smarthub

Pay Your Bill

Overview

SmartHub makes it easy for you to pay your bill. You can pay your entire balance due, make a partial payment, or pay a specific amount, for one account or several. You can use a stored payment method, or add additional ones you can use one time or save them for future use. This document tells you how to do it from your Android smartphone.

Pay Your Bill

1. Tap the **Bill & Pay** icon.

2. Tap the **Pay** Button.

Bill & Pay

3. If a fee applies, tap **Yes** to accept & continue.

Confirm

A convenience fee of $3.50 will be charged to process this payment. In order to continue, you must agree to pay the convenience fee. Do you agree to pay the convenience fee?

No	Yes

The Payment Summary screen appears.

4. Determine the amount you wish to pay and select the corresponding item:

Choose Payment Amount

- ● **Total Due Amount of $149.00**
- ○ **Past Due Amount of $149.00**
- ○ **Other Amount** $149.00

- **Total Due Amount**: The default selection that will automatically be checked.

- **Past Due Amount**: This option allows you to pay only the amount past due and not the amount currently due. This option will not appear if you do not have a past due amount.

- **Other Amount**: This option allows you to set the amount of your payment. Tap the matching field and enter the amount you want to pay.

5. Select a payment method:

Use Existing:

a. Tap the stored payment method you wish to use.

The Review Payment screen displays.

b. Review the information for accuracy. Credit or Debit cards will also require you to enter the associated CVV code.

Master Card: ••••1732

Card CVV Code: CVV Code

Please be advised that payments may not appear on your account for up to one business day. You will be contacted if the payment is not successful.

Cancel	Make Payment

c. Tap the **Make Payment** button.

The Payment Confirmation screen appears indicating your payment has processed.

d. Click the **Back to Bill & Pay** button to return to the Bill & Pay screen.

Use Other Payment Method:

a. Tap **New Payment Method**.

Pay Your Bill

Choose Payment Method

Master Card: ****1732

New Payment Method

b. Select the payment type you wish to use: **Credit** or **Debit Card**, **Checking** or **Savings Account**.

The Add Payment screen appears.

c. Enter information in the required fields.

d. Once satisfied with your entries, tap the **Continue** button at the bottom of the form.

Continue

The Confirm screen displays.

e. Review the payment method information, and if correct, tap the **Confirm** button.

Card Information

Description:

Card Type:

VISA Visa

Card Number:

************0026

Expiration Date:

12018

Confirm

A payment confirmation screen appears.

f. Review the payment information. Credit and debit cards require you to input the CVV code.

VISA Visa: ****0026

Card CVV Code: 123

☑ Save card for future payments

Please be advised that payments may not appear on your account for up to one business day. You will be contacted if the payment is not successful.

Cancel   Make Payment

g. If desired, tap the **Save [payment method] for future payments** checkbox to store this payment method for future use. Rest assured your information is securely stored in accordance with credit card industry data security standards.

h. Tap the **Make Payment** button.

A confirmation screen appears indicating your payment has been processed.

hub **Payment Confirmed**

Thank You!

Your payment of has been accepted and your account balances have been updated.

A receipt has been emailed to:

steven.davison@negril.coop

Back to Bill & Pay

i. Tap the **Back to Bill & Pay** button to return to the Bill & Pay screen.

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