

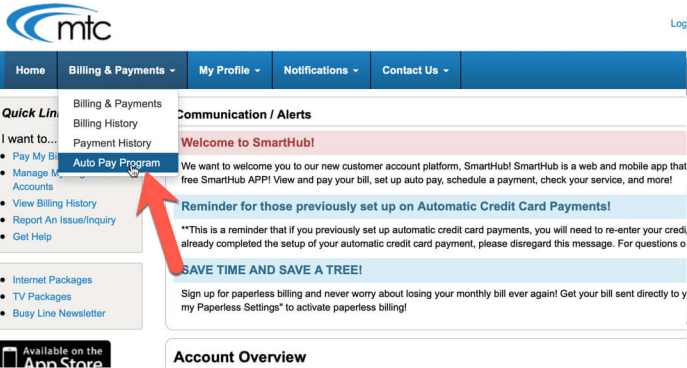


# How To Set up Auto-Pay on your SmartHub Account (Web)

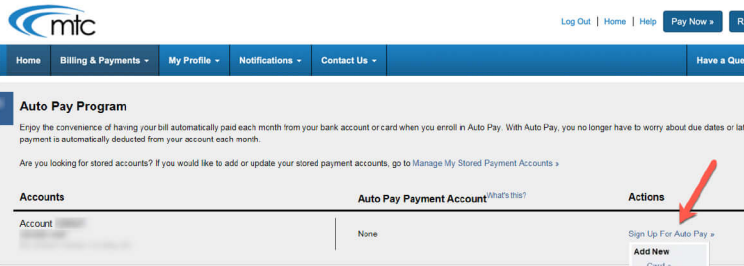
Turning on Auto Pay is an easy way to save time, avoid service interruptions, and eliminate late fees!

Here is how to setup Auto Pay on your account using the web portal.

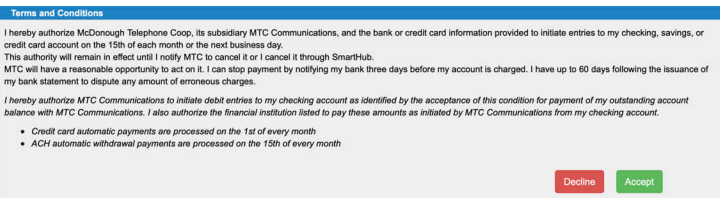
**Step 1:** From the SmartHub home screen, click the **Bill & Pay** menu and select **Auto Pay Program** in the list.



**Step 2:** On the following screen, click the **Sign Up For Auto Pay** link and select the type of account (**Card** or **Bank**)

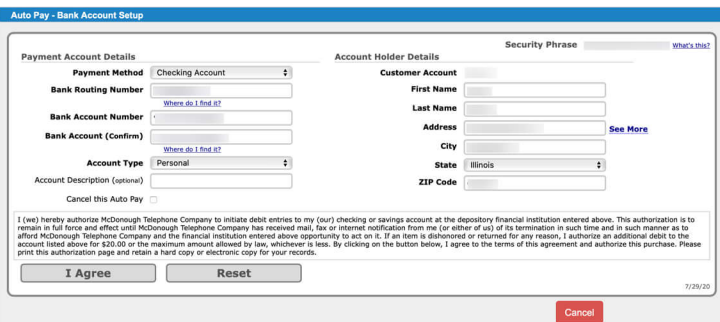


**Step 3:** Click the **Accept** button on the Terms & Conditions.

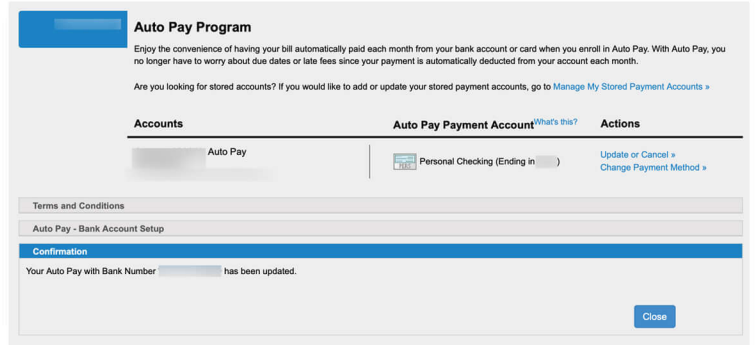


## STEPS FOR ADDING A BANK ACCOUNT

**Step 1:** Fill out the **Payment Account Details** and **Account Holders Details** sections and click the **I Agree** button.

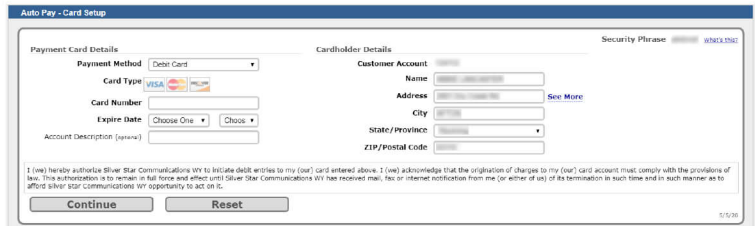


**Step 2:** Finally, you'll be taken to a confirmation screen.

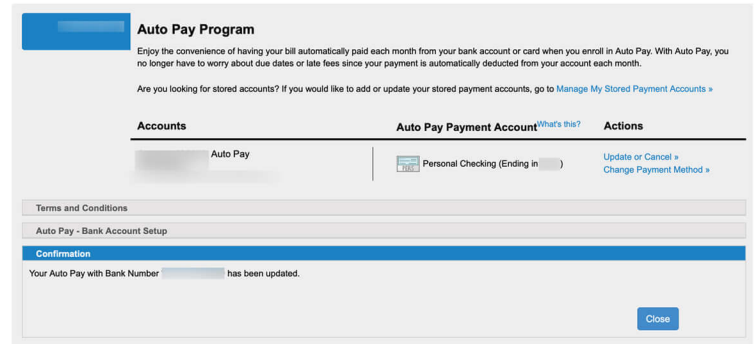


## STEPS FOR ADDING A CREDIT CARD

**Step 1:** Fill out the **Payment Card Details** and **Cardholder Details** sections and click the **I Agree** button.



**Step 2:** Finally, you'll be taken to a confirmation screen.



**Congratulations, you are signed up for the Auto Pay Program!** When you log into SmartHub, you will see **Auto Pay** next to your account number and you also see options to **Update**, **Cancel**, or **Change Payment Method** in the future.

