

## Overview

SmartHub Web makes it easy for you to pay your bill. You can pay your entire balance due, make a partial payment, or pay a specific amount, for one account or several. You can use a stored payment method, or add additional ones you can use one time or save them for future use.

This document tells you how to do it with SmartHub Web.

## Pay Your Bill

1. On the homepage, click the **Billing & Payments** tab.



2. Click the **Billing & Payments** link in the far left menu.

*The Billing and Payments screen appears.*

3. Determine the amount you wish to pay and select the corresponding item:

- **Total Due:** The default selection that will automatically be checked.

- **Past Due:** This option allows you to pay only the amount past due and not the amount currently due. This option will not appear if you do not have a past due amount.
- **Other Amt:** This option allows you to set the amount of your payment. Click the **Make a Payment** field and enter the amount you want to pay.

4. Click the **Pay Now** button.

*The Payment Summary page appears.*

Accounts		
Account	Amount Past Due	Payment
<b>Hometown</b> 3410060900 700 KIERAN DR, LAKE SAINT LOUIS, MO	\$8.05	\$168.05
Sub Total:		<b>\$168.05</b>
Edit Amount »		
Convenience Fee:		<b>\$3.50</b>
Total Payment:		<b>\$171.55</b>

5. Select a payment option:

### Pay with a Stored Account

**Note:** This option only appears if there is a payment method already stored.

- a. Select the **Pay with a Stored Account** option.
- b. Select a stored payment method from the drop down menu. (Credit or debit cards will require you to enter the Card Verification Code.)
- c. If present, click the **I agree to pay the \$X.XX convenience fee.** checkbox.

- d. Click the **Make Payment** button.

*The Payment window appears.*

- e. Review the payment information and click the Submit button.



*A confirmation appears indicating your payment was successful.*

- f. Click the **Close** button.

*The Receipt Request window appears.*

- g. If desired, you can print or email yourself a receipt by clicking the appropriate button.



- h. Click the **Close** button to return to the Billing & Payments screen.

### Pay with a New Card or Bank Account

- a. Select the new payment type option: **Pay with a new Credit or Debit Card** or **Pay with a new Bank Account**.



- b. If present, click the **I agree to pay the \$X.XX convenience fee.** checkbox.

- c. Click the Make Payment button.

*The Payment screen displays.*

- d. Enter information in the required fields, marked with an asterisk (\*).

- e. If desired, tap the **Save [payment method] for future payments** checkbox to store this payment method for future use. Rest assured your information is securely stored in accordance with credit card industry data security standards.

- f. Once satisfied with your entries, tap the **Continue** button at the bottom of the form.

*A payment confirmation screen appears.*

- g. Review the payment information and click the **Submit** button.

*A confirmation screen appears indicating your payment has been processed.*

- h. If desired, you can print or email yourself a receipt by clicking the appropriate button.

- i. Click the **Close** button to return to the home page.