## How to sign up for auto-pay online through SmartHub

You can get to the SmartHub login page either by going to People's Energy Cooperative's website and following the links (steps 1-5 below) or you can go directly to the SmartHub login at <a href="https://peoplesrec.smarthub.coop/Login.html#login">https://peoplesrec.smartHub.coop/Login.html#login</a>.

- 1. Go to People's Energy Cooperative's website at https://peoplesenergy.coop/
- 2. Log into your SmartHub account at the top of the page. Don't have one? Click on the New User link and complete the sign-up process.

Toll Free: (800) 214-2694   Pay by Phone: (855) 730-8709					Pay Your Bill	A Power Outages	🕤 Contact Us
People's Energy Cooperativ Your Touchstone Energy' Cooperative	e	E-Mail: Can't access your account?	Password:	o use SmartHub!	Login		
	A Home Community -	Cooperative Information	Electric Service -	Member Center -			
WELCOME Thank you for visiting us online! Olmsted, Wabasha, and Winona is to bring value to our member- solutions at fair and reasonable	People's Energy Coope a counties in southeaster owners and communities prices.	People Coope rative is an electric coop m Minnesota. We are go s by providing reliable el	e's Ener erative perative that serve: overned by a memi ectricity, superior c	rgy s members in Dod ber-elected board ustomer service, a	ge, Fillmore, Mc of directors and and innovative e	ower, our mission nergy	

\*\* Note: If you need to create an account for the first time, you will need your account number. Here is an example of the new user registration page.

New User Registration				
To register as a new user, p	please enter the following information.			
Account Number				
Last Name or Business				
E-Mail Address				
	Submit Reset Cancel			

3. In the 'Billing and Payments' dropdown, choose Auto Pay Program.



4. Click on 'Sign up for auto-pay' and choose type of payment method you wish to use.

## Auto Pay Program

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 Manage My Stored Payment Accounts »

Accounts	Auto Pay Payment Account What's this?	Actions
Account 22 sw, oronoco, MN   House	None	Sign Up For Auto Pay » Add New
Js 🗗 🖻 🛛		Bank Account » Use Existing Personal Checking (Ending in 9961) »

5. A fillable form will pop up to enter your credit card or banking information. Complete in full, read the authorization terms and submit the form, by clicking on continue.

If you have any questions, please contact the Cooperative at 800-214-2694.

## **Additional Option:**

## Managing Notifications:

In addition to managing auto-pay, you can also setup your account so that you can receive notifications (via email or text) when your bill is available, a payment has been processed through auto-pay, etc.

1. From the SmartHub home page click on the 'Notifications' tab and choose 'manage notifications' in the dropdown. You will need to make sure your contact information is up to date in the 'manage contacts' dropdown.

People's Ener	r <b>gy Coop</b> e Energy® Cooper	erative		
Home Billing & Payments 🗸	My Profile 🗸	My Usage 🗸	Notifications -	Contact Us
Quick Links	View	v and Manage N	SmartHub Feed Manage Contacts	
I want to Pay My Bill			Manage Notificatio	ons <mark>our us</mark>

Click on the billing dropdown to see the options you can choose.

Manage Notifications

Use this page to sign up for notifications about acti	vity on your billing account. Expand the notification heading to see all available notifications for that type.		
Billing			
Select All			
Bill Available	This is a notification to inform you when your bill is available in SmartHub.	Multiple Contacts	Options
Billing Change	This is a notification to inform you when you change your billing options from SmartHub.	Multiple Contacts	Options
Cutoff Notice	This is a notification to inform you when your bill is past due in SmartHub.	Multiple Contacts	Options
DQ Notice	This is a notification to inform you when your bill is past due in SmartHub.	Multiple Contacts	Options
Payment Confirmation	This is a notification to inform you we received your payment submission.	Multiple Contacts	Options
Scheduled Payment Notification	This is a notification to inform you when a payment is scheduled or canceled.	Multiple Contacts	Options
Unsuccessful Payment Notification	This is a notification to inform you when an unsuccessful payment has been made.	Multiple Contacts	Options

2. Click on options to setup how you want to receive the notifications.