

# Registering a New Customer Account

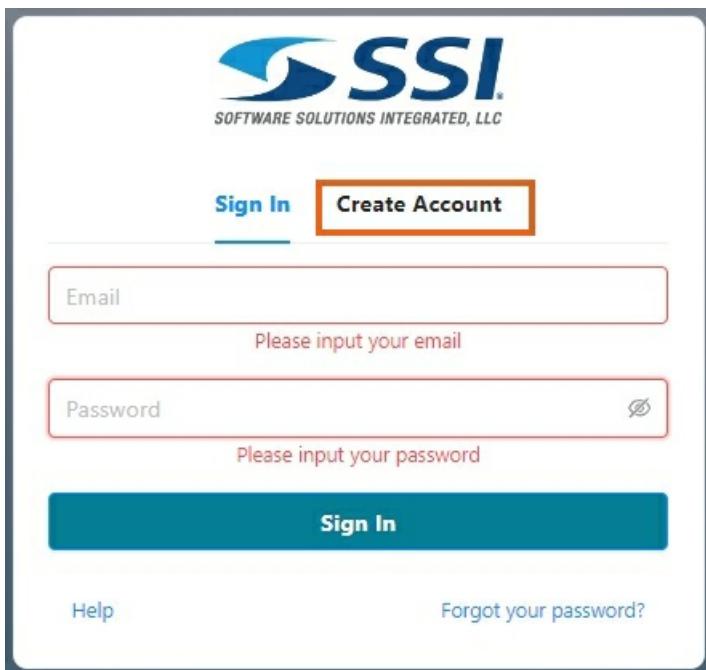
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Prior to logging into the payment portal for the first time, register for an account. Once registered, log in to view the following information:

- Tank information
- Contract Information
- Delivery History (1 year's worth)
- Make a Payment
- Place an Order

A link to the payment portal will be provided to begin the registration process. This same link will also allow logging into an existing account.

- Navigate to the provided URL.
- Select **Create Account**.



- Enter an *Email address*, *Customer Number* (The account would not be created with a leading zero.), and *Postal Code* associated with the account and choose a *Password* and select **Create Account**.



SSI  
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[Sign In](#) [Create Account](#)

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Email

Customer Number

Billing Postal Code

Password 

Confirm Password 

[Create Account](#)

[Help](#) [Forgot your password?](#)

- Upon successful account creation, a verification code will be sent to the email address used in registering. Enter this verification code and select **Confirm**.

### We Emailed You

Your code is on the way. To log in, enter the code we emailed to e\*\*\*@g\*\*\*. It may take a minute to arrive.

Enter your code 

[Confirm](#)

[Resend Code](#)

- Balance and Budget information is shown at the home screen with options to make a payment, place an order, view tank and/or contract information and delivery history.



Adams, Ansel/ ID# 100007

Amount Due  
**\$ 19,723.29**

30 Day Balance  
**\$ 0.00**

Print Bill

Current Balance  
**\$ 205.92**

60 Day Balance  
**\$ 0.00**

Budget Due  
**\$ 120.00**

90 Day Balance  
**\$ 19,517.37**

Pay

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



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	CUSTOWNS*	PIVOT	09/05/2019	50	-	-	<a href="#">Order</a> <a href="#">History</a>
LUBE OIL	310	987654	oil	03/19/2018	0	-	-	<a href="#">Order</a> <a href="#">History</a>
HYDRAULIC OIL	310	PPPP88776	hydraulic	-	0	-	-	<a href="#">Order</a> <a href="#">History</a>
-	5	CYL	cylinder	-	0	-	-	<a href="#">Order</a> <a href="#">History</a>

Contract # Start Date End Date Gallons Left

123 06/06/2024 12/30/2024 50

**Note:** Mobile logins will have limited information and options on the home screen. The **Pay** button will remain static to the bottom. The **Print Bill** button, **Map**, **Tank Serial #**, and **History** button are not available in the mobile layout.