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# HELPFUL HINTS MYGOVHUB

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URL: [SEABROOKISLANDSC.MYGOVHUB.COM](https://SEABROOKISLANDSC.MYGOVHUB.COM)

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## 1. USE QUICK PAY

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- On the home screen, click the yellow box “Try Quick Pay”.
- Enter your service address exactly as it appears on the bill. Do not include city, state or zip code.
- Enter your account number; do not include the zeroes. Click Find Account and proceed as directed on the screens to pay account.

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## 2. SET UP A PROFILE

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- You will need your email address and password.
- A confirmation email will be send to you.

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## 3. ADD YOUR ACCOUNT

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- Sign in to your profile & click “add account”.
- Address is your SERVICE address; not billing address.
- Type service address in part or EXACTLY as it appears on your bill. Example: 2902 Seabrook Island Rd OR 2902 Seab.
- Do not add the zeroes in front of your account number.

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## 4. MISC

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- The only way to pay automatically each month is through a bank draft set up with the SIUC Billing Office. You cannot store checking or credit account information on seabrookislandsc.mygovhub.
- Convenience fees apply to online payments only. No part of the convenience fee goes to SIUC; it is exactly what the processor charges.
- You must set up a profile to Go Paperless. An email will be sent each month to let you know a new bill is available.

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## 5. NOTES

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