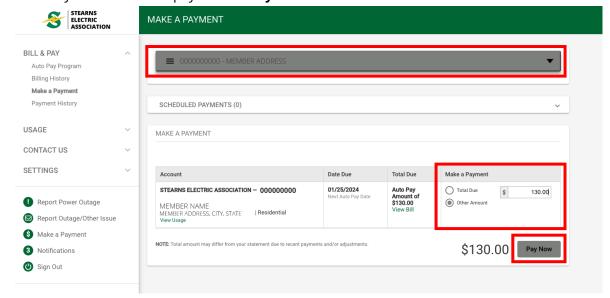# SMARTHUB WEB: MAKE A ONE-TIME PAYMENT

These instructions will help you make a one-time payment using SmartHub on a web browser on your computer (Google Chrome, Microsoft Edge, Firefox, etc.) Please see the SmartHub Mobile: Make a One-Time Payment document to make a payment using SmartHub via your mobile device.

You must have already created a SmartHub Account to use this feature. 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.
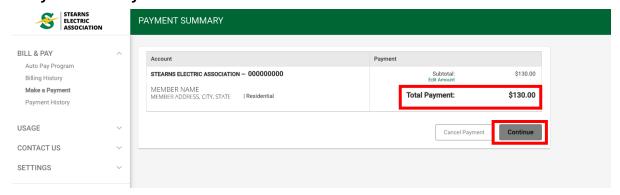
1. Log into SmartHub on a web browser using your email address and password.
2. Select **"Bill & Pay,"** then **"Make a Payment"** from the menu OR **"Pay"** from the home screen.
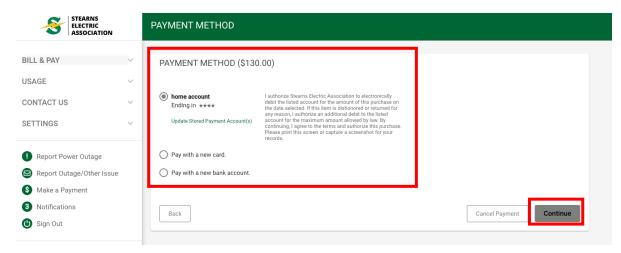

3. Verify account you wish to pay on the top drop-down menu. Under **"Make a Payment,"** enter the total amount you would like to pay. Select **"Pay Now."**

4. Verify the Total Payment and select **"Continue."**

5. "Select Payment Method" and click **"Continue."**

6. Review Payment and select **"Submit Payment."**