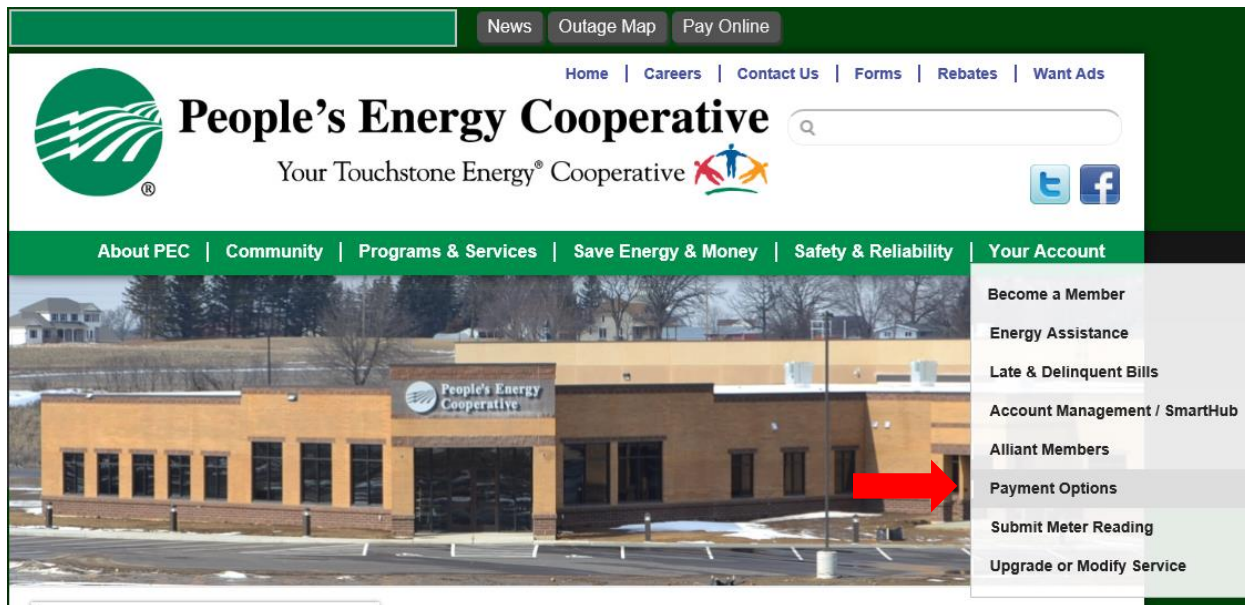


## [How to sign up for auto-pay online through SmartHub](#)

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 <https://peoplesrec.smarthub.coop/Login.html#login> .

1. Go to People's Energy Cooperative's website at <https://peoplesenergy.coop/>
2. Click on 'payment options' in the 'your account' drop down.



3. Click on "SmartHub in automatic payment plan section:

### **Automatic Payment Plan**

Join the Automatic Bill Payment program and have funds automatically deducted from your checking, savings or credit card account each month. No more writing checks, paying postage or mailing your electric bill. It's all taken care of, and there's never a late payment!

#### **Program details:**

- Your electric bill deducts from your bank account or credit card (MasterCard, VISA or Discover) automatically.
- Payments will be deducted on the due date, as stated on your bill. If this date falls on a weekend or holiday, the deduction will take place the following business day.
- You will continue to receive your monthly electric bill(s), electronically or by mail. Your bank or credit card statement will also reflect your payment.
- Sign-up through our automated phone payment system by calling 855-730-8709 or online through [SmartHub](#).



4. Click on 'manage your account'

## Account Management - SmartHub



SmartHub is an online tool that enables you to either [make a one time payment](#) or [manage your account](#) by computer, tablet or smartphone.



5. Sign in to your SmartHub account if you already have one, or create one if you do not. If you do not already have the sign in page bookmarked, you can do so and skip all the steps before this. <https://peoplesrec.smarthub.coop/Login.html#login>

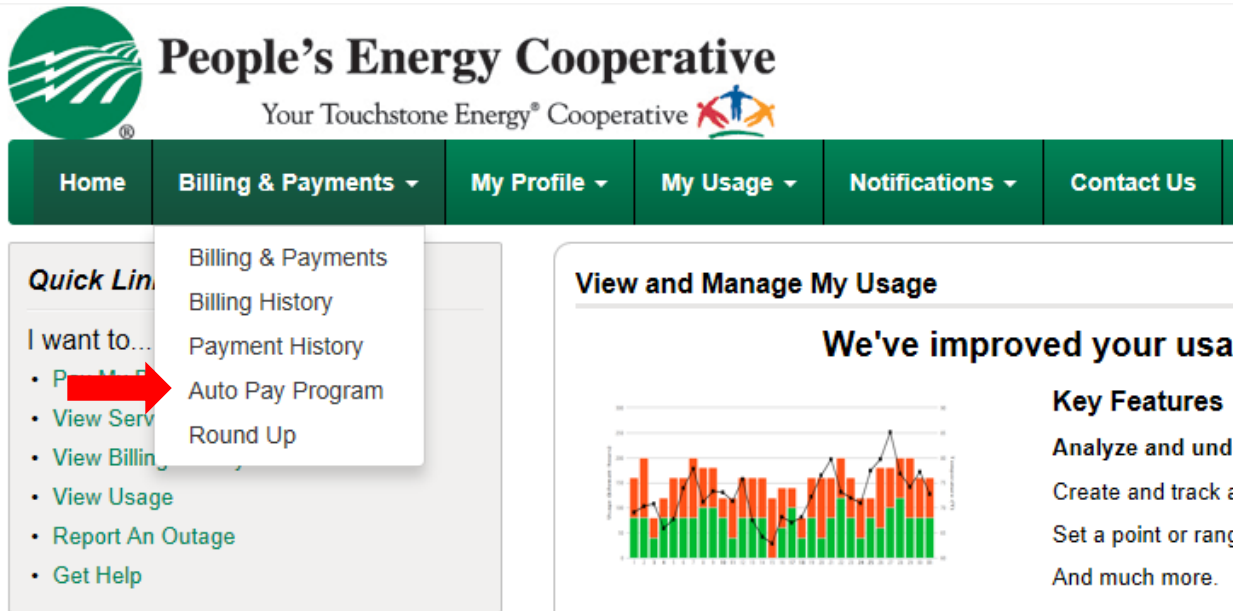
*Note: If you need to create an account for the first time, you will need your account number. Here is an example of the new user registration page.*

### New User Registration

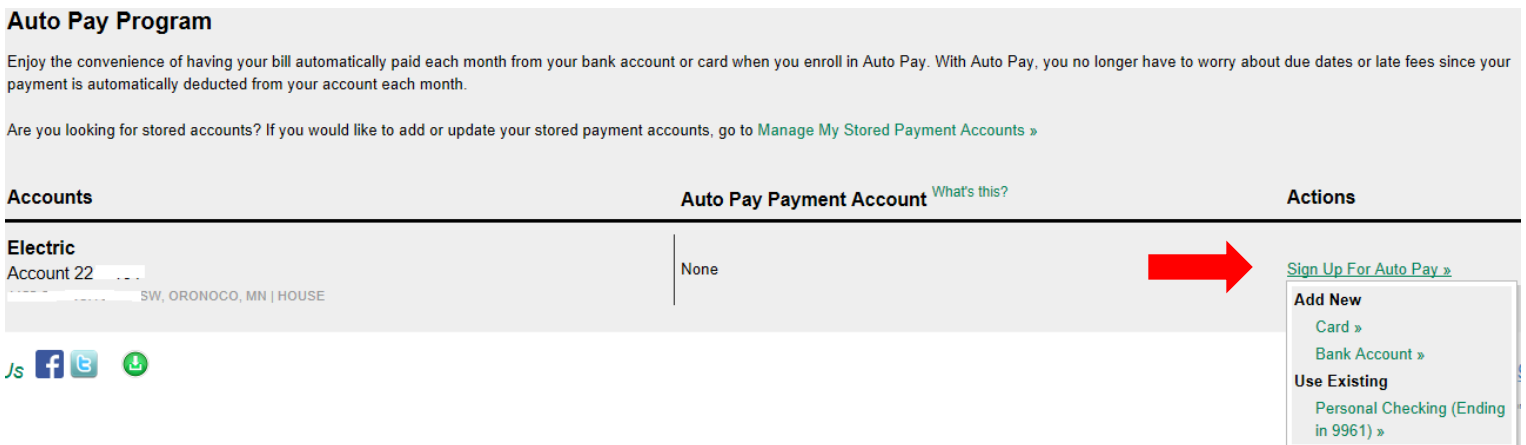
To register as a new user, please enter the following information.

Account Number	<input type="text"/>
Last Name or Business	<input type="text"/>
E-Mail Address	<input type="text"/>
	<input type="submit" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>

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



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



8. 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.*

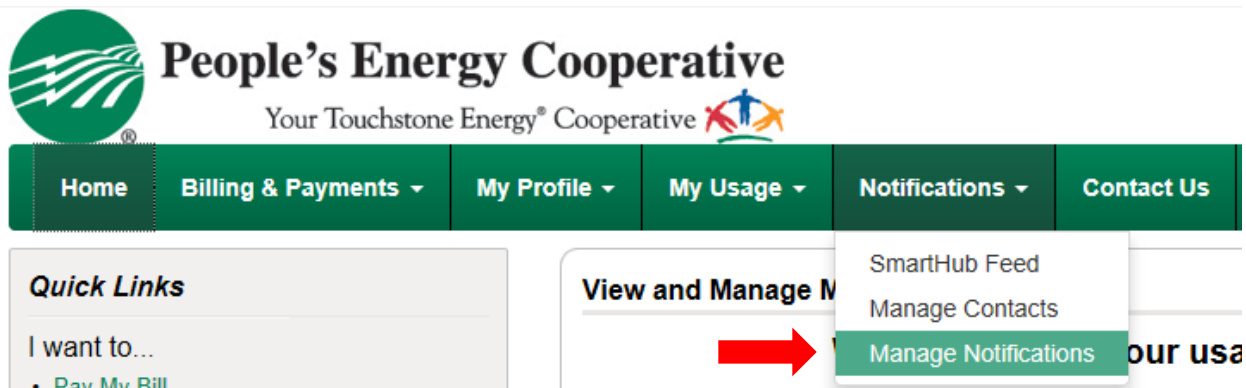
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## Additional Option:

### 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.



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

**Manage Notifications**  
Use this page to sign up for notifications about activity on your billing account. Expand the notification heading to see all available notifications for that type.

Billing			
<input checked="" type="checkbox"/>	Select All		
<input checked="" type="checkbox"/>	Bill Available	This is a notification to inform you when your bill is available in SmartHub.	Multiple Contacts
<input checked="" type="checkbox"/>	Billing Change	This is a notification to inform you when you change your billing options from SmartHub.	Multiple Contacts
<input checked="" type="checkbox"/>	Cutoff Notice	This is a notification to inform you when your bill is past due in SmartHub.	Multiple Contacts
<input checked="" type="checkbox"/>	DQ Notice	This is a notification to inform you when your bill is past due in SmartHub.	Multiple Contacts
<input checked="" type="checkbox"/>	Payment Confirmation	This is a notification to inform you we received your payment submission.	Multiple Contacts
<input checked="" type="checkbox"/>	Scheduled Payment Notification	This is a notification to inform you when a payment is scheduled or canceled.	Multiple Contacts
<input checked="" type="checkbox"/>	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.

