Placing a Payment

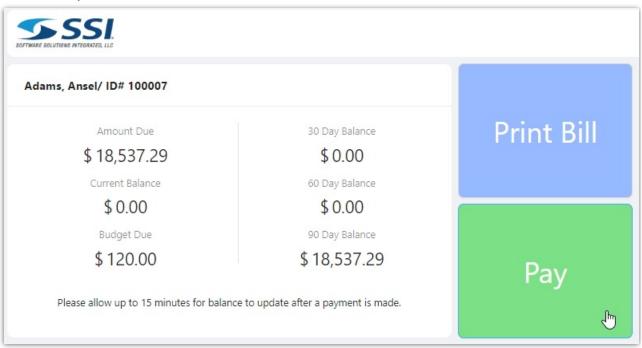
Last Modified on 10/14/2024 11:09 am CDT

Upon logging into the payment portal a list displays of the currentAmount Due, Current Balance, and Budget Due along with 30/60/90 Day Balances.

Note: If a discount is available, the discount total and paid by date will now show under their current balance in the Portal.



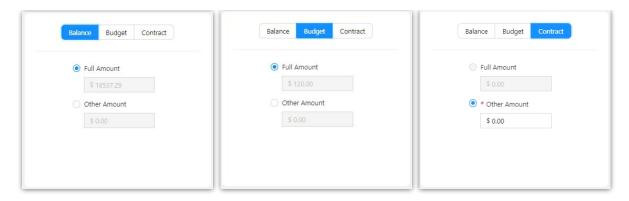
Select the Pay button.



Note: Print Bill option creates a PDF of Consumers Bill with total amount due. For mobile logins the **Pay** button will remain static to the bottom and the **Print Bill** button will not be available.

Three Billing types will be listed.

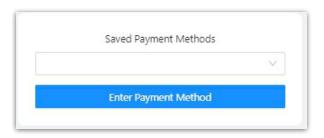
- Balance Select to pay Full Amount or choose Other Amount and enter an amount to pay.
- Budget Select Full Amount to pay monthly budget payment or choose Other Amount and enter an amount to pay.
- Contract Select to apply payment to contracted gallons. Enter an amount to pay in Other Amount.

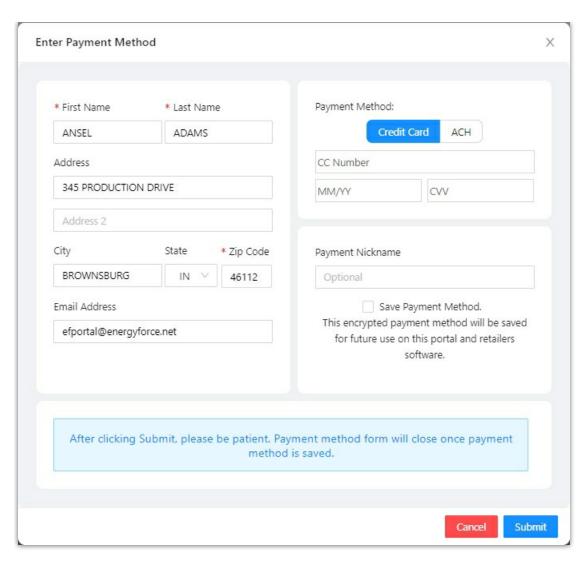


Note: If user selects Other Amount to make a one time payment option they cannot add another payment method.

Select **Enter Payment Method** to optionally enter *Credit Card* or *Checking Account* information for the Payment Method or choose a saved payment method from the drop-down.

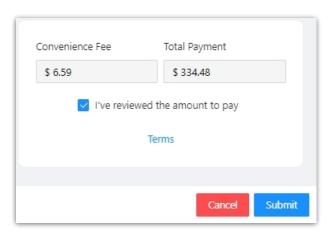
Note: This encrypted payment method will be saved for future use on this portal and retailers softwaredisplays below the **Save Payment Method** checkbox. The payment being saved will be shared to a vault the energy company could use in the future to take payments from Energy Force.





Select **Submit** to return to the *Bill Payment* screen.

Note: If applicable, a set *Convenience Fee* will apply to the payment when making a portal payment. ACH payments may not show, the retailer decides if they accept those or not.



Once the payment information has been entered, check the box for *I've reviewed the amount to pay*.

Note: If Payment Terms have been established, then those Terms are visible by clicking on the *Terms* link.

Select Submit when finished.