

# SMARTHUB WEB: SET UP AUTOPAY

**These instructions will help you sign up for AutoPay using SmartHub on a web browser on your computer (Google Chrome, Microsoft Edge, Firefox, etc.) Please see the SmartHub Mobile: Set-up AutoPay document to sign up for AutoPay via your mobile device.**

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 [stearnselectric.org](https://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.

The screenshot shows the SmartHub web interface. On the left, the 'BILL & PAY' menu is expanded, with 'Auto Pay Program' highlighted. The main content area shows the 'HOME' header and a 'CUSTOMER OVERVIEW' section. The 'CUSTOMER OVERVIEW' section displays the member's name, current bill amount (\$130.00), and a 'Pay' button. Below this, there is a table with columns for 'MEMBER NAME', 'Last Payment Amount', 'Past Due Balance', and 'Current Bill Amount'. The 'Current Bill Amount' is \$130.00, and the 'Next Auto Pay Due Date' is January 25, 2024.

3. Check the **"I accept the Auto Pay Terms & Conditions"** box, then select **"Enroll"** and choose your type of payment (**"New Card"** or **"New Bank Account."**)

The screenshot shows the 'AUTO PAY PROGRAM' enrollment page. The left sidebar is the same as the previous screenshot. The main content area has a header 'AUTO PAY PROGRAM' and a dropdown menu showing '0000000000 - MEMBER ADDRESS'. Below this, there is a section for 'Auto Pay Enrollment' with a table containing the member's name, address, and account type. The 'Enroll' button is highlighted. Below the table, there are links for 'Add New Card' and 'Add New Bank Account'. A checkbox labeled 'I accept the Auto Pay Terms & Conditions' is checked and highlighted.



4. Fill in payment details and select "I Agree."

**ADD NEW BANK ACCOUNT**

**Payment Account Details**

Payment Method: Choose One

Bank Routing Number: [Where do I find it?](#)

Bank Account Number: [Where do I find it?](#)

Bank Account (Confirm): [Where do I find it?](#)

Account Type: Personal

Account Description (optional):

**Account Holder Details**

Customer Account

Service: ELEC

First Name:

Last Name:

Address: [See More](#)

City:

State: Minnesota

ZIP Code:

**Security Phrase** [What's this?](#)

I (we) hereby authorize Stearns Electric - MN to initiate debit entries to my (our) checking or savings account at the depository financial institution entered above. This authorization is to remain in full force and effect until Stearns Electric - MN has received mail, fax or internet notification from me (or either of us) of its termination in such time and in such manner as to afford Stearns Electric - MN and the financial institution entered above opportunity to act on it. If an item is dishonored or returned for any reason, I authorize an additional debit to the account listed above for \$20.00 or the maximum amount allowed by law, whichever is less. By clicking on the button below, I agree to the terms of this agreement and authorize this agreement to be signed and retain a hard copy or electronic copy for your records.

**I Agree** **Reset**

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**Cancel**

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

**CONFIRMATION**

**Update Successful**

Your Auto Pay with Bank Number \*\*\*\*\*1234 has been updated.

**Close**

6. You are now enrolled for AutoPay. **Please continue to pay your bill in your usual way until you receive a bill that indicates that the balance will be automatically paid.**

