

Registering a New Customer Account

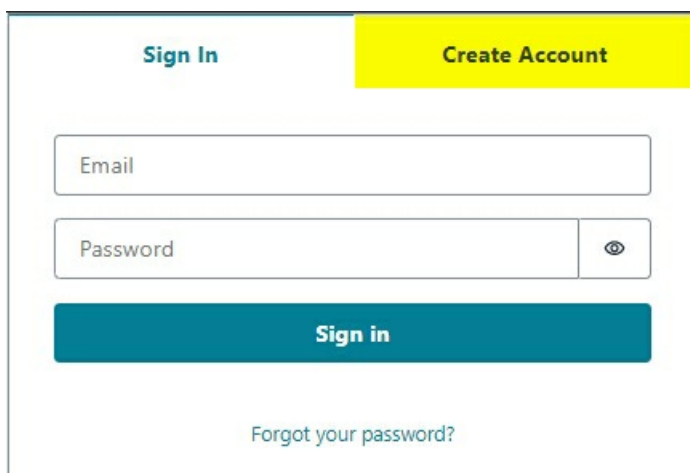
Last Modified on 05/04/2023 11:33 am EDT

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 the **Create Account** tab.

A screenshot of a web interface for user authentication. At the top, there are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is highlighted in yellow. Below the tabs, there are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right, indicating a toggle for visibility. Below these fields is a large teal button labeled 'Sign in'. At the bottom of the form, there is a link that says 'Forgot your password?'.

- 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**.

Sign In

Create Account

Email

Customer Number

Postal Code

Password

👁

Confirm Password

👁

Create Account

- 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.

Turner, Paige/ ID# 154944

Amount Due

\$ 327.89

Current Balance

\$ 235.97

Budget Due

\$ 125.00

30 Day Balance

\$ 75.98

60 Day Balance

\$ 15.94

90 Day Balance

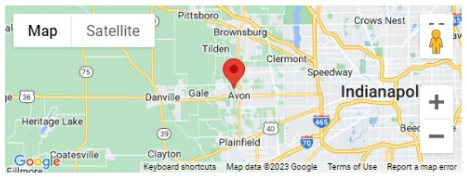
\$ 0.00

Print Bill

Pay

Map


Satellite



Address

123 MAIN STREET, AVON, IN 46123

Tank Serial #	Tank Capacity	Tank Type	Last Delivery	Gallons Delivered	Last Monitor Read	Recorded Level	
U171928	500	PROPANE	08/08/2022	0	-	-	<div>Order</div> <div>History</div>

Contract #	Start Date	End Date	Gallons Left
<div>  <div>No data</div> </div>			

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.