

# SMARTHUB: HOW TO SETUP AUTOPAY (recurring payments)

1. Visit the Eastern Slope Technologies website, <https://easternslopetech.com/>.

2. On the homepage, under "Login to SmartHub," enter the **E-mail** address you used to sign up for SmartHub.
3. Enter the **Password** you used to sign up for Smart Hub.
4. Click the **"Login"** button.
5. Once you are in the SmartHub portal, select **"Billing & Payments."**
6. Select **"Auto Pay Program."**
7. Under "Actions", select **"Sign Up for Auto Pay."**

8. Under the pop-up menu, choose your card. Select **"Accept"** after reviewing the Auto Pay Terms & Conditions.

9. Once you hit "Accept", you will enter your Auto Pay information.

**FOR CARD SETUP:**

- a. Verify that the "Security Phrase" in the upper right hand corner is correct for your account.
- b. **Enter the Payment Card Details.**
- c. **Verify the Cardholder Details are correct.**
- d. Once everything is entered, select **"Continue."**

Auto Pay - Card Setup

Payment Card Details

Payment Method Choose One

Card Type VISA MASTERCARD DISCOVER

Card Number

Expire Date Choose One Choose

Account Description (optional)

Cardholder Details

Customer Account

Name

Address See More

City EADS

State Colorado

Zip Code 81036

Security Phrase What's this?

Continue Reset

Cancel

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10. After you select "Continue", you will receive a Confirmation screen. Select **"Close."**

11. Once you have completed signing up for Auto Pay, you will return to the "Auto Pay Program" screen. From here, you can navigate the SmartHub portal to manage other aspects of your account. You can also "Log Out."