

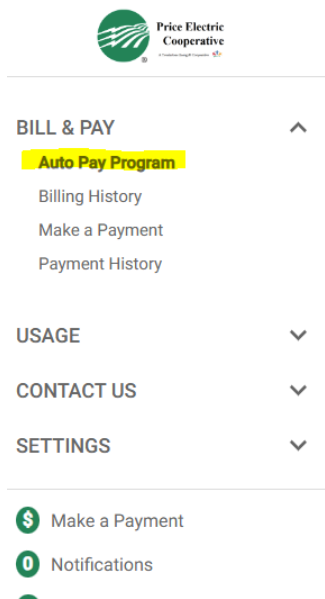


**Price Electric
Cooperative**

A Touchstone Energy® Cooperative

Smart Hub How-To: Setting Up Autopay

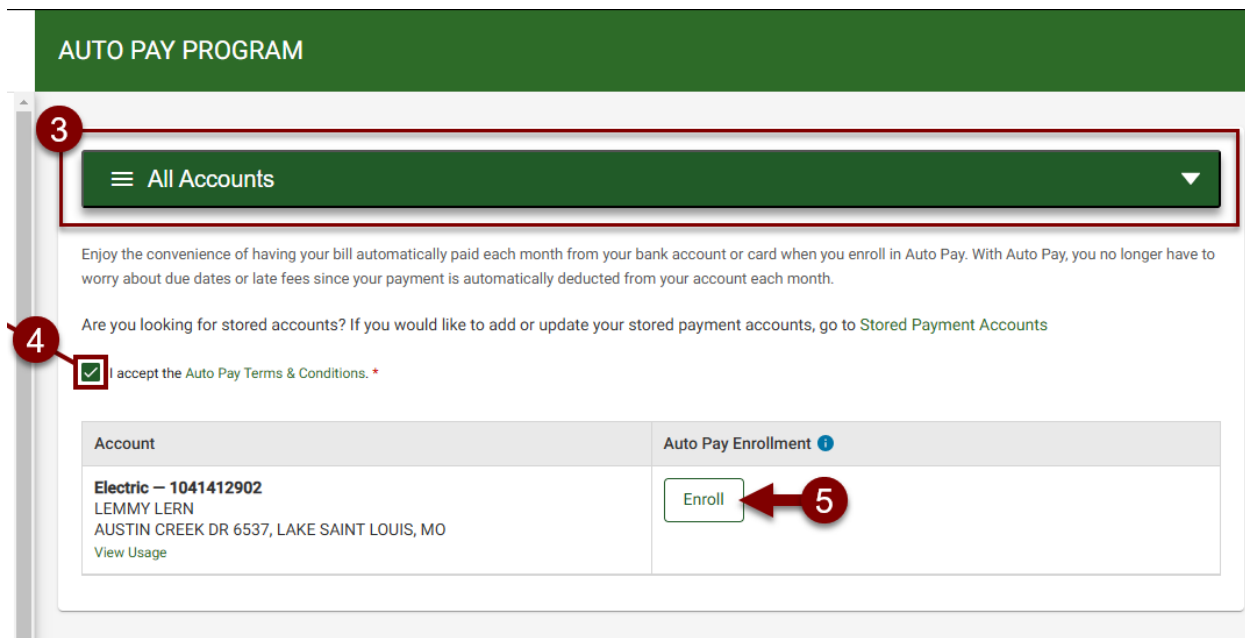
To set up automatic payments using your credit/debit card or checking/savings account, you must first login to your Smart Hub account. Navigate to the Bill & Pay menu, then Auto Pay Program.



Use the account drop-down (3) to enroll all accounts or select an individual account. Here, all active electric accounts are selected.

Click to read and accept the autopay terms and conditions (4).

Click Enroll (5) to add a payment method to the auto pay program.

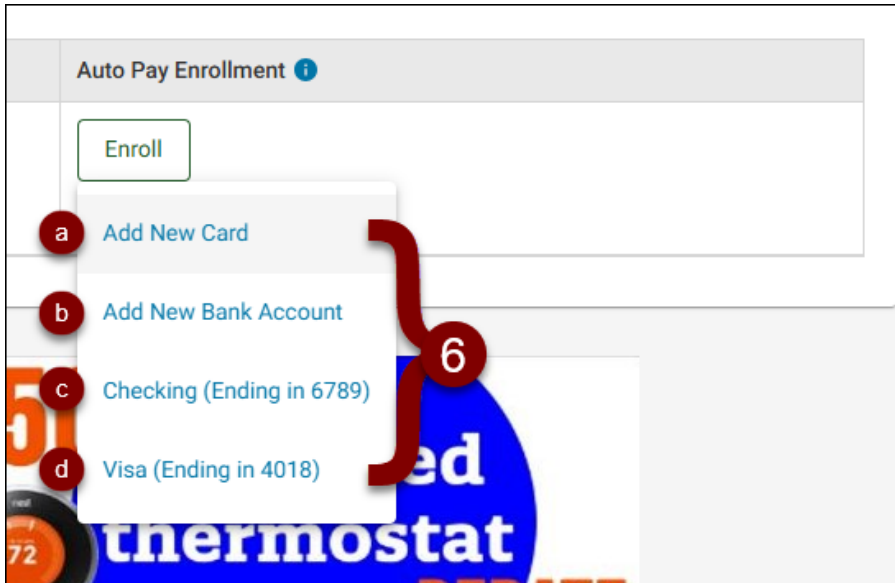




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Upon clicking Enroll, you will have the option to add a new card, bank account, or if you have any stored payment methods on your account, to add one of them. (C and D are payment methods previously added by the user and used to manually make payments each month)



If you choose to add a new card or bank account, you will be prompted to enter in the account details. In this example, the user is adding a bank account. Once information is entered, click I agree or Continue (depending on which payment method has been added.)

ADD NEW BANK ACCOUNT b

Payment Account Details	Account Holder Details
Payment Method Choose One <input type="button" value="v"/> Bank Routing Number <input type="text"/> Where do I find it? Bank Account Number <input type="text"/> Bank Account (Confirm) <input type="text"/> Where do I find it? Account Type Personal <input type="button" value="v"/> Account Description (optional) <input type="text"/>	Customer Account 1041412902 First Name LEMMY <input type="text"/> Last Name LERN <input type="text"/> Address 6537 AUSTIN CREEK DR <input type="text"/> See More City LAKE SAINT LOUIS <input type="text"/> State Missouri <input type="button" value="v"/> ZIP Code 63367 <input type="text"/>

I (we) hereby authorize Regional Workshops - Support 3 to initiate debit entries to my (our) checking or savings account at the depository financial institution entered above. This authorization is to remain in full force and effect until Regional Workshops - Support 3 has received mail, fax or internet notification from me (or either of us) of its termination in such time and in such manner as to afford Regional Workshops - Support 3 and the financial institution entered above opportunity to act on it. If an item is dishonored or returned for any reason, I authorize an additional debit to the account listed above for \$25.00 or the maximum amount allowed by law, whichever is less. By clicking on the button below, I agree to the terms of this agreement and authorize this purchase. Please print this authorization page and retain a hard copy or electronic copy for your records.

12/31/24



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After clicking I Agree or Continue, the payment information will be stored and saved for auto pay.

To verify you have auto pay set up, you can return to the Auto Pay Program screen, and you will see your account is enrolled and the information you just saved (10).

AUTO PAY PROGRAM

☰ All Accounts ▾

Enjoy the convenience of having your bill automatically paid each month from your bank account or card when you enroll in Auto Pay. With Auto Pay, you no longer have to worry about due dates or late fees since your payment is automatically deducted from your account each month.

Are you looking for stored accounts? If you would like to add or update your stored payment accounts, go to [Stored Payment Accounts](#)

I accept the Auto Pay Terms & Conditions. *

Account	Auto Pay Enrollment ⓘ
Electric – 1041412902 LEMMY LERN AUSTIN CREEK DR 6537, LAKE SAINT LOUIS, MO View Usage	Checking (Ending in 6789) <ul style="list-style-type: none"> • Update or Cancel • Change Payment Method

With auto pay, your electric bills will be withdrawn from your account on the 20th, unless the 20th is a weekend or holiday, payments will be withdrawn the following business day.

If you wish to cancel or update your autopay in the future, you will navigate to the Bill & Pay menu, then Auto Pay Program, and click the Update or Cancel hyperlink.

AUTO PAY PROGRAM

☰ All Accounts ▾

Enjoy the convenience of having your bill automatically paid each month from your bank account or card when you enroll in Auto Pay. With Auto Pay, you no longer have to worry about due dates or late fees since your payment is automatically deducted from your account each month.

Are you looking for stored accounts? If you would like to add or update your stored payment accounts, go to [Stored Payment Accounts](#)

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