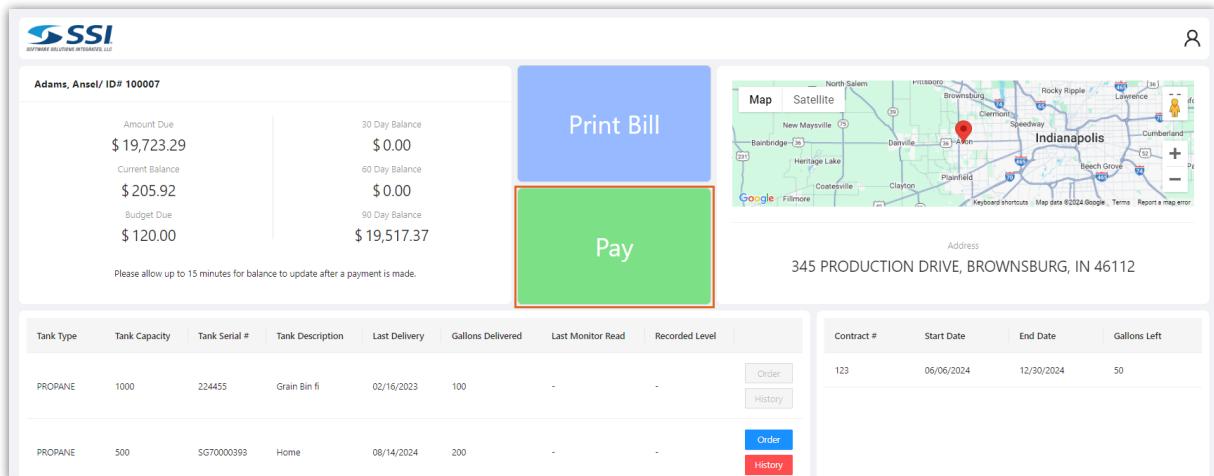


# Add Another Billing Method To Portal Account

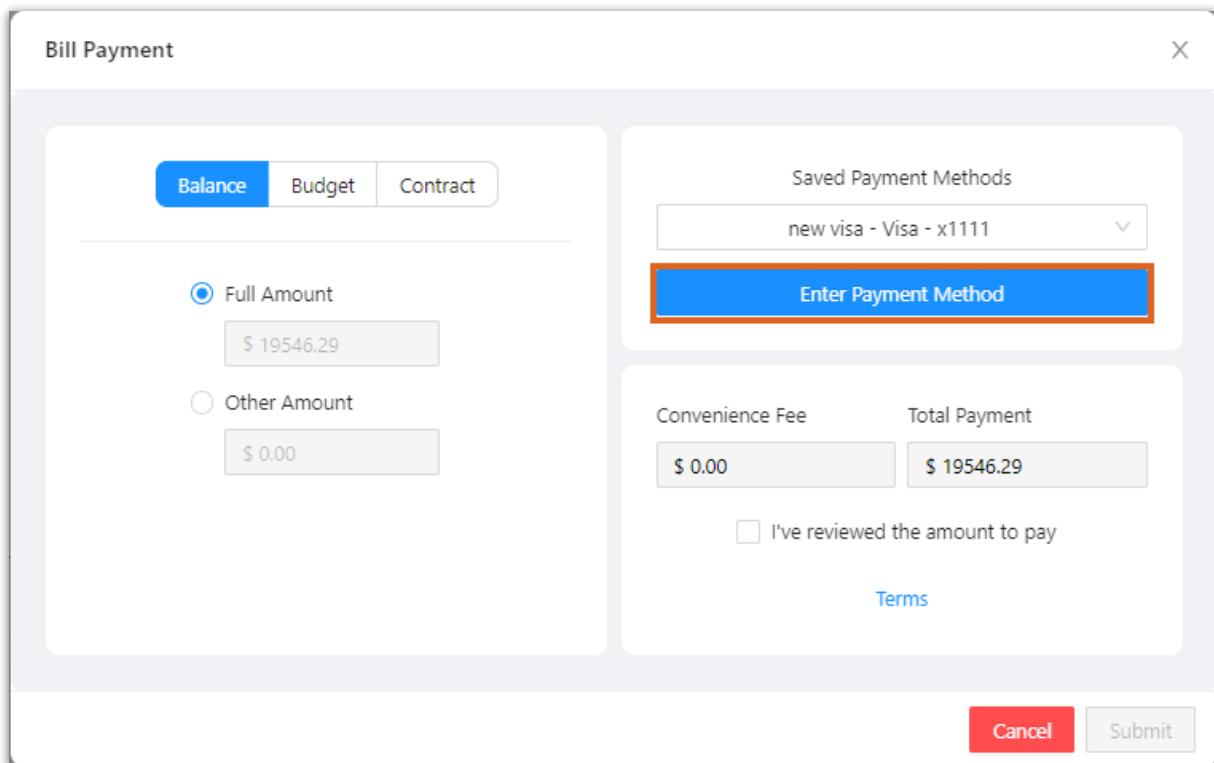
Last Modified on 12/29/2025 2:21 pm CST

## 1. Select Pay.



The screenshot shows a bill summary for Adams, Ansel / ID# 100007. The bill amount is \$19,723.29, with a current balance of \$205.92 and a budget due of \$120.00. The payment due date is 09/17/2024. A 'Print Bill' button is in the top right, and a large green 'Pay' button is highlighted with a red box in the center. Below the bill summary is a table of tank information and a contract table. To the right is a map of Indianapolis and the surrounding area, with the address 345 PRODUCTION DRIVE, BROWNSBURG, IN 46112.

## 2. Select Enter Payment Method.



The screenshot shows the 'Bill Payment' dialog box. It has tabs for 'Balance' (selected), 'Budget', and 'Contract'. Under 'Balance', the 'Full Amount' radio button is selected, showing a value of \$19546.29. The 'Other Amount' radio button is available but not selected, showing a value of \$0.00. To the right, a 'Saved Payment Methods' dropdown shows 'new visa - Visa - x1111'. A large blue 'Enter Payment Method' button is highlighted with a red box. Below this, a 'Convenience Fee' input field shows \$0.00 and a 'Total Payment' input field shows \$19546.29. A checkbox labeled 'I've reviewed the amount to pay' is checked. At the bottom are 'Cancel' and 'Submit' buttons.

## 3. Enter in the Payment Method, Payment Information, Payment Nickname, and select Save Payment Method, and click Submit.

Enter Payment Method X

\* First Name \* Last Name  
ANSEL ADAMS

Address  
345 PRODUCTION DRIVE

Address 2

City State \* Zip Code  
BROWNSBURG IN 46112

Email Address  
efportal@energyforce.net

Payment Method:  
1 Credit Card ACH

2 Ansel Adams  
123123123  
123123123

3 Payment Nickname  
Ansel Adams Checking

4  Save Payment Method.  
This encrypted payment method will be saved for future use on this portal and retailers software.

After clicking Submit, please be patient. Payment method form will close once payment method is saved.

Cancel Submit

4. After entering the additional payment method, review the *Saved Payment Methods* by selecting the drop-down.

## Bill Payment

X

Balance   Budget   Contract

Full Amount

\$ 0.00

\* Other Amount

\$ 0.00

### Saved Payment Methods

new visa - Visa - x1111

new visa - Visa - x1111

Ansel Adams Checking - ACH - x3123

Convenience Fee

\$ 0.00

Total Payment

\$ 0.00

I've reviewed the amount to pay

Cancel

Submit