Placing a Payment

Last Modified on 07/27/2023 9:18 am EDT

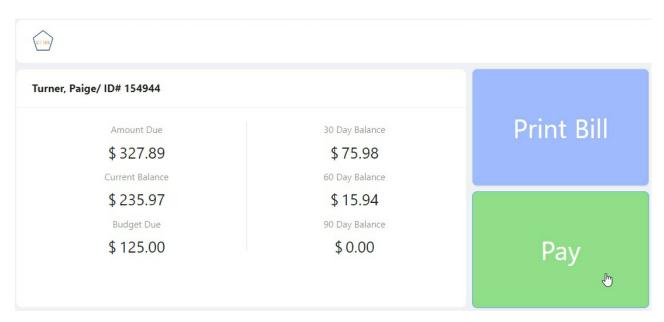
Upon logging into the payment portal a list displays of the currentAmount Due, Current Balance, and Budget Due along with 30/60/90 Day Balances.

Note: If a discount is available, the discount total and paid by date will now show under their current balance in the Portal.

Amount Due \$ 428.98 Current Balance \$ 432.99 Save \$4.01 if paid by 07/01/2023 Budget Due

\$ 0.00

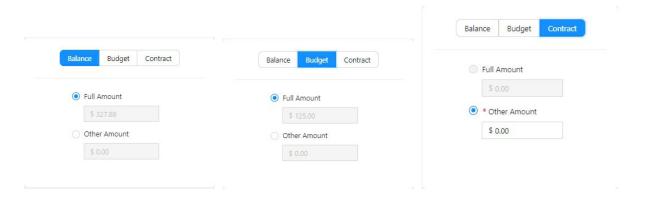
Select the Pay button.



Note: Print Bill option creates a PDF of Consumers Bill with total amount due. For mobile logins the **Pay** button will remain static to the bottom and the **Print Bill** button will not be available.

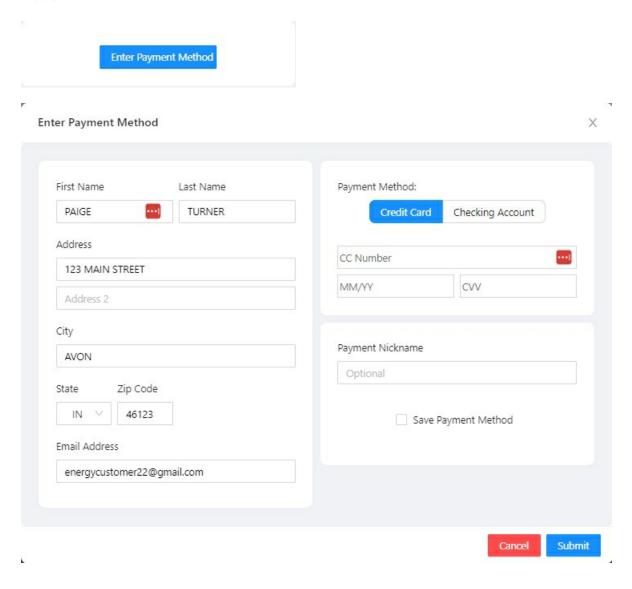
Three Billing types will be listed.

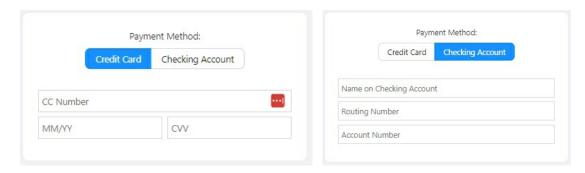
- Balance Select to pay Full Amount or choose Other Amount and enter an amount to pay.
- **Budget** Select *Full Amount* to pay monthly budget payment or choose *Other Amount* and enter an amount to pay.
- Contract Select to apply payment to contracted gallons. Enter an amount to pay in Other Amount.



Note: If user selects Other Amount to make a one time payment option they cannot add another payment method.

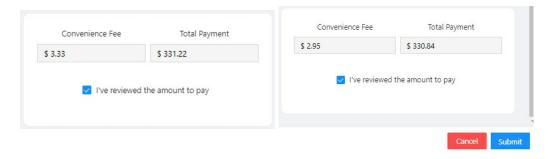
Select Enter Payment Method to optionally enter *Credit Card* or *Checking Account* information for the Payment Method.





Select **Submit** to return to the *Bill Payment* screen.

Note: If applicable, a set *Convenience Fee* will apply to the payment when making a portal payment. ACH payments may not show, the retailer decides if they accept those or not.



Once the payment information has been entered check the box for *I've reviewed the amount to pay* and select **Submit**.