SmartHub Web: How to Setup AutoPay (recurring payments)
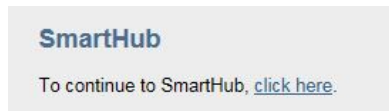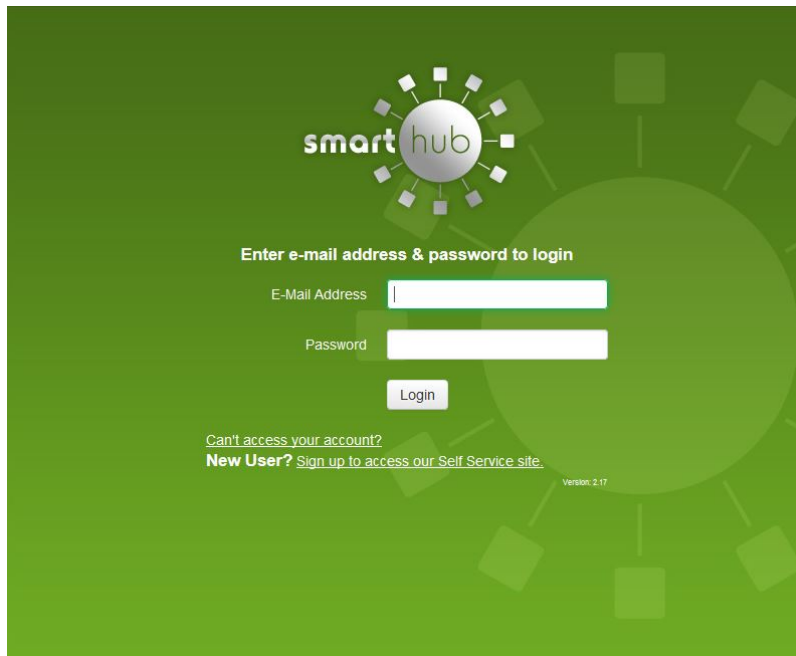
1.) Go to NWREC's website at **www.nwrec.coop**

2.) Click on the **SmartHub** icon on the home page

3.) Click to continue to SmartHub

SmartHub

To continue to SmartHub, click here.

4.) Enter "E-Mail Address" you used to signup for SmartHub

5.) Enter "Password" you used to signup for SmartHub

6.) Click the "**Login**" button

7.) Click "**Billing & Payments**"

8.) Click "**Auto Pay Accounts**"

9.) Click "**Sign Up For Auto Pay**" and use the pop-up menu to choose **Checking Account**

a. Select the "**check box**" indicating you agree to the Terms and Conditions

b. Click "**Accept**" button. The Payment Gateway screen displays.

c. Verify that the "**Security Phrase**" located in the top right corner of the dialog box is yours d. All ***** fields are required and the top section will default to your account information

e. Select "**Payment Method**" (Checking Account, Savings Account)

f. Enter the "**Routing Number**" and "**Account Number**"

g. Select the "**Account Type**" from the dropdown list (Personal , Business/Commercial)

h. Enter "**Account Description**", this is optional, to help you identify account later when managing stored accounts

i. Enter "**Email Address**" you used to login to SmartHub this will act as electronic signature j. Enter the "**Password**" you used to login to SmartHub this will act as electronic signature

k. Click the "**Submit**" button. If all information has been entered without errors, you will see a confirmation appear at the top of the EFT Credit Card Setup Payment Gateway screen stating "Thank you, you Auto Pay payment has been successfully added"

l. Click "**Close X**" button to return to SmartHub

m. You will receive confirmation of payment via email (you can enable SMS text message in SmartHub Notifications)

10.) After you have completed Signing Up for AutoPay you will be returned to SmartHub screen where you can manage other aspects of your account or you can click on "**Log Out**"