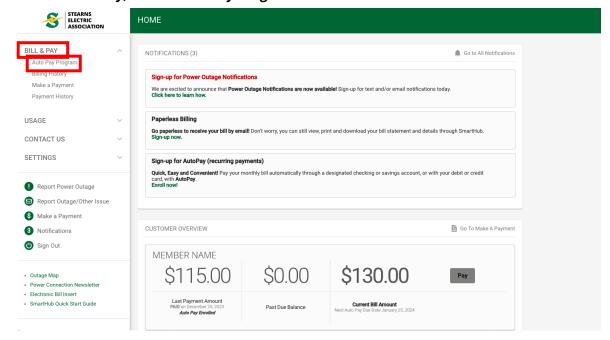
SMARTHUB WEB: SET UP AUTOPAY

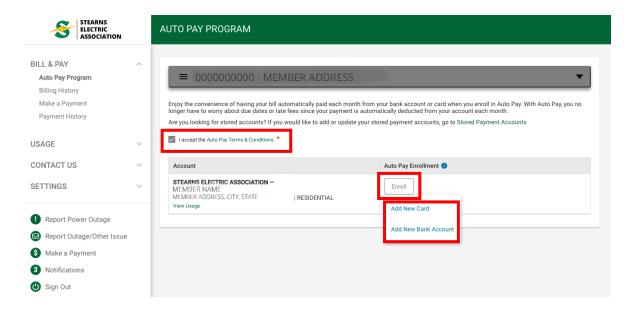
These instructions will help you sign up for AutoPay using SmartHub on a web browser on your computer (Google Chrome, Microsoft Edge, Firefox, etc.) Please see the SmartHub Mobile: Set-up AutoPay document to sign up for AutoPay via your mobile device.

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 > Account Services > My Account > Account Log In.

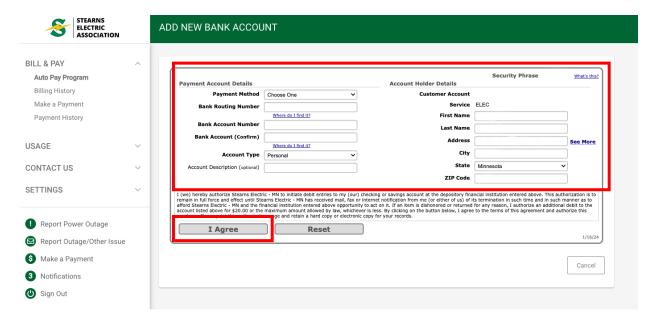
- 1. Log into SmartHub on a web browser using your email address and password.
- 2. Select "Bill & Pay," then "Auto Pay Program" from the menu.



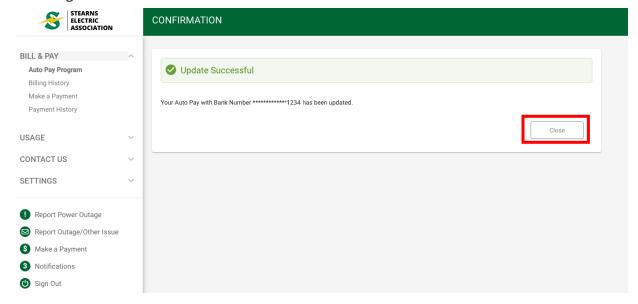
Check the "I accept the Auto Pay Terms & Conditions" box, then select "Enroll" and choose your type of payment ("New Card" or "New Bank Account.")



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



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