smarthub

How To

Overview

Having access to your billing & payment history through SmartHub has many benefits. Not only does it cut down on the storage of paper bills, allowing you to go green, but it also means you don't have to wait until a representative is available to get the information you want.

View Previous Bills

1. From the home screen, tap the **Bill & Pay** icon.



2. Tap Bill History.

A listing of previous bills displays.

3. Tap the bill you wish to view.

A download bill box appears.

4. Tap Download Bill.

An Info alert displays.

- 5. Tap **OK**.
- Tap the downloaded bill again, now marked with Bill Downloaded.

12/01/2011

\$128.88

Bill Downloaded

An options menu appears.

7. Tap View Bill. 12/01/2011

\$128.88

View Bill

The bill opens in your designated PDF reader. If you have not already designated a default app, you'll need to do so.

- 8. Review your bill. Use a combination of swipes, reverse pinching and pinching to view specific sections of the bill.
- 9. Tap the device's back button to return to SmartHub.



View Previous Payments

- From the SmartHub Home screen, tap the Bill & Pay icon.
- 2. Tap Payment History.

Your payment history appears, including amounts and dates.

Payment History	
ANDY TOONEY 1215300 406 MUNDY AVE MANN ND 58642	
08/30/2013	\$128.88 Web Payments
08/29/2013	\$128.88 Balance Adjustment
08/12/2013	\$128.88 Web Payments

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