# smarthub

## How To

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### **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 makes it easy to manage them from your smartphone or tablet.

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

### **Enable Recurring Payments**

- 1. Tap the Bill & Pay icon.
- 2. Tap Recurring Payments.

### Bill & Pay Select Account

#### Steven G Davison | 1312000500

### Hometown | 1312000500

\$129.00 is past due and is subject to disconnect if not paid by 6/27/12.

#### Past Due

4300 N 1200 E Lake Saint Louis, Mo 63367

3. Tap the account you want to pay automatically. (For most, only one account will be listed.)

A message displays indicating that recurring bill payment is currently disabled for this account. Any stored payment methods also display.

#### Manage Recurring... Recurring bill payment is currently disabled for this account. Please select a payment method below to enable future automatic bill payments. Mastercard: \*\*\*\*1732 VISA Visa: \*\*\*\*0026

4. Select a payment method to use for future automatic payments: Stored or New.

**New Payment Method** 

#### **Stored Payment Method**

Select Acco...

a. Tap the stored payment method you wish to use.

A confirmation screen appears.

b. Review the information and tap the **Confirm** button.

A confirmation alert displays.



c. Tap OK.

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The Manage Recurring Payments screen appears with a message indicating recurring bill payment is currently enabled for this account.

#### **New Payment Method**

- a. Tap New Payment Method.
- b. Select the type of payment method you wish to use: credit or debit card, checking or savings account.

A form displays asking you for information about your selected payment method.

- c. Enter the required information into the form.
- d. Once satisfied with your entries, tap the **Continue** button.

A confirmation screen appears.

Add Payment	Confirm	Continue			
Please verify the information below. If incorrect, use the top left button to make changes.					
Address					
First Name:		Steven			
Last Name:		Davison			

e. Verify the information about your new payment method is correct, and then tap the **Confirm** button.

A confirmation screen appears, asking you to confirm your desire to establish a recurring payment with this payment method.



f. Tap the **Confirm** button to enable Recurring Payments.

Your recurring payment is saved and another confirmation message appears.

g. Tap **OK**.

The Manage Recurring Payments screen appears with a message indicating your recurring payment is enabled along with the method of payment utilized.

### **Disable Recurring Payments**

- 1. Tap the **Bill & Pay** icon.
- 2. Tap Recurring Payments.

A message displays indicating a recurring bill payment is currently enabled for this account. The existing recurring payment method and any other stored payment methods are also displayed.

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### Select Acco... Manage Recurring...

Recurring bill payment is currently enabled for this account. Please select an option below to disable or change these payments.

#### Disable Recurring Bill Payment

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3. Tap Disable Recurring Bill Payment

A confirmation alert appears.

- 4. Tap Yes to confirm.
- 5. A confirmation alert displays, indicating Recurring Payments have been disabled.



6. Tap **OK** to return to the Recurring Payments screen.

A message displays indicating that recurring bill payment is currently disabled for this account. Any stored payment methods also display.

### **Edit Recurring Payments**

- 1. Tap the Bill & Pay icon.
- 2. Tap Recurring Payments.

A message displays indicating a recurring bill payment is currently enabled for this account. The existing recurring payment method and any other stored payment methods are also displayed.

3. Select a new payment method to use for future automatic payments: **Stored** or **New**.

#### **Stored Payment Method**

a. Under the **Replace Existing Payment Method** heading, tap the stored payment method you now wish to use.



A confirmation screen appears.

b. Tap the **Confirm** button to enable Recurring Payments with this payment method.

Your recurring payment is saved and a confirmation message appears.

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The Manage Recurring Payments screen appears with a message indicating your recurring payment is enabled along with the method of payment utilized.



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#### **New Payment Method**

- a. Tap New Payment Method.
- Select the type of payment method you wish to use: credit or debit card, checking or savings account.

A form displays asking you for information about your selected payment method.

- c. Enter the required information into the form.
- d. Once satisfied with your entries, tap the **Continue** button.

A confirmation screen appears.



e. Verify the information about your new payment method is correct, and then tap the **Continue** button.

A confirmation screen appears, asking you to confirm your desire to establish a recurring payment with this payment method.

Confirm	n Aut	omat	ic Pa	yments
Yc payı of	ou are abo ment for t your futu using	out to er the acco ure payn the seleo	nable au ount liste nents w cted ac	utomatic bill ed below. All rill be made count.
	Account:	131200	0500	
	Pay With:	Visa: **	**0026	;
	Cancel			Confirm

f. Tap the **Confirm** button to enable Recurring Payments.

Your recurring payment is saved and another confirmation message appears.

g. Tap **OK**.

The Manage Recurring Payments screen appears with a message indicating your recurring payment is enabled, along with the method of payment utilized.

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