

# 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 [stearnslectric.org](http://stearnslectric.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.  
*Note: If you have more than one account, you will be alerted after you click "Pay."*

STEARNS ELECTRIC ASSOCIATION

HOME

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	<b>Pay</b>
Last Payment Amount PAID on December 26, 2023 <i>Auto Pay Enrolled</i>	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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MAKE A PAYMENT

000000000 - MEMBER ADDRESS

SCHEDULED PAYMENTS (0)

MAKE A PAYMENT

Account	Date Due	Total Due	Make a Payment
STEARNS ELECTRIC ASSOCIATION - 000000000	01/25/2024 Next Auto Pay Date	Auto Pay Amount of \$130.00 View Bill	<input type="radio"/> Total Due \$ 130.00 <input checked="" type="radio"/> Other Amount

MEMBER NAME  
MEMBER ADDRESS, CITY, STATE | Residential  
View Usage

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."

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**PAYMENT SUMMARY**

Account	Payment
<b>STEARNS ELECTRIC ASSOCIATION – 000000000</b>	Subtotal: \$130.00 Edit Amount
MEMBER NAME MEMBER ADDRESS, CITY, STATE   Residential	<b>Total Payment: \$130.00</b>

Cancel Payment **Continue**

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

**STEARNS ELECTRIC ASSOCIATION**

**PAYMENT METHOD**

**PAYMENT METHOD (\$130.00)**

**home account**  
Ending in \*\*\*\*  
Update Stored Payment Account(s)

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.

Pay with a new card.  
 Pay with a new bank account.

Back Cancel Payment **Continue**

6. Review Payment and select "Submit Payment."

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**PAYMENT REVIEW**

Total Payment Amount: \$130.00

First Name: First Name  
Last Name: Last Name  
Address: Address  
City: City  
State: MN  
Zip Code: Zip Code  
Routing Number: 1234567890  
Account Number: \*\*\*\*\*  
Account Type: Personal Checking

Back Cancel Payment **Submit Payment**

