

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.

STEARNS ELECTRIC ASSOCIATION

HOME

BILL & PAY

- Auto Pay Program
- Billing History
- Make a Payment**
- Payment History

USAGE

CONTACT US

SETTINGS

- 1 Report Power Outage
- 2 Report Outage/Other Issue
- 3 **Make a Payment**
- 4 Notifications
- 5 Sign Out

1 Outage Map

2 Power Connection Newsletter

3 Electronic Bill Insert

4 SmartHub Quick Start Guide

NOTIFICATIONS (3)

Go To All Notifications

Sign-up for Power Outage Notifications

We are excited to announce that **Power Outage Notifications** are now available! Sign-up for text and/or email notifications today. [Click here to learn how.](#)

Paperless Billing

Go **paperless** to receive your bill by email! Don't worry, you can still view, print and download your bill statement and details through SmartHub. [Sign-up now.](#)

Sign-up for AutoPay (recurring payments)

Quick, Easy and Convenient! Pay your monthly bill automatically through a designated checking or savings account, or with your debit or credit card, with **AutoPay**. [Enroll now!](#)

CUSTOMER OVERVIEW

Go To Make A Payment

MEMBER NAME	\$115.00	\$0.00	\$130.00	Pay
Last Payment Amount PAID on December 26, 2023 Auto Pay Enrolled	Past Due Balance	Current Bill Amount Next Auto Pay Due Date: January 25, 2024		

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."**

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SCHEDULED PAYMENTS (0)

MAKE A PAYMENT

Account	Date Due	Total Due
STEARNS ELECTRIC ASSOCIATION - 0000000000	01/25/2024 Next Auto Pay Date	Auto Pay Amount of \$130.00 View Bill

MEMBER NAME
MEMBER ADDRESS, CITY, STATE | Residential
[View Usage](#)

Make a Payment

☐ Total Due \$ 130.00

☒ Other Amount

NOTE: Total amount may differ from your statement due to recent payments and/or adjustments.

\$130.00 **Pay Now**



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

The screenshot shows the 'PAYMENT SUMMARY' page. On the left is a navigation menu with 'BILL & PAY' expanded, showing options like 'Auto Pay Program', 'Billing History', 'Make a Payment', and 'Payment History'. The main content area has a green header 'PAYMENT SUMMARY'. Below it is a table with two columns: 'Account' and 'Payment'. The 'Account' column lists 'STEARNS ELECTRIC ASSOCIATION - 000000000' and 'MEMBER NAME'. The 'Payment' column shows 'Subtotal: \$130.00' and 'Total Payment: \$130.00'. The 'Total Payment' is highlighted with a red box. At the bottom right, there are two buttons: 'Cancel Payment' and 'Continue', with the 'Continue' button highlighted by a red box.

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

The screenshot shows the 'PAYMENT METHOD' page. The left navigation menu is the same as in the previous step. The main content area has a green header 'PAYMENT METHOD'. Below it is a section titled 'PAYMENT METHOD (\$130.00)'. This section contains three radio button options: 'home account' (selected), 'Pay with a new card.', and 'Pay with a new bank account.'. The 'home account' option is highlighted with a red box. To the right of the radio buttons is a paragraph of text: '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 the terms and authorize this purchase. Please print this screen or capture a screenshot for your records.' At the bottom right, there are two buttons: 'Cancel Payment' and 'Continue', with the 'Continue' button highlighted by a red box.

6. Review Payment and select "Submit Payment."

The screenshot shows the 'PAYMENT REVIEW' page. The left navigation menu is the same as in the previous steps. The main content area has a green header 'PAYMENT REVIEW'. Below it is a table with two columns: 'Total Payment Amount: \$130.00' and 'First Name: First Name'. The table lists the following information: 'Last Name: Last Name', 'Address: Address', 'City: City', 'State: MN', 'Zip Code: Zip Code', 'Routing Number: 1234567890', 'Account Number: *****', and 'Account Type: Personal Checking'. At the bottom right, there are two buttons: 'Cancel Payment' and 'Submit Payment', with the 'Submit Payment' button highlighted by a red box.

