

Manage Recurring Payments

Web

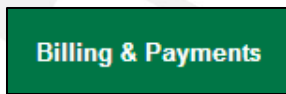
Overview

SmartHub allows you to sign up for recurring payments – meaning your bill will automatically be paid each month in full without any further action on your part. If you’d like to set up automatic payments from a bank account or card, SmartHub Web makes it easy to manage them from your computer.

Here you’ll learn to *enable, disable, and edit* recurring payments.

Enable Recurring Payments

- From the homepage, click the **Billing & Payments** tab.

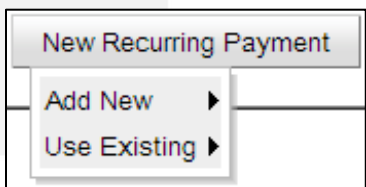


- Click the **Recurring Payments** link in the far left menu.

The Recurring Payment page appears.

- Within the row of the appropriate account, click the **New Recurring Payment** button.

A drop down menu appears.



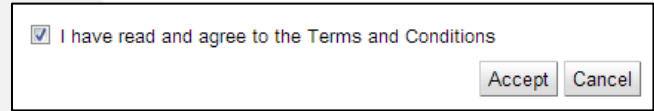
- Select your desired payment option -- **Add New** or **Use Existing**

Use Existing (payment method)

- Select the existing payment method to use from the list.

The EFT [Payment Method] Setup Terms & Conditions window displays.

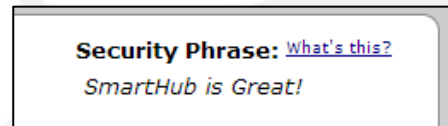
- Read the Terms and Conditions.
- Click the checkbox “**I have read and agree to the Terms and Conditions.**”



- Click the **Accept** button.

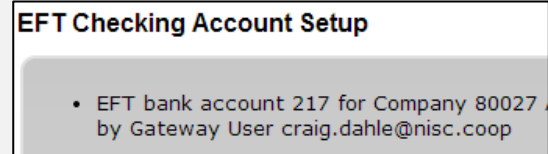
The EFT [Payment Method] Setup window refreshes.

- Verify the Security Phrase is correct. If not, contact customer service ASAP.



- Verify the stored information is accurate.
- For Bank Accounts, enter your SmartHub username/email address and password.
- Click the **Submit** button.

Confirmation text appears at the top of the window indicating success.



- Click the **Close** button, in the upper right of the window.

The window closes and the payment method appears within the Recurring Payment Method column on the Recurring Payments page.

Account	Recurring Payment Method	Actions
Hometown 3410060900 700 KIERAN DR, LAKE SAINT LOUIS, MO	Personal Checking (Ending in 3456) Update or Cancel >	Change Payment Method

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Add New (payment method).

The EFT [Payment Method] window displays.

- Read the Terms and Conditions.
- Click the checkbox "I have read and agree to the Terms and Conditions."
- Click the **Accept** button.

The EFT [Payment Method] window refreshes.

EFT Checking Account Setup

Account Number: 3410060900 *

Service: ELEC *

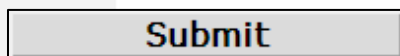
Payment Method: Choose One *

Account Holder First Name: CRAIG *

Last Name: DAHLE *

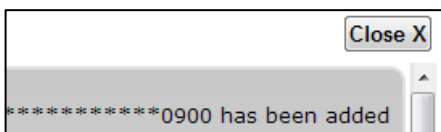
Account Holder Address: 700 S KIERAN DRIVE *

- Verify the Security Phrase is correct. If not, contact customer service ASAP.
- Enter your information into the required fields, marked with an (*) asterisk.
- Click the **Submit** button.



Confirmation text appears at the top of the window indicating success.

- Click the **Close** button, in the upper right of the window.



The window closes and the payment method appears within the Recurring Payment Method column on the Recurring Payments page.

Disable Recurring Payments

- From the homepage, click the **Billing & Payments** tab.
- Click the **Recurring Payments** link in the left menu.

The Recurring Payment page appears.

- Click the **Update or Cancel** link, located under the associated payment method.

Account	Recurring Payment
Hometown 3410060900 700 KIERAN DR, LAKE SAINT LOUIS, MO	Visa (Ending in 0026) Update or Cancel >

The EFT [Payment Method] Setup window displays.

- Click the checkbox next to **I have read and agree to the Terms and Conditions.**
 - Click the **Accept** button.
- The EFT [Payment Method] Setup window refreshes.
- Verify your Security Passphrase is correct.
 - Click the **Cancel this EFT** checkbox located near the bottom of the form.

Description:

Cancel this EFT:

Fields marked with a "*" are required.

- If canceling payments from a bank account, enter your SmartHub email address and password.
- Click the **Submit** button.

Confirmation text appears at the top of the window indicating success.

- Click the **Close** button on the upper right of the window.

The window closes and the Recurring Payment page no longer shows an active recurring payment method.

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Edit Recurring Payments

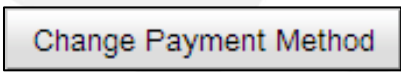
1. From the homepage, click the **Billing & Payments** tab.

- Billing & Payments
- Billing History
- Payment History
- Recurring Payments**
- Budget Gauge

2. Click the **Recurring Payments** link in the left menu.

The Recurring Payments page appears.

3. Click the appropriate **Change Payment Method** button.



A drop down menu appears.

4. Select your desired payment option -- **Add New** or **Use Existing**

Use Existing (payment method)

a. Select the desired payment method from the list.

The EFT [Payment Method] Setup window displays.

b. Read the Terms and Conditions.

c. Click the checkbox **"I have read and agree to the Terms and Conditions."**

d. Click the **Accept** button.

The EFT [Payment Method] Setup window refreshes.

e. Verify the Security Phrase is correct. If not, contact customer service ASAP.

f. Verify payment method information is accurate.

g. For bank accounts, enter your SmartHub username/email address and password.

Email Address	<input type="text"/>	*
	Why is this required?	
Password	<input type="password"/>	*
	Why is this required?	

h. Click the **Submit** button.

The EFT [Payment Method] Setup window refreshes, with a confirmation message at the top.

i. Click the **Close** button, in the upper right of the window.

The window closes and the new payment method appears within the Recurring Payment Method column on the Recurring Payments page.

Add New (payment method).

The EFT [Payment Method] window displays.

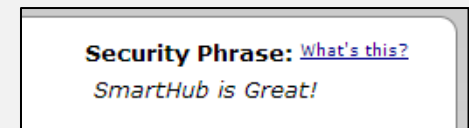
a. Read the Terms and Conditions.

b. Click the checkbox **"I have read and agree to the Terms and Conditions."**

c. Click the **Accept** button.

The EFT [Payment Method] window refreshes.

d. Verify the Security Phrase is correct. If not, contact customer service ASAP.



e. Enter your information into the required fields, marked with an (*) asterisk.

f. Click the **Submit** button.

Confirmation text appears at the top of the window indicating success.

g. Click the **Close** button, in the upper right of the window.

The window closes and the new payment method appears within the Recurring Payment Method column on the Recurring Payments page.