

# Placing a Payment

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

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

Select the **Pay** button.

**SSi**  
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Amount Due	\$ 18,537.29	30 Day Balance	\$ 0.00
Current Balance	\$ 0.00	60 Day Balance	\$ 0.00
Budget Due	\$ 120.00	90 Day Balance	\$ 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 Balance* 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 for 'Full Balance' which is selected, with a text input field containing '\$ 19546.29'. Below it is a radio button for 'Other Amount' which is not selected, with a text input field containing '\$ 0.00'.  
2. The second screenshot has the 'Budget' tab selected. It shows a radio button for 'Full Amount' which is selected, with a text input field containing '\$ 120.00'. Below it is a radio button for 'Other Amount' which is not selected, with a text input field containing '\$ 0.00'.  
3. The third screenshot has the 'Contract' tab selected. It shows a radio button for 'Full Amount' which is not selected, with a text input field containing '\$ 0.00'. Below it is a radio button for '\* Other Amount' which is selected, with a text 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 section titled 'Saved Payment Methods'. It contains a dropdown menu with a downward arrow icon. Below the dropdown menu is a blue button with the text 'Enter Payment Method'.

Enter Payment Method
X

\* First Name      \* Last Name

Address



City                      State      \* Zip Code

Email Address

Payment Method:

Credit Card
ACH

Payment Nickname

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.

Discount calculation for *Full Balance* payments calculate at the *Total Payment* amount. The message (*Discount Applied*) shows if a discount exists to better show the consumer the payment price.

Full Balance  
(Discount Applied)

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.

Convenience Fee	Total Payment
\$ 6.59	\$ 334.48
<input checked="" type="checkbox"/> I've reviewed the amount to pay	
<a href="#">Terms</a>	

Cancel

Submit

Select **Submit** when finished.

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