Placing a Payment

Last Modified on 08/27/2025 9:58 am CDT

Upon logging into the payment portal a list displays of the current *Amount 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.

Adams, Ansel/ ID# 100007		
Amount Due	30 Day Balance	Print Bill
\$ 18,537.29	\$ 0.00	
Current Balance	60 Day Balance	
\$ 0.00	\$ 0.00	
Budget Due	90 Day Balance	
\$120.00	\$18,537.29	Deve
Please allow up to 15 minutes for balan	ce to update after a payment is made.	Рау

Note: Print Bill option creates a PDF of the Consumer's Bill with the 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 Balance 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.

• If Customer Budget is inactive for a customer in Energy Force, the Budget payment option is not available when logged into the Consumer Portal.

Bill Payment	
	Balance Contract
	Full Balance
	\$ 2184.45 Other Amount
	\$ 0.00

• Contract – Select to apply the payment to contracted gallons. Enter an amount to pay in Other Amount.

Balance Budget Contract	Balance Budget Contract	Balance Budget Contract
 Full Balance \$ 19546.29 	Full Amount S 120.00	© Full Amount \$ 0.00
Other Amount	Other Amount	 Other Amount \$ 0.00

Note: If Other Amount is selected to make a one time payment, another payment method cannot be added.

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.

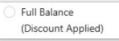
Saved Payment Me	ethods
	V
Enter Payment Me	ethod

* First Name	* Last Name	Payment Method:
ANSEL	ADAMS	Credit Card ACH
Address		CC Number
345 PRODUCTION DRIVE		MM/YY CVV
Address 2		
City	State * Zip Code	Payment Nickname
BROWNSBURG	IN 🗸 46112	Optional
Email Address		Save Payment Method.
efportal@energyforce.net		This encrypted payment method will be saved for future use on this portal and retailers software.
After clicking		ment method form will close once payment is saved.

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.

Discount calculation for *Full Balance* payments calculate at the *Total Payment* amount. The message (*Discount Applied*) shows if a discount exists to better show the consumer the payment price.



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 selecting the Terms link.

Convenience Fee	Total Payment
\$ 6.59	\$ 334.48
V I've reviev	wed the amount to pay
	Terms
	Cancel Submit

Select Submit when finished.