

Manage Payment Methods

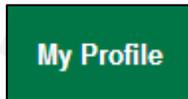
Web

Overview

One of the advantages of SmartHub is that you can conveniently make payments from your computer. No stamps for you! This document shows you how to add, edit, and delete payment account information that you can use to quickly pay your bill when it's due in SmartHub Web. Rest assured your information is securely stored in accordance with credit card industry data security standards.

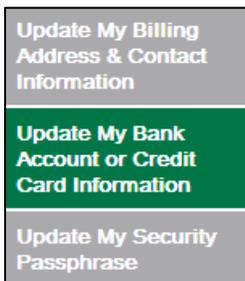
Add a Payment Method

1. From the homepage, click the **My Profile** tab.



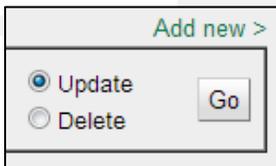
2. Click the **My Information** link in the left menu.

3. Click the **Update My Bank Account or Credit Card Information** tab.



The My Stored Accounts page appears.

4. Determine the type of payment method to add (Credit/Debit Card or Bank Account) and click the corresponding **Add new** hyperlink.



Credit or Debit Card

The Add a Stored Credit Card window displays.

- a. Verify your Security Phrase is correct. If not, contact customer service ASAP.

- b. Enter payment method information into required fields which are marked with an (*) asterisk.
- c. Click the **Add Card** button.



Confirmation text appears at the top of the window indicating your card has been successfully added.

- d. Click the **Close** button in the upper right.

The window closes and the Credit/Debit Cards table displays the newly added card.

Bank Account

The Add a Stored Bank Account window appears.

- a. Verify Security Phrase is correct. If not, contact customer service ASAP.
- b. Enter payment method information into required fields which are marked with an (*) asterisk.

Add a Stored Bank Account

Customer ID:

Payment Method: *

Account Description:

Bank Routing Number: *

[Where do I find it?](#)

Account Number: *

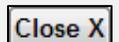
[Where do I find it?](#)

Account Type: *

- c. Click the **Add Account** button.

Confirmation text appears at the top of the window indicating your bank account has been successfully added.

- d. Click the **Close** button in the upper right.



The window closes and the Bank Accounts table displays the newly added account.

Manage Payment Methods

Web

Delete a Payment Method

1. From the homepage, click the **My Profile** tab.
2. Click the **My Information** link in the left menu.
3. Click the **Update My Bank Account or Credit Card Information** tab.

The My Stored Accounts page appears.

4. Locate the payment method you want to delete, and select the corresponding Delete option.

A screenshot of a payment method card. At the top right, there is a link 'Add new >'. Below it, the card displays 'Expires: 01/18'. To the right of this are two radio buttons: 'Update' (unselected) and 'Delete' (selected). A 'Go' button is located to the right of the radio buttons.

5. Click the associated Go button.

The Delete Stored [Payment Method] window appears.

6. Verify the Security Phrase is correct. If not, contact customer service ASAP.
7. Click the Delete [Payment Method] button.

Confirmation text appears at the top of the window indicating success.

A screenshot of a window titled 'Delete Stored Credit Card'. It contains a security phrase: 'Credit Card 337 for Company 80027 Card Number ***** Gateway data by User craig.dahle@nisc.coop'. Below this is a text input field labeled 'Customer ID:' with the value '3410060900' entered.

8. Click the Close button, located in the upper right of the window.

The window closes and your payment method is removed from the Credit/Debit Cards or Bank Account table.

Edit a Payment Method

1. From the homepage, click the **My Profile** button.
2. Click the **My Information** link in the left menu.
3. Click the **Update My Bank Account or Credit Card Information** tab.

The My Stored Accounts page appears.

4. On the appropriate payment method, select the **Update** option.

A screenshot of a payment method card. At the top right, there is a link 'Add new >'. Below it, the card displays two radio buttons: 'Update' (selected) and 'Delete' (unselected). A 'Go' button is located to the right of the radio buttons.

5. Click the corresponding Go button.

The Update Stored [Payment Method] window appears.

6. Update the out of date information. Please note only certain fields can be edited. If you need to make changes to fields that cannot be edited, you will need to delete this payment method and enter a new one.
7. Once satisfied with your edits, click the **Update [Payment Method]** button.

A screenshot of a button labeled 'Update Card'.

Confirmation text appears across the top of the window.

8. Click the **Close** button to return to the My Stored Accounts page.