Manage Recurring Payments

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 Web makes it easy to manage them from your computer.

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

Enable Recurring Payments

1. From the homepage, click the Billing & Payments tab.

2. Click the Recurring Payments link in the far left menu.

   The Recurring Payment page appears.

3. Within the row of the appropriate account, click the New Recurring Payment button.

   A drop down menu appears.

4. Select your desired payment option -- Add New or Use Existing

   Use Existing (payment method)
   a. Select the existing payment method to use from the list.

   The EFT [Payment Method] Setup Terms & Conditions window displays.

   b. Read the Terms and Conditions.

   c. Click the checkbox “I have read and agree to the Terms and Conditions.”

   d. Click the Accept button.

   The EFT [Payment Method] Setup window refreshes.

   e. Verify the Security Phrase is correct. If not, contact customer service ASAP.

   Security Phrase: What's this? SmartHub is Great!

   f. Verify the stored information is accurate.

   g. For Bank Accounts, enter your SmartHub username/email address and password.

   h. Click the Submit button.

   Confirmation text appears at the top of the window indicating success.

   EFT Checking Account Setup

   • EFT bank account 217 for Company 80027 by Gateway User craig.dahle@nisc.coop

   i. Click the Close button, in the upper right of the window.

   The window closes and the payment method appears within the Recurring Payment Method column on the Recurring Payments page.
Manage Recurring Payments

Add New (payment method).

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The EFT [Payment Method] window displays.

a. Read the Terms and Conditions.

b. Click the checkbox “I have read and agree to the Terms and Conditions.”

c. Click the Accept button.

The EFT [Payment Method] window refreshes.

d. Verify the Security Phrase is correct. If not, contact customer service ASAP.

e. Enter your information into the required fields, marked with an (*) asterisk.

f. Click the Submit button.

Confirmation text appears at the top of the window indicating success.

g. Click the Close button, in the upper right of the window.

The window closes and the payment method appears within the Recurring Payment Method column on the Recurring Payments page.

Disable Recurring Payments

1. From the homepage, click the Billing & Payments tab.

2. Click the Recurring Payments link in the left menu.

   The Recurring Payment page appears.

3. Click the Update or Cancel link, located under the associated payment method.

   The EFT [Payment Method] Setup window displays.

4. Click the checkbox next to I have read and agree to the Terms and Conditions.

5. Click the Accept button.

   The EFT [Payment Method] Setup window refreshes.

6. Verify your Security Passphrase is correct.

7. Click the Cancel this EFT checkbox located near the bottom of the form.

8. If canceling payments from a bank account, enter your SmartHub email address and password.

9. Click the Submit button.

   Confirmation text appears at the top of the window indicating success.

10. Click the Close button on the upper right of the window.

   The window closes and the Recurring Payment page no longer shows an active recurring payment method.
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Edit Recurring Payments

1. From the homepage, click the Billing & Payments tab.

2. Click the Recurring Payments link in the left menu.

   The Recurring Payments page appears.

3. Click the appropriate Change Payment Method button.

   A drop down menu appears.

4. Select your desired payment option -- Add New or Use Existing

Use Existing (payment method)

   a. Select the desired payment method from the list.

   The EFT [Payment Method] Setup window displays.

   b. Read the Terms and Conditions.

   c. Click the checkbox “I have read and agree to the Terms and Conditions.”

   d. Click the Accept button.

   The EFT [Payment Method] Setup window refreshes.

   e. Verify the Security Phrase is correct. If not, contact customer service ASAP.

   f. Verify payment method information is accurate.

   g. For bank accounts, enter your SmartHub username/email address and password.

Add New (payment method).

   a. Read the Terms and Conditions.

   b. Click the checkbox “I have read and agree to the Terms and Conditions.”

   c. Click the Accept button.

   The EFT [Payment Method] window displays.

   d. Verify the Security Phrase is correct. If not, contact customer service ASAP.

   Security Phrase: What's this?
   SmartHub is Great!

   e. Enter your information into the required fields, marked with an (*) asterisk.

   f. Click the Submit button.

   Confirmation text appears at the top of the window indicating success.

   g. Click the Close button, in the upper right of the window.

   The window closes and the new payment method appears within the Recurring Payment Method column on the Recurring Payments page.