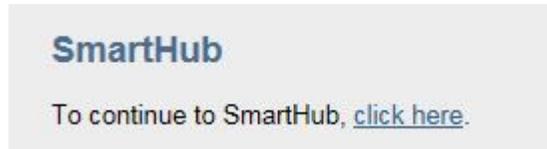


SmartHub Web: How to Make One-Time Payment

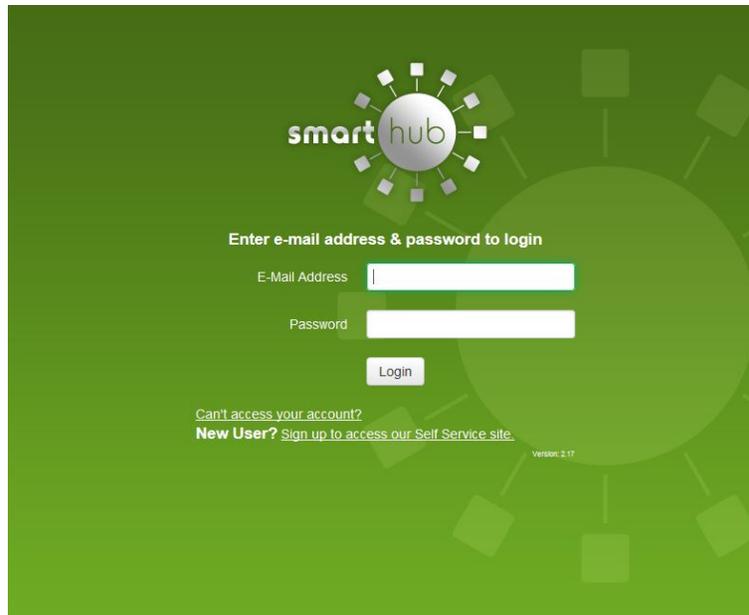
- 1.) Go to NWREC's website at www.nwrec.coop or open the mobile app
- 2.) Click on the [SmartHub](#) button



- 3.) Click to continue to SmartHub



- 5.) Enter "**E-Mail Address**" you used to signup for SmartHub
- 6.) Enter "**Password**" you used to signup for SmartHub
- 7.) Click the "**Login**" button

A login page with a green background. At the top center is the SmartHub logo. Below it is the text "Enter e-mail address & password to login". There are two input fields: "E-Mail Address" and "Password". Below the "Password" field is a "Login" button. At the bottom left, there are two links: "Can't access your account?" and "New User? Sign up to access our Self Service site." At the bottom right, there is a small text "Version: 2.17".

8.) Click "Billing & Payments"

REC NORTH WEST REC
Your Touchstone Energy® Cooperative

Log Out | Home | Help

Home | **Billing & Payments** | My Profile | My Usage | Notifications | Contact Us | Have a Question? Get Help. »

Billing & Payments
Billing History
Payment History
Auto Pay Accounts

Select/Unselect All

Total amount may differ from your statement due to recent payments and/or adjustments.

Date Due	Total Due	Make a Payment
12/10/2014	48.00	\$ 48.00

Thank You | [View Bill »](#)

Total Due
 Other Amt

481.00 **Pay Now »**

[Billing & Payments](#) | [My Profile](#) | [My Usage](#) | [Notifications](#) | [Contact Us](#) | [Facebook](#) | [Twitter](#)

Call Us: 800-766-2099

Version: 2.17

9.) Select "Total Due" to pay in full, or select "Other Amt" and enter amount into Make Payment field to make a partial payment.

10.) Click "Pay Now" button

11.) Payment Option, click on either "Pay with a new Credit Card or Debit Card" or "Pay with a new Bank Account"

12) Click "Make Payment>>" button

- 13.) Enter appropriate payment information in one of the following screens depending upon payment option you selected.

If you selected Payment Option of “Pay with a new Credit Card or Debit Card” the following dialog box will pop-up for payment verification.

- Verify that the Security Phrase located in the top right corner of the dialog box is yours
- All * fields are required and the top section will default to your account information
- Select Card Type (MASTER CARD, VISA)
- Enter Card Number
- Select Exp. Date (Month & Year)
- Enter Card Verification Code
- If you would like to use this card information for future one-time payments, check the “Save this card for future payments” check box and the next time you make a payment under Payment Options you can select “Pay with a Stored Account” and select the Stored Account you wish to make payment with.
- Click on “Continue” button
- Please confirm payment information and click the “Submit” button. If all information has been entered without errors, a confirmation dialog box will appear displaying the payment was approved.
- Click “Close X” button

k. You will receive confirmation of payment via email (you can enable SMS text message in SmartHub Notifications) and a Receipt Request dialog box will appear where you can click "Print Receipt" button if you would like a paper copy of your receipt or if you want to send a copy of receipt to an alternate email address you can enter an alternate "Email address" and click the "E-Mail Receipt" button. Click the "Close X" button.

If you selected Payment Option of "Pay with a new Bank Account" the following dialog box will pop-up for payment verification.

The screenshot shows a 'Check Payment' dialog box with a 'Close X' button in the top right corner. The form contains the following fields and options:

- Total Payment Amount:** [Text Field] *
- Security Phrase:** [What's this?](#)
MySEA-Passphrase
- First Name:** [Text Field] *
- Last Name:** [Text Field] *
- Company Name:** [Text Field]
- Address:** [Text Field] *
- Address Line 2:** [Text Field]
- City:** [Text Field] *
- State:** [Dropdown Menu] (Iowa) *
- Zip Code:** [Text Field] *
- Routing Number:** [Text Field] *
- [Where do I find it?](#)
- Account Number:** [Text Field] *
- Account Number (confirm):** [Text Field] **RE-ENTER**
- [Where do I find it?](#)
- Account Type:** [Dropdown Menu] (Choose One) *
- Save this account for future payments:**

Fields marked with a '*' are required.

Buttons: **Continue** (greyed out), **Reset**

2/13/14

- Verify that the Security Phrase located in the top right corner of the dialog box is yours
- All * fields are required and the top section will default to your account information
- Enter the Routing Number, Account Number, re-enter Account Number to confirm
- Select the Account Type from the dropdown list (Personal Checking, Business Checking, Personal Savings, Business Savings)
- If you would like to use this account information for future one-time payments, check the 'Save this account for future payments' check box and the next time you make a payment under Payment Options you can select "Pay with a Stored Account" and select the Stored Account you wish to make payment with.
- Click the "Continue" button
- Please confirm payment information and click the "Submit" button. If all information has been entered without errors, a confirmation dialog box will appear displaying the payment was approved
- Click "Close X" button

- i. You will receive confirmation of payment via email (you can enable SMS text message in SmartHub Notifications) and a Receipt Request dialog box will appear where you can click "Print Receipt" button if you would like a paper copy of your receipt or if you want to send a copy of receipt to an alternate email address you can enter an alternate "Email address" and click the "E-Mail Receipt" button. Click the "Close X" button.
- 14.) After you have completed making your payment you will be returned to SmartHub screen where you can manage other aspects of your account or you can click on "Log Out".