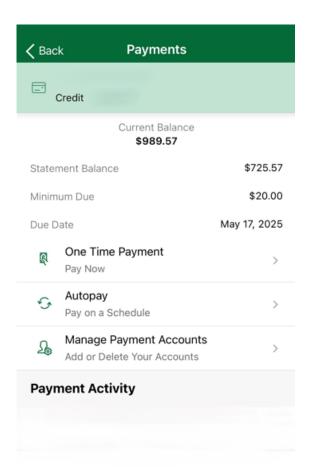
Schedule a one time payment

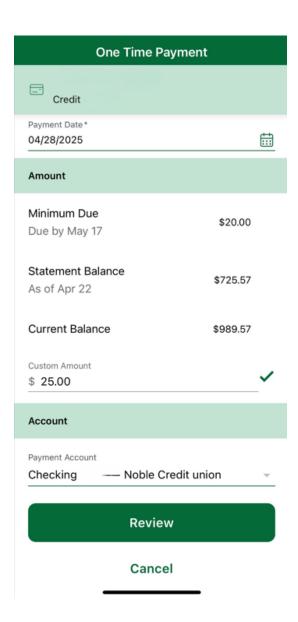
To make a one-time payment:

Navigation: CardHub login > Select card > Pay Balance

1. Select One time payment.

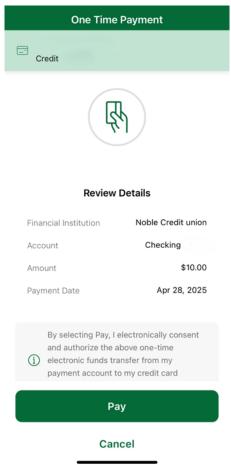


- 2. Select a date to send the payment.
- 3. Select **Minimum due**, **Statement balance**, **Current balance**, or enter a **Custom amount** to pay.
- 4. Select the account from the **Payment account** dropdown list.
- 5. Select **Review**.

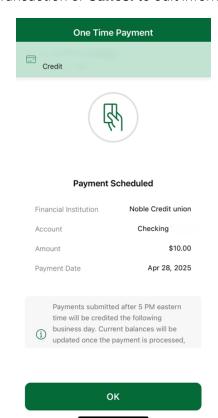


CardHub App Procedures

6. Review payment information.



7. Select **Pay** to complete the transaction or **Cancel** to edit information.

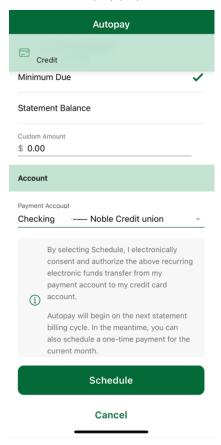


Set up autopay

To set up an autopay:

Navigation: CardHub login > Card select > Pay Balance > Autopay

- 1. Select Minimum Payment Due, Statement Balance, or enter a Custom Amount.
- 2. Select a **Payment Account** from the dropdown list.
- 3. Select **Schedule** to proceed with the autopay payment.





Note: Actual payments always occur on the statement due date.