

Registering a New Customer Account

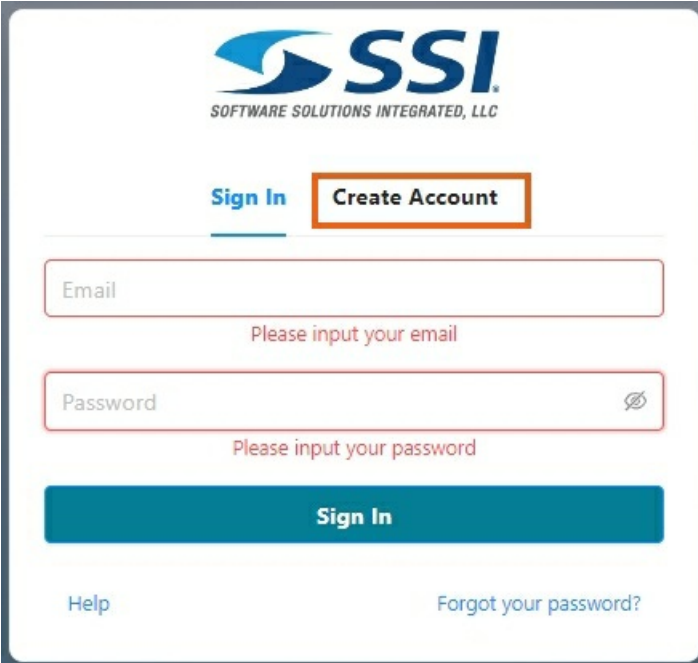
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Prior to logging into the payment portal for the first time, register for an account. Once registered, log in to view the following information:

- 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**.



The screenshot shows the SSI (Software Solutions Integrated, LLC) login and registration interface. At the top is the SSI logo. Below the logo are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with an orange border. Below the buttons are two input fields: "Email" and "Password". The "Email" field has a red border and the text "Please input your email" below it. The "Password" field has a red border, a password icon, and the text "Please input your password" below it. Below the input fields is a large blue "Sign In" button. At the bottom left is a "Help" link, and at the bottom right is a "Forgot your password?" link.

- 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**.

The screenshot shows the SSI (Software Solutions Integrated, LLC) account creation interface. At the top is the SSI logo. Below it are two links: "Sign In" and "Create Account", with "Create Account" being the active link. The form contains five input fields: "Email", "Customer Number", "Billing Postal Code", "Password", and "Confirm Password". Each password field has an eye icon for toggling visibility. A teal "Create Account" button is positioned below the fields. At the bottom, there are links for "Help" and "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**.

The screenshot shows a confirmation page titled "We Emailed You". The text reads: "Your code is on the way. To log in, enter the code we emailed to e***@g***. It may take a minute to arrive." Below this is a text input field labeled "Enter your code" with a dropdown arrow on the right. Underneath the input field is a teal "Confirm" button, and at the bottom is a "Resend Code" button.

- 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 | 30 Day Balance |
| \$ 19,723.29 | \$ 0.00 |
| Current Balance | 60 Day Balance |
| \$ 205.92 | \$ 0.00 |
| Budget Due | 90 Day Balance |
| \$ 120.00 | \$ 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 | CUSTOWNS* | PIVOT | 09/05/2019 | 50 | - | - | Order History |
| LUBE OIL | 310 | 987654 | oil | 03/19/2018 | 0 | - | - | Order History |
| HYDRAULIC OIL | 310 | PPPP88776 | hydraulic | - | 0 | - | - | Order History |
| - | 5 | CYL | cylinder | - | 0 | - | - | Order History |

| 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.