

Welcome to the HUB Pay My Bill Portal

Visit our website to access the portal and easily and securely pay your HUB invoices via EFT!

hubinternational.com/paymybill

REGISTER

STEP 1

Register and receive a HUB email with your activation link.



STEP 2

Activate your profile with your Account Number and Postal Code.*

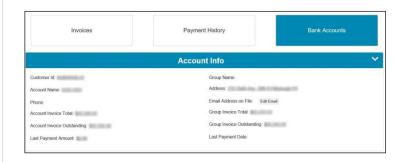


*Refer to most recent HUB Invoice for Account Number and Postal Code. Space in Postal Code is required

ADD A BANK ACCOUNT

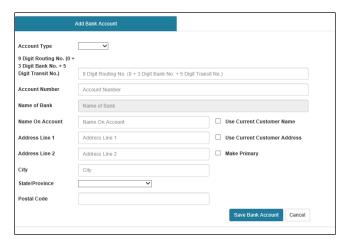
STEP 3

Locate *Bank Accounts* section to add a bank account.



STEP 4

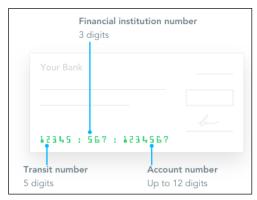
Add preferred bank account* and click on Save Bank Account.



* If uncertain on the correct Routing and/or Account Numbers to use for EFT payments, please refer to your Financial Information or below example for guidance.

STEP 4

Locating Routing and Account Number for EFT payments



*Routing Number can be found on the bottom of a cheque.
For EFTs it is a 9 digit number and consists of a leading 0 + 3 Digit
Bank No. + 5 Digit Transit No. Ex: 056712345
Account Number (7-12 digits) Ex: 1234567

SELECT INVOICE

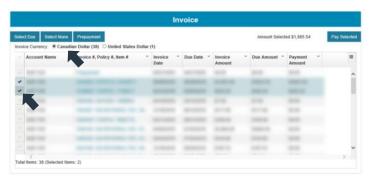
STEP 5

Locate *Invoices* section to view outstanding HUB invoices.



STEP 6

Select the outstanding HUB Invoices* you want to pay.

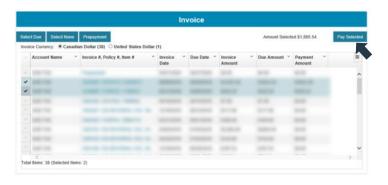


* View and manage your invoices in both Canadian Dollar and US Dollar.

PAY!

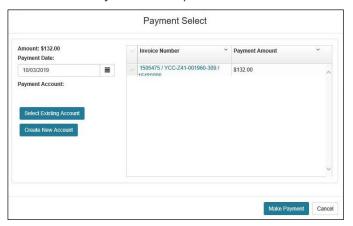
STEP 7

After selecting your HUB invoices, click on *Pay Selected*.



STEP 8

Confirm preferred bank account* and click on *Make Payment* to complete!



* Manage US Dollar invoices separately using USD bank accounts from your Canadian Financial Institution. Our portal, currently, does not accept payments from a US Financial Institution.