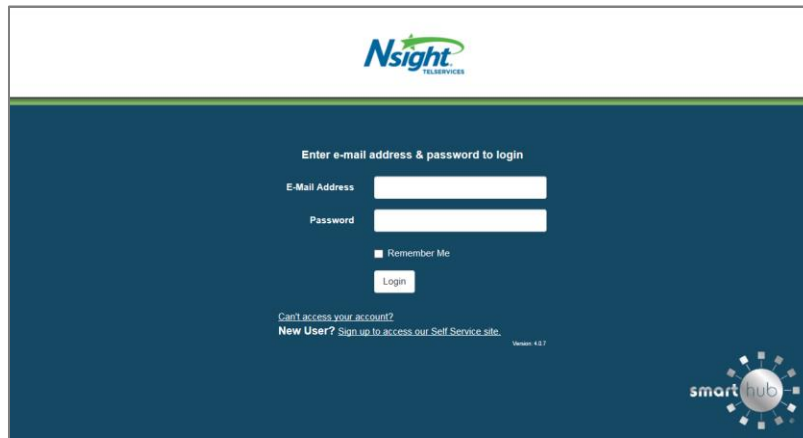


Welcome to SmartHub!

SmartHub has replaced our previous self-serve eBill system to view and pay your bill online.

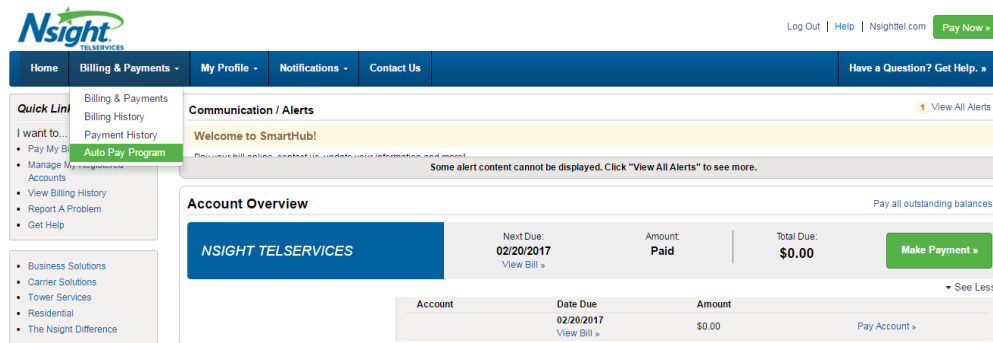
How do I discontinue my auto pay in SmartHub?

1. Go to the SmartHub login page: <https://nsighttel.smarthub.coop>
2. Current eBill users may login to SmartHub using your **existing eBill username and password**.



The screenshot shows the SmartHub login page. At the top is the Nsight TELSERVICES logo. Below it, the text reads "Enter e-mail address & password to login". There are two input fields: "E-Mail Address" and "Password". Below the password field is a "Remember Me" checkbox and a "Login" button. At the bottom left, there is a link for "Can't access your account? New User? Sign up to access our Self Service site." and a version number "Version 4.2.7". At the bottom right is the SmartHub logo.

3. Click **Login**.
4. To discontinue auto pay, go to **Billing & Payments** and select **Auto Pay Program** from the drop down.




The screenshot shows the SmartHub account overview page. At the top left is the Nsight TELSERVICES logo. At the top right are links for "Log Out", "Help", "Nsighttel.com", and a "Pay Now" button. Below the logo is a navigation menu with "Home", "Billing & Payments", "My Profile", "Notifications", and "Contact Us". A "Have a Question? Get Help" link is also present. On the left side, there is a "Quick Links" menu with options like "Billing & Payments", "Billing History", "Payment History", "Auto Pay Program", "Manage My Accounts", "View Billing History", "Report A Problem", and "Get Help". The main content area shows a "Communication / Alerts" section with a "Welcome to SmartHub!" message and a "View All Alerts" link. Below that is an "Account Overview" section with a "Pay all outstanding balances" link. The account overview shows the account name "NSIGHT TELSERVICES", the next due date "02/20/2017", the amount "Paid", and the total due amount "\$0.00". There is a "Make Payment" button. Below the account overview is a table with columns for "Account", "Date Due", and "Amount". The table shows one account with a date due of "02/20/2017" and an amount of "\$0.00". There is a "View Bill" link and a "Pay Account" link.

5. Click **Update or Cancel** >>.

NSIGHT TELSOURCES
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 <small>What's this?</small>	Actions
Account	 Testing	Update or Cancel » Change Payment Method »

6. An authorization pop up message will appear. You will need to agree to the **Terms and Conditions** and click **Accept** in order to update or cancel auto pay.

Auto Pay - Card Setup
Close X

I authorize Nsight Telservices to initiate variable debit entries to the checking, savings or credit card account I provide to Nsight Telservices. This authority will remain in effect until I notify Nsight Telservices at least four working days prior to the due date on my bill.

I have read and agree to the Terms and Conditions





Accept
Cancel

7. Verify your **Security Phrase** on the upper right corner of the screen, check **Cancel this Auto Pay**, then click **Continue**.

Auto Pay - Card Setup
Close X

Payment Card Details
Security Phrase: Testing What's this?

Payment Method Credit Card ▾

Card Type





Card Number *****

Exp. Date October ▾ 2020 ▾

Account Description (optional) Testing

Cancel this Auto Pay

Cardholder Details

Customer Account

Name

Address [See More](#)

City

State

Zip Code

I (we) hereby authorize Nsight Telservices to initiate debit entries to my (our) card entered above. I (we) acknowledge that the origination of charges to my (our) card account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until Nsight Telservices has received mail, fax or internet notification from me (or either of us) of its termination in such time and in such manner as to afford Nsight Telservices opportunity to act on it.

Continue
Reset

2/16/17

8. An e-mail confirmation will be sent, confirming that auto pay has been successfully modified.



DEDICATED TO EXTRAORDINARY CUSTOMER CARE