

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 either "**Card**" or "**Bank Account.**" Select "**Accept**" after reviewing the Auto Pay Terms & Conditions.

9. Once you hit "Accept", you will enter your Auto Pay information. (either card number or banking account 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: [Input Field]

Expire Date: Choose One, Choose

Account Description (optional): [Input Field]

Cardholder Details

Customer Account: [Input Field]

Name: [Input Field]

Address: [Input Field] See More

City: EADS

State: Colorado

Zip Code: 81036

Security Phrase: [Input Field] What's this?

Continue Reset

11/30/22

Cancel

FOR BANK ACCOUNT SETUP:

- e. Verify that the "Security Phrase" in the upper right hand corner is correct for your account.
- f. Enter the Payment Account Details.
- g. You must complete the "Electronic Signature" fields using your e-mail address and password for your SmartHub account.
- h. **Verify the Account Holder Details are correct.**
- i. Once everything is entered, select "**I Agree.**"

Auto Pay - Bank Account Setup

Payment Account Details

Payment Method: Choose One

Bank Routing Number: [Input Field] Where do I find it?

Bank Account Number: [Input Field]

Bank Account (confirm): [Input Field] Where do I find it?

Account Type: Personal

Account Description (optional): [Input Field]

Account Holder Details

Customer Account: [Input Field]

First Name: [Input Field]

Last Name: [Input Field]

Address: [Input Field] See More

City: EADS

State: Colorado

ZIP Code: 81036

Security Phrase: [Input Field] What's this?

I Agree Reset

3/28/23

Cancel

10. After you select "I Agree", 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."