

How To Set Up Auto Pay (web portal)

STEP 1



Click on the **SmartHub logo** on the home page of our website.





Sign in to your account using your email address and password you set up during registration.

STEP 3

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On the home screen click on the **Bill & Pay** menu on the left and then click on the **Auto Pay Program** sub-menu.

STEP 4

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Check the **Terms & Conditions box** to activate the Enroll button.

STEP 5

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Click on the Enroll button and select the Add New Bank Account link.

STEP 6



Follow the prompts on the next screen to finish the process.

