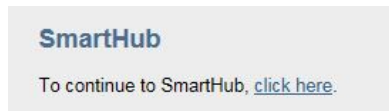


SmartHub Web: How to Setup AutoPay (recurring payments)

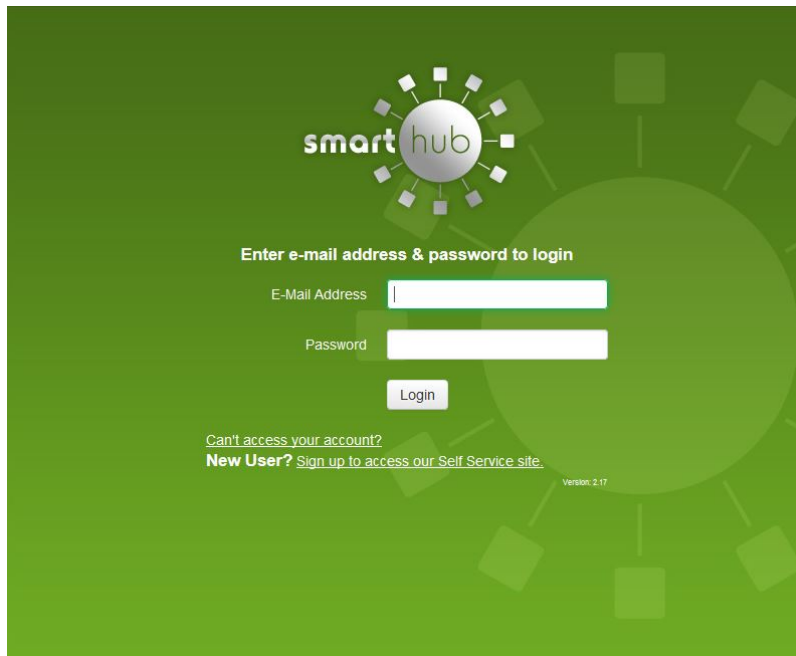
- 1.) Go to NWREC's website at www.nwrec.coop
- 2.) Click on the [SmartHub](#) icon on the home page



- 3.) Click to continue to SmartHub



- 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"



The screenshot shows the SmartHub website interface. At the top, there is a navigation bar with the following items: Home, Billing & Payments (with a dropdown arrow), My Profile (with a dropdown arrow), My Usage (with a dropdown arrow), Notifications (with a dropdown arrow), and Contact Us. Below the navigation bar, there is a 'Quick Links' section with a list of links: 'I want to...', 'Pay My Bill', 'View Service Requests', 'View Billing History', 'Report An Outage', and 'Get Help'. The 'Auto Pay Accounts' link is circled in red. To the right of the navigation bar, there is a section titled 'View and Manage My Usage' with a sub-heading 'We've improved your usage management tools!'. This section includes a 'Key Features' list: 'Analyze and understand usage trends to find ways to cut back.', 'Create and track a monthly budget to avoid unexpected high utility bills.', 'Set a point or range in time to compare differences in usage.', and 'And much more.'. Below the text is a line and bar chart showing usage trends. At the bottom of the usage management section, there is a 'Start Now' button.

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



Log Out | Home | Help



Billing & Payments Billing History Payment History Auto Pay Accounts	Account	Auto Pay Method	Actions
	NORTH WEST RURAL ELECTRIC COOP [Redacted] IA	None	Sign Up For Auto Pay >

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

Call Us: 800-868-8686

- 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, your 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**"