

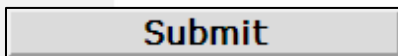
Add New (payment method).

The EFT [Payment Method] window displays.

- a. Read the Terms and Conditions.
- b. I have read and agree to the Terms and Conditions.
- c. Click the Accept button.

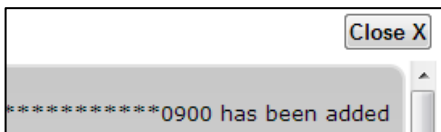
The EFT [Payment Method] window refreshes.

- 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 payment method appears within the Recurring Payments page.

Disable Recurring Payments

From the homepage, click the Billing & Payments tab.

Click the link in the menu. The page appears.

Click the Update or Cancel link, located near the bottom of the form.



The EFT [Payment Method] Setup window displays.

4. Click the checkbox next to the Terms and Conditions.
5. Click the Accept button.
6. Verify your Security Passphrase is correct.
7. Click the Cancel checkbox located near the bottom of the form.

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

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

10. 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.

Manage Auto Pay Program

Web

Edit Auto Pay Program

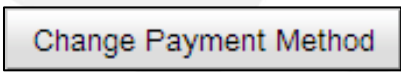
1. From the homepage, click the **Billing & Payments** tab.

- 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.

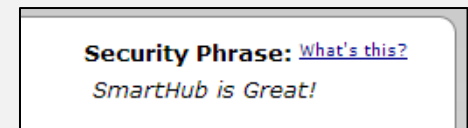
a. Read the Terms and Conditions.

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.