## **Enroll in Auto Pay | United Power Online Account**

Auto Pay is the hassle-free way to make sure your bill is paid on time every month. When you sign up, United Power will deduct your payment on your regular due date from a checking or savings account, or a credit card that you designate. **Enroll in Auto Pay through your United Power SmartHub account at www.unitedpower.com**.



**Step 1:** Visit the United Power website **www.unitedpower.com**. Click the **Account Login** button, and login to your account.

Account Login	Enter e-mail address & password to login	
	E-Mail Address	coopmember@unitedpower.com
	Password	
		Login

Step 2: Under the 'Billing & Payments' tab, select 'Auto Pay Program.'

Home	Billing & Payments -	My Profile -	My Usage
Quick Lini	Billing & Payments Billing History	View and Mar	nage My Us
I want to	Payment History	We	ve impro
Pay My Bi	Auto Pay Program 🔌		
<ul> <li>Manage M Accounts</li> </ul>	Payment Extensions		
• View Billin	Round-Up	m	Λ

Step 3: Under the 'Actions' header, click 'Sign Up For Auto Pay.'

Then click the 'Accept' button to agree to the Terms & Conditions.

Then click Submit.



**Step 4:** Under 'Sign Up for Auto Pay,' select **Add New** to add a new payment method, or **Use Existing** to use a stored payment method.

Auto Pay Payment Account <sup>What's this?</sup>	Actions
None	Sign Up For Auto Pay »
	Add New
	Bank Account »
	Use Existing
	Checking Acct. (Ending in XXXX)

**Step 5:** If you selected **Add New**, enter checking or savings account information, or a credit card number.

Then click I Agree.

Payment Account Details		Account Holder Details		
Payment Method	Checking Account	Customer Account		
Bank Routing Number	X0000XXX00000X	Service	ELEC	
	Where do I find it?	First Name	COOPERATIVE	
Bank Account Number	munum	Last Name	MEMBER	
Bank Account (Confirm)		Address	500 COOPERATIVE WAY	See More
	Where do I find it?			
Account Type	Personal •	City	BRIGHTON	
Account Description (optional)	Checking Acct.	State	COLORADO	
		ZIP Code	80603	
I (we) hereby authorize United Power, full force and effect until United Power - CO and the financial institution enter maximum amount allowed by law, whi hard copy or electronic copy for your r I Agree	Inc CD to initiate debit entries to my ( . Inc CD has received mail, fas or interned above opportunity to act on it. If an it chever is less. By clicking on the button t ecords. Reset	our) checking or savings account at the depository set notification from me (or either of us) of its ter is dishonored or returned for any reason. I au selow, I agree to the terms of this agreement and	r financial institution entered above. This mination in such time and in such manne thorize an additional debit to the account authorize this purchase. Please print this	authorization is to remain r as to afford United Pove listed above for \$20.00 or authorization page and re

**Step 6:** On the confirmation screen, the account that is now enrolled in Auto Pay payment will be listed.

Enrollment in Auto Pay can take 20-30 days to become effective. Please make a manual payment for a current bill to ensure a timely payment and then look for the '**Paid By Auto Pay'** confirmation on your next bill statement.

	Accounts	Auto Pay Payment Account <sup>What's this?</sup>	Actions
	UNITED POWER, INC.	Checking Acct. (Ending in XXXX)	Update or Cancel » Change Payment Method »
Auto Pay Terms &	Conditions		
Auto Pay - Bank Ad	count Setup		
Confirmation			
Your Auto Pay with Ba	nk Number ************************************	ts have been updated.	
			Close

**PLEASE NOTE:** If you update or change a stored credit card, you must relink the new card in your Auto Pay preferences to ensure your payments continue to be withdrawn on time.

Access your United Power account at www.unitedpower.com or download the free United Power mobile app.