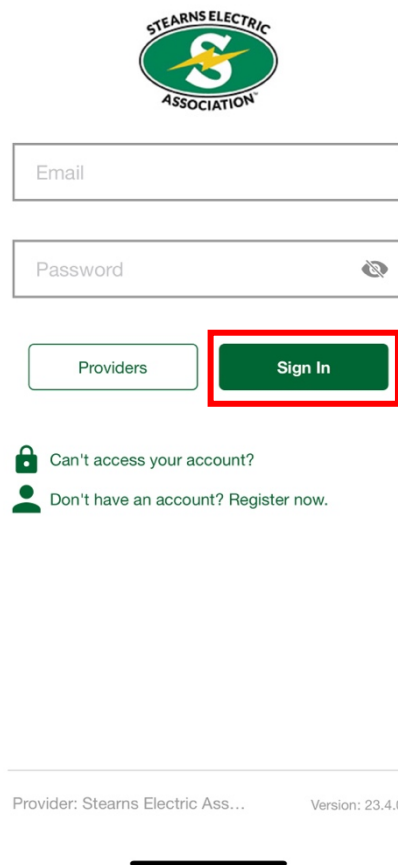


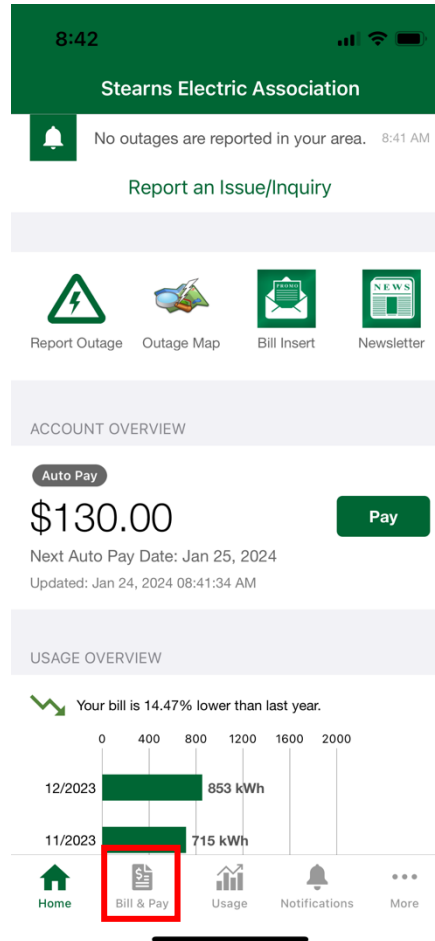
SMARTHUB MOBILE: CHANGING AUTOPAY

These instructions will help you change your AutoPay settings using SmartHub on your mobile device. Please see the [SmartHub Web: Changing AutoPay document](#) to adjust your settings using a web browser on your computer.

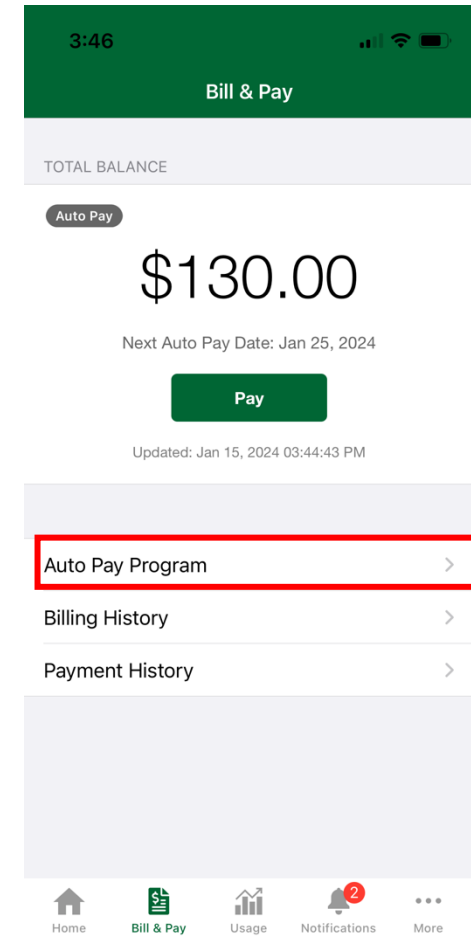
You must have already created a SmartHub Account to adjust your AutoPay settings via SmartHub. An email address and your Stearns Electric Association account number is required to set up a SmartHub account. You can view instructions for creating a SmartHub Account at [stearnselectric.org > Account Services > My Account > Account Log In](#).



Log into SmartHub on your mobile app using your email address and password.

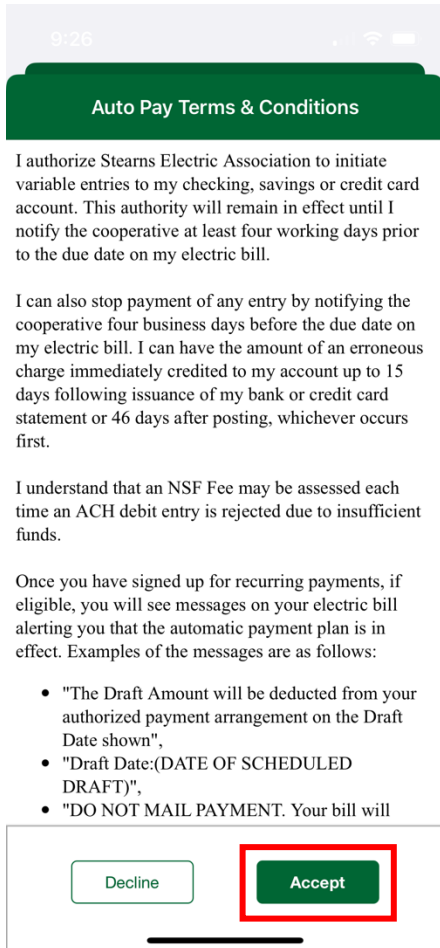


Select "Bill & Pay." (*Android users: click hamburger menu (three lines at top left) then "Bill & Pay."*)

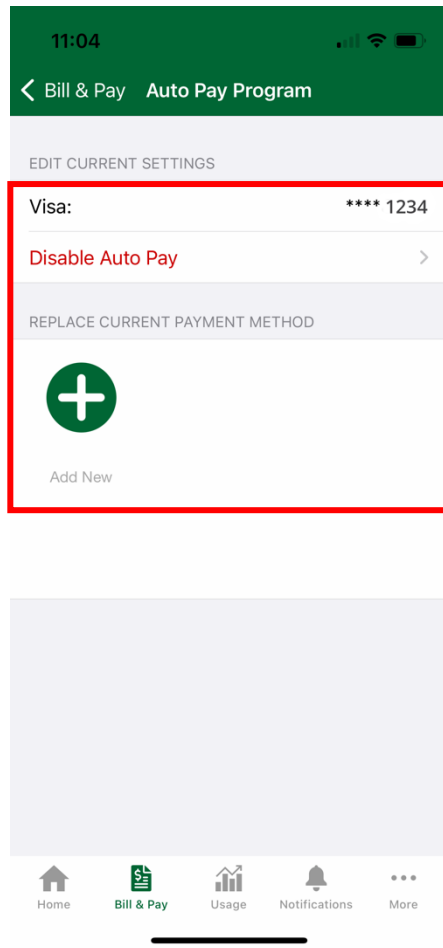


Select "AutoPay Program."





Read the Auto Pay Terms & Conditions and select **“Accept.”**



Edit your current AutoPay payment method (*i.e. change expiration date on a credit card*) by **clicking on the current payment method at the top**, select **“Disable Auto Pay”** to cancel your automatic payments, or select **“Add New”** to add a new payment method.

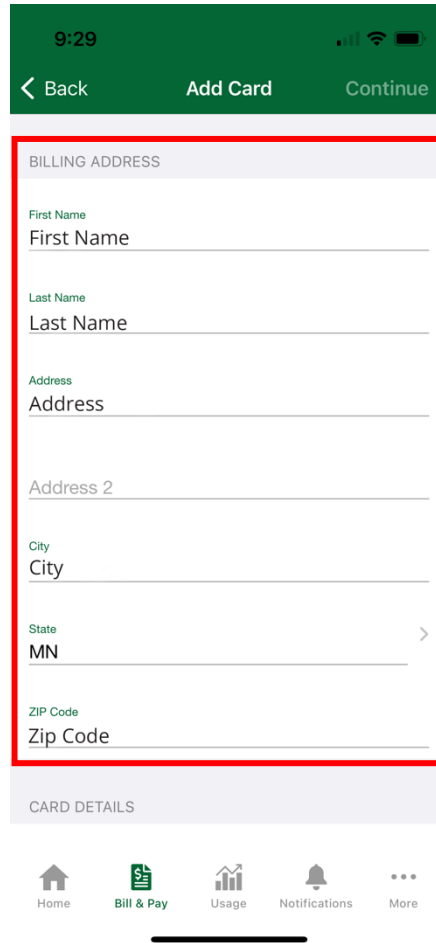
Follow the steps for **UPDATING CURRENT AUTOPAY PAYMENT METHOD** on pages 3-4.

Follow the steps for **DISABLING OR CANCELLING AUTOPAY** on pages 5-6.

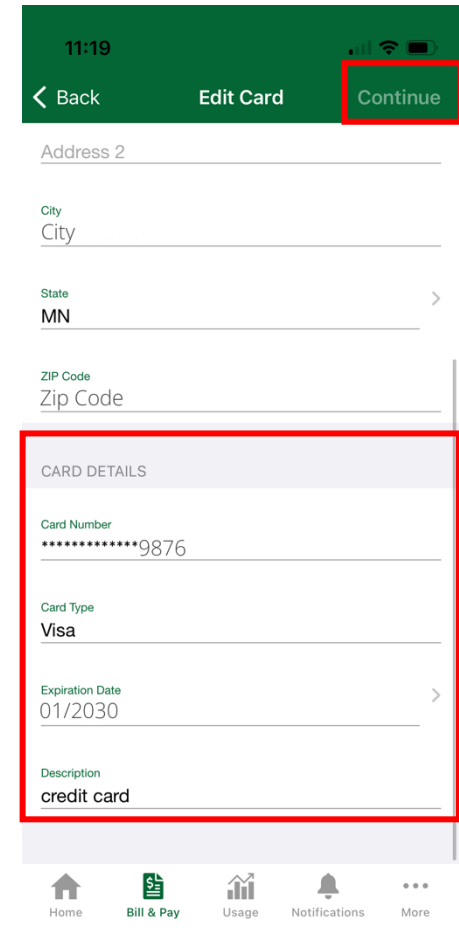
Follow the steps for **ADDING A NEW AUTOPAY METHOD** on pages 7-9.



**UPDATING CURRENT AUTOPAY
PAYMENT METHOD:**

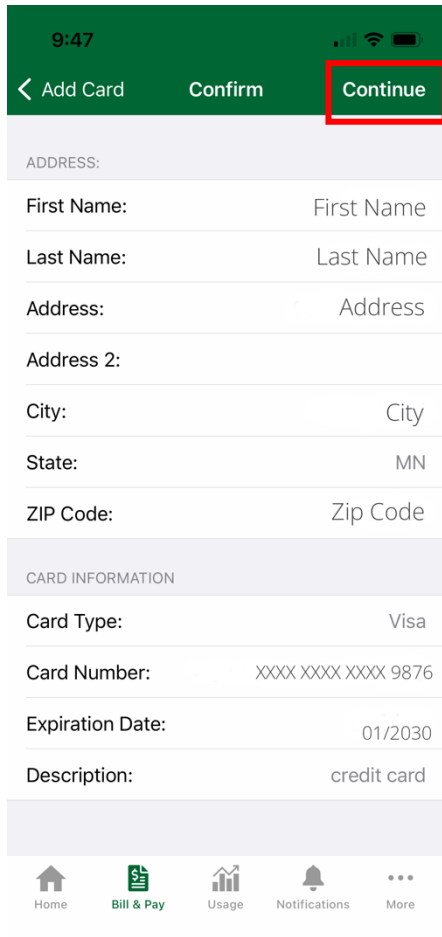


Verify your personal information.

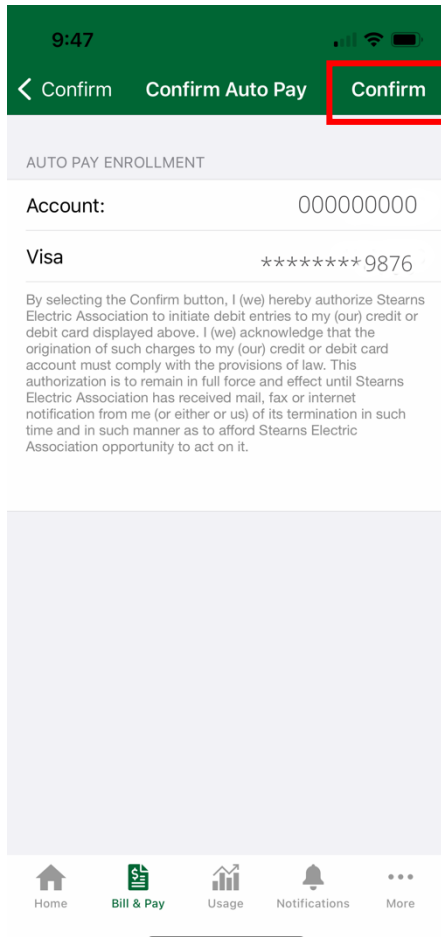


Scroll down to **update bank account or credit card details**. Select **“Continue”** at the top of the screen.

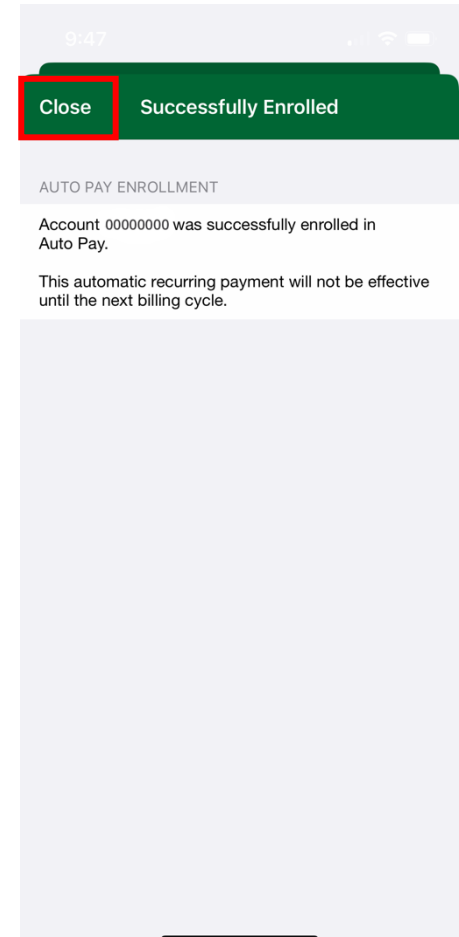




Confirm the information is correct, then select **“Continue”** at the top.



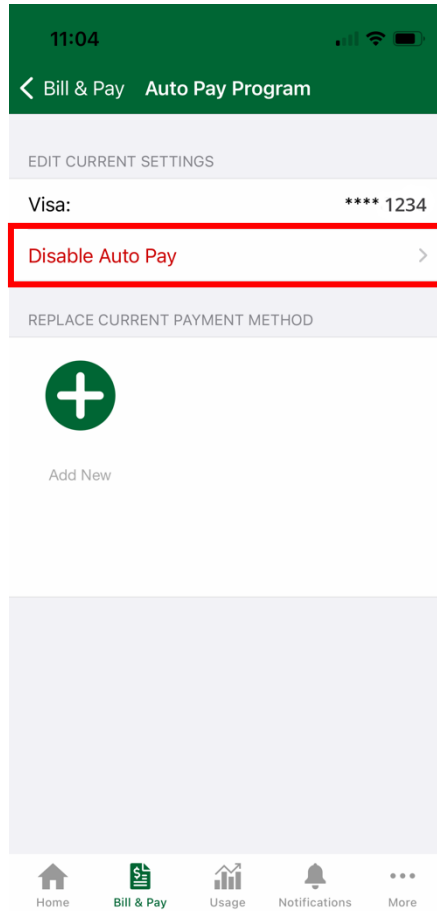
Verify the account and payment information is accurate, then, select **“Confirm”** at the top.



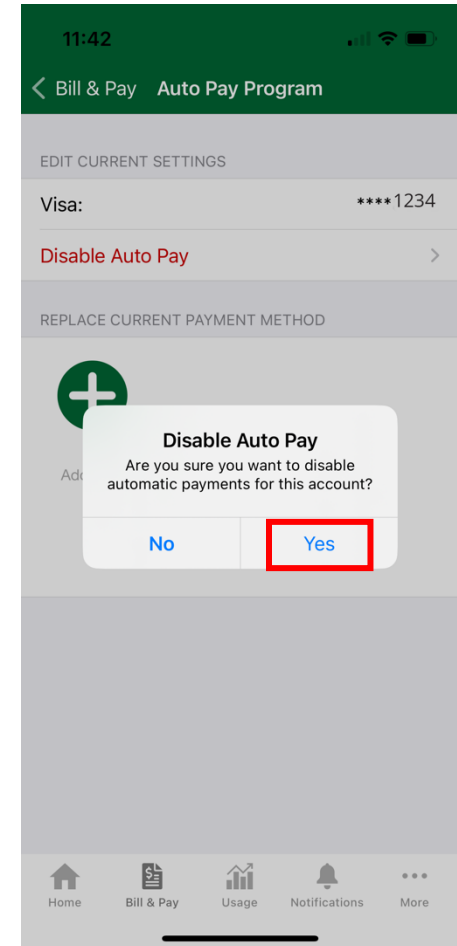
You will get a Success screen. Click **“Close.”**



DISABLING OR CANCELLING AUTOPAY:

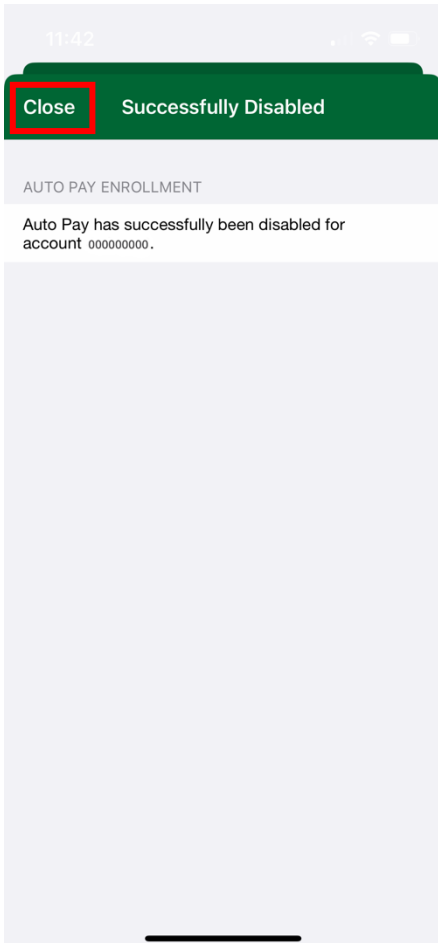


Select **"Disable Auto Pay."**



Select **"Yes"** on the pop-up screen.

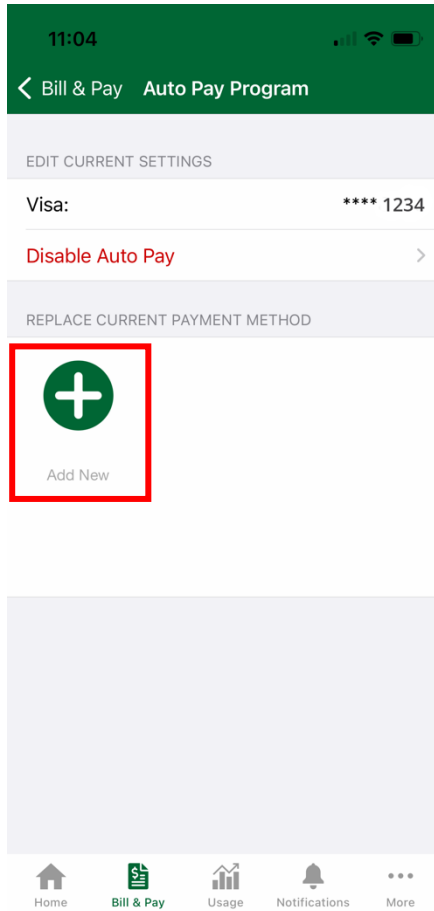




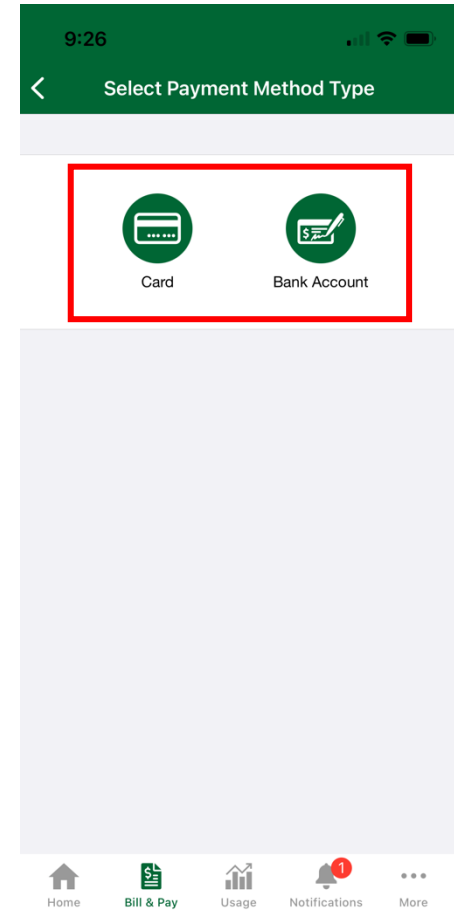
You will receive a success screen. Select **“Close.”**



ADDING A NEW AUTOPAY METHOD:

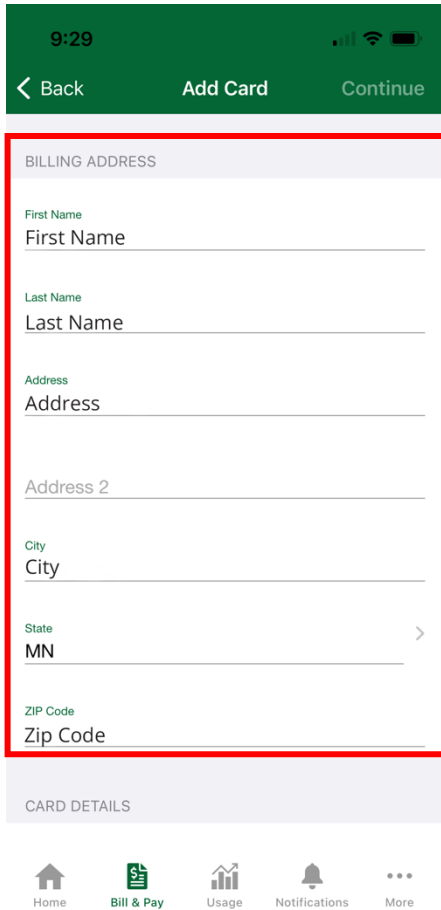


Select "Add New."

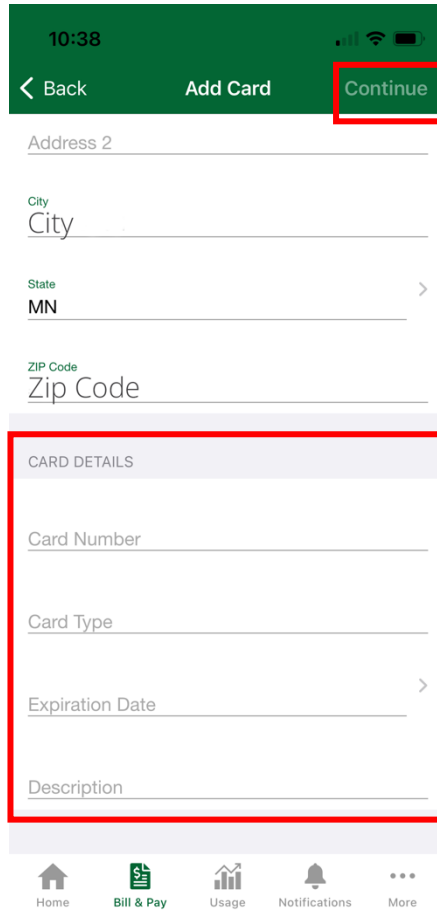


Select your type of payment ("Card" or "Bank Account.")

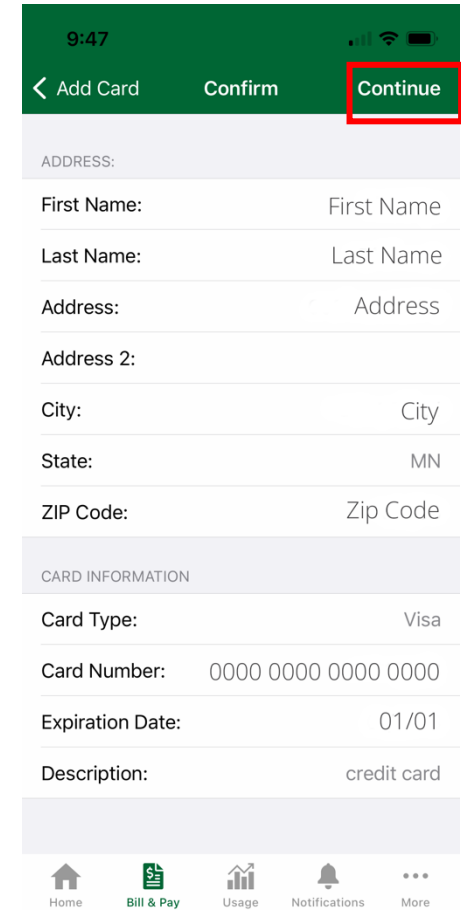




Verify your personal information.

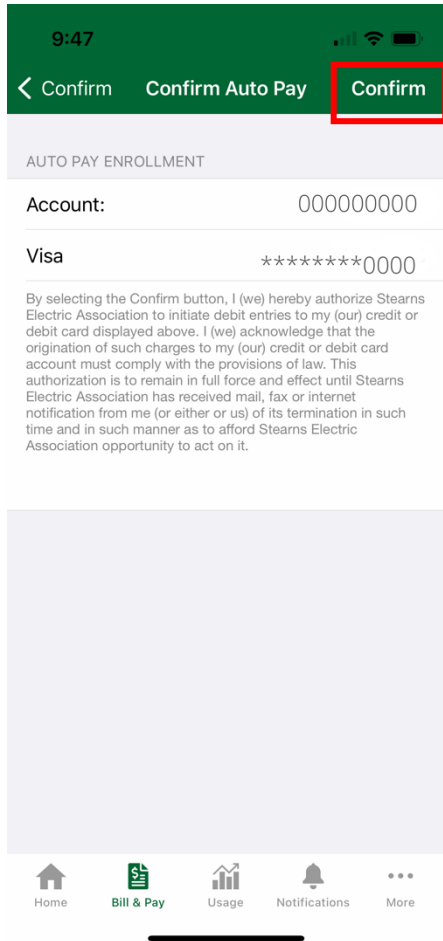


Scroll down to **fill in bank account or credit card details**. Select **“Continue”** at the top of the screen.

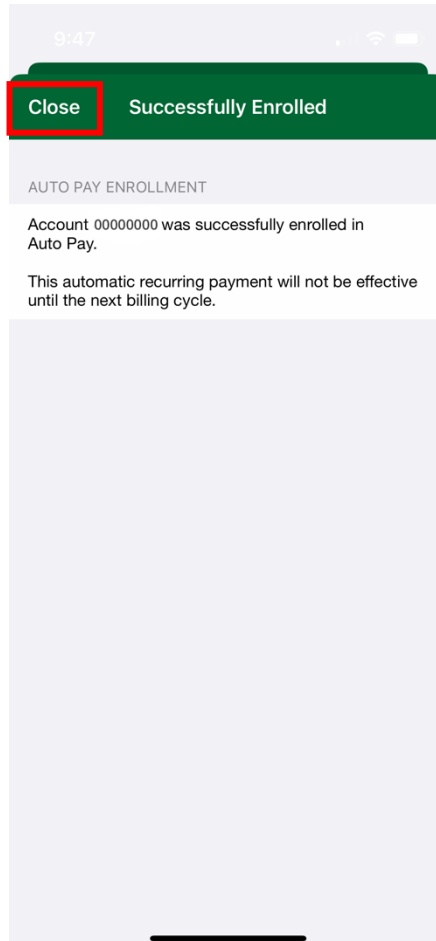


Confirm the information is correct, then select **“Continue”** at the top.





You will get to the Confirm Auto Pay screen. Verify the account and payment information is accurate, then select **"Confirm"** at the top.



You will get a success screen. Click **"Close."**

