

Placing a Payment

Last Modified on 11/21/2024 11:21 am EST

Upon logging into the payment portal a list displays of the current *Amount 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	30 Day Balance
\$ 18,537.29	\$ 0.00
Current Balance	60 Day Balance
\$ 0.00	\$ 0.00
Budget Due	90 Day Balance
\$ 120.00	\$ 18,537.29

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

Select the **Pay** button.

SSi
SOFTWARE SOLUTIONS INTEGRATED, LLC

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Amount Due	30 Day Balance
\$ 18,537.29	\$ 0.00
Current Balance	60 Day Balance
\$ 0.00	\$ 0.00
Budget Due	90 Day Balance
\$ 120.00	\$ 18,537.29

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

Print Bill

Pay

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*.

The image shows three sequential screenshots of a payment interface. Each screenshot has a header with three tabs: 'Balance', 'Budget', and 'Contract'.
1. The first screenshot has the 'Balance' tab selected. It shows a radio button selected for 'Full Amount' with an input field containing '\$ 18537.29'. Below it, the 'Other Amount' radio button is unselected with an input field containing '\$ 0.00'.
2. The second screenshot has the 'Budget' tab selected. It shows a radio button selected for 'Full Amount' with an input field containing '\$ 120.00'. Below it, the 'Other Amount' radio button is unselected with an input field containing '\$ 0.00'.
3. The third screenshot has the 'Contract' tab selected. It shows the 'Full Amount' radio button unselected with an input field containing '\$ 0.00'. Below it, the '* Other Amount' radio button is selected with an input field containing '\$ 0.00'.

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 or choose a saved payment method from the drop-down.

Note: *This encrypted payment method will be saved for future use on this portal and retailers software displays below the **Save Payment Method** checkbox. Consumers acknowledge the payment being saved will be shared to a vault the energy company could use in the future to take payments from Energy Force.*

The image shows a form element with a dropdown menu labeled 'Saved Payment Methods'. Below the dropdown is a blue button labeled 'Enter Payment Method'.

Enter Payment Method
X

* First Name * Last Name

ANSEL ADAMS

Address

345 PRODUCTION DRIVE

Address 2

City State * Zip Code

BROWNSBURG IN 46112

Email Address

efportal@energyforce.net

Payment Method:

Credit Card ACH

CC Number

MM/YY CVV

Payment Nickname

Optional

Save Payment Method.

This encrypted payment method will be saved for future use on this portal and retailers software.

After clicking Submit, please be patient. Payment method form will close once payment method is saved.

Cancel
Submit

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.

Convenience Fee	Total Payment
\$ 6.59	\$ 334.48

I've reviewed the amount to pay

[Terms](#)

Cancel
Submit

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

Note: If Payment Terms are setup at *SKY Admin / Consumer Portal / Online Payments*, then those Terms are visible for the consumer on the Consumer Portal by clicking on the *Terms* link.

Select **Submit** when finished.

