## Add Monitor to Contract

Last Modified on 11/01/2023 8:44 am EDT

If utilizing Deferred Billing (also known as LMS), the monitor will need to be associated with a contract if applicable.

1. Once the monitor has been added to the customer tank in Energy Force, navigate to Customer Maintenance /

Contract Info.

2. Add the customer contract as usual, making sure to select Assign Meter/RTM to Contract. Assign Tank or Meter/RTM to this Contract

•	Contract must be in Modify Mode. Click on Label text to activate this Tab				
	Assign Tank To Contract	]			
	Assign <u>M</u> eter/RTM to Contract				

- 3. The system will default the current customer account for selection. Choose **Select**. If the monitor is associated to an account other than the contract holder, search for and select the appropriate customer.
- 4. Select the Monitor that is to apply to the contract and choose **Save Changes**.

Select - Meter For Contracts											
Select?	elect? Div Name		Customer # Type Description		Meter Number	Product					
$\checkmark$	1	ADAMS,ANSEL	100007	11	ENERTRAC		1000	RESIDENTIAL PROPANE			
	1	ADAMS,ANSEL	100007	9	PEDIGREE		1000	RESIDENTIAL PROPANE			
	1	ADAMS,ANSEL	100007	9	PEDIGREE		1000	RESIDENTIAL PROPANE			
								×			
							Sa	ave Changes Cancel			

The monitor is now attached to the contract and will automatically apply when Deferred Billing is processed.