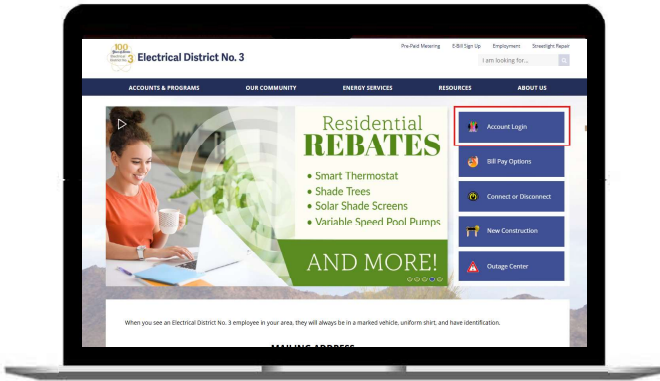




HOW TO ENROLL IN AUTO PAY (web portal)

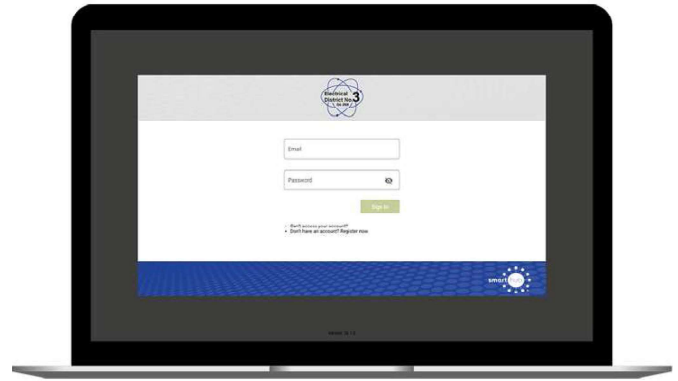


STEP 1



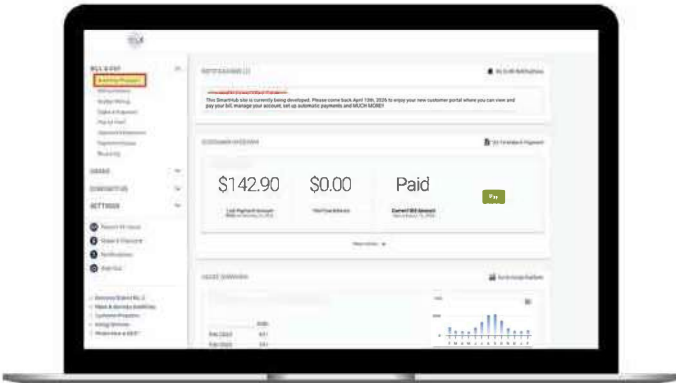
Click **Account Login** on our website.

STEP 2



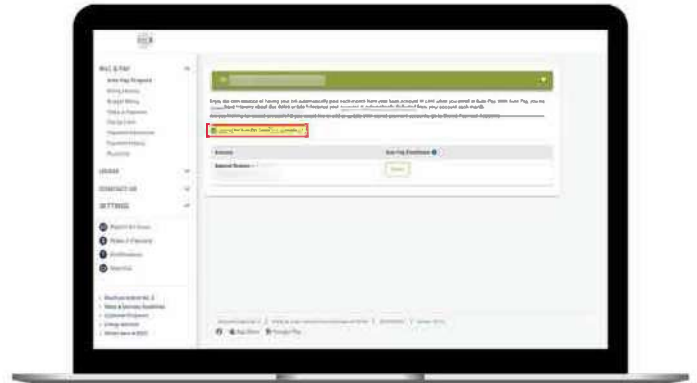
Sign in to your account using your email address and password you set up during registration.

STEP 3



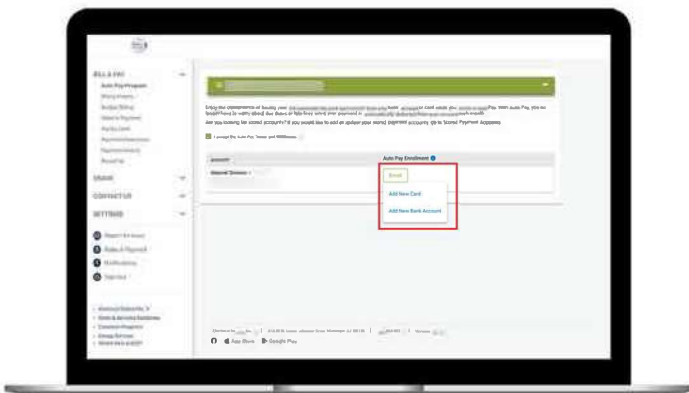
On the home screen click on the **Bill & Pay** menu on the left and then click on the **Auto Pay Program** sub-menu.

STEP 4



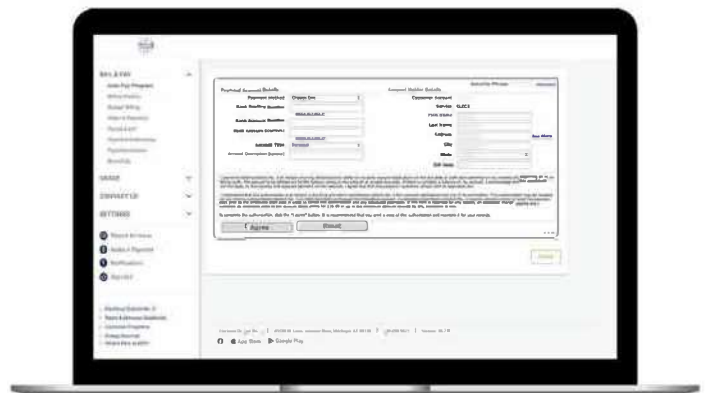
Check the **Terms & Conditions** box to activate the **Enroll** button.

STEP 5



Click on the **Enroll** button and select the **Add New Bank Account** link.

STEP 6



Follow the prompts on the next screen to finish the process.

Visit ed3online.org/resources/smarthub for more information.