

# Add Another Billing Method To Portal Account

Last Modified on 10/14/2024 11:45 am CDT

## 1. Select Pay.

The screenshot shows the SSI portal account page for Adams, Ansel/ ID# 100007. The page displays billing information, a map of the service location, and a table of tank deliveries. A red box highlights the 'Pay' button.

**Adams, Ansel/ ID# 100007**

Amount Due: \$19,723.29  
Current Balance: \$205.92  
Budget Due: \$120.00

30 Day Balance: \$0.00  
60 Day Balance: \$0.00  
90 Day Balance: \$19,517.37

Please allow up to 15 minutes for balance to update after a payment is made.

**Print Bill**

**Pay**

Address: 345 PRODUCTION DRIVE, BROWNSBURG, IN 46112

| Tank Type | Tank Capacity | Tank Serial # | Tank Description | Last Delivery | Gallons Delivered | Last Monitor Read | Recorded Level |  |
|-----------|---------------|---------------|------------------|---------------|-------------------|-------------------|----------------|--|
| PROPANE   | 1000          | 224455        | Grain Bin fi     | 02/16/2023    | 100               | -                 | -              | <a href="#">Order</a><br><a href="#">History</a> |
| PROPANE   | 500           | SG7000393     | Home             | 08/14/2024    | 200               | -                 | -              | <a href="#">Order</a><br><a href="#">History</a> |

| Contract # | Start Date | End Date   | Gallons Left |
|------------|------------|------------|--------------|
| 123        | 06/06/2024 | 12/30/2024 | 50           |

## 2. Select Enter Payment Method.

The screenshot shows the 'Bill Payment' form. The 'Balance' tab is selected. The 'Full Amount' radio button is selected, with a payment amount of \$19546.29. The 'Enter Payment Method' button is highlighted with a red box.

**Bill Payment**

Balance Budget Contract

Full Amount  
\$ 19546.29

Other Amount  
\$ 0.00

Saved Payment Methods  
new visa - Visa - x1111

**Enter Payment Method**

Convenience Fee: \$ 0.00  
Total Payment: \$ 19546.29

I've reviewed the amount to pay

[Terms](#)

**Cancel** Submit

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

### Enter Payment Method ✕

|  |   |  |
|--|---|--|
| <p>* First Name</p> <input type="text" value="ANSEL"/>   | <p>* Last Name</p> <input type="text" value="ADAMS"/> |  |
| <p>Address</p> <input type="text" value="345 PRODUCTION DRIVE"/><br><input type="text" value="Address 2"/> |   |  |
| <p>City</p> <input type="text" value="BROWNSBURG"/>  | <p>State</p> <input type="text" value="IN"/>          | <p>* Zip Code</p> <input type="text" value="46112"/> |
| <p>Email Address</p> <input type="text" value="efportal@energyforce.net"/>                                 |   |  |

Payment Method:

1  Credit Card  ACH

2

3

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.

4. After entering the additional payment method, review the *Saved Payment Methods* by clicking the down carrot.

Bill Payment



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