

## Updating Auto Pay Credit Card with SmartHub

**\*\*NOTE: IF UPDATING AUTO PAY WITHIN THREE BUSINESS DAYS OF THE DUE DATE, PLEASE VERIFY A PAYMENT WAS PROCESSED PRIOR TO THE DUE DATE.**

**Step 1:** Go to website [www.mea.coop](http://www.mea.coop)

**Step 2:** From the home page select “Account Log In”

**Step 3:** Login to your SmartHub account or set up internet access using the “New User?” link.

**Enter e-mail address & password to login**

E-Mail Address

Password

Remember Me

Login

[Can't access your account?](#)


**New User?** [Sign up to access our Self Service site.](#)

**Step 4:** Go to “Billing & Payments”

**Step 5:** Choose “Auto Pay Accounts” from the drop down menu.

The screenshot shows the MEA (Matanuska Electric Association) website. The top navigation bar includes links for Home, Billing & Payments, My Profile, My Usage, Notifications, and Contact Us. A dropdown menu is open under 'Billing & Payments', listing options like Billing & Payments, Billing History, Payment History, and Auto Pay Accounts. A yellow arrow points to the 'Auto Pay Accounts' option. Below the navigation, there is a section titled 'View and Manage My Usage' with a sub-header 'We've improved your usage management tools!'. This section includes a bar chart showing usage trends, a 'Key Features' list, and a 'Start Now' button.

**Step 6:** Choose appropriate link to the right of page to Update, Cancel or Change Payment Method.



Log Out | Help | MEA Web Site Pay Now > Report An

Home Billing & Payments My Profile My Usage Notifications Contact Us Search Have a Question? Get He

Billing & Payments  
Billing History  
Payment History  
Auto Pay Accounts

NAME	Accounts	Auto Pay Method	Actions
	Electric Account	Visa (Ending in	Update or Cancel > Change Payment Method >
	Electric Account	Personal Checking (Ending in	Update or Cancel > Change Payment Method >
	Electric Account	Visa (Ending in	Update or Cancel > Change Payment Method >

**Step 7:** After reading the Terms and Conditions Check box below.

**Step 8:** Click “Accept”

**MEA Customer Service Conact Phone Numbers**

907-745-3231 in Mat-Su or 907-689-9300 in Eagle River

I have read and agree to the Terms and Conditions

**Step 9:** Enter payment information

**Step 10:** Click “Submit”

**EFT Credit Card Setup** Close X

Security Phrase: *how you doing* [What's this?](#)

**Payment Card Details**

Payment Method: Credit Card

Card Type:

Card Number:

Exp. Date:

Account Description (optional):

Cancel this EFT

**Cardholder Details**

Customer Account

Service: ELEC

Name:

Address:  [See More](#)

City:


State: Alaska

Zip Code:

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**Step 11:** Next Screen will confirm Update.

**Step 12:** Select "Close X" Button.

**EFT Credit Card Setup**  **Close X**

- Your Auto Pay with Credit Card Number \*\*\*\*\*1234 has been added.

**Payment Card Details** **Security Phrase** [What's this?](#)