

# Placing a Payment

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

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  
\$ 428.98

Current Balance  
\$ 432.99

Save \$4.01 if paid by 07/01/2023

Budget Due  
\$ 0.00

Select the **Pay** button.

Turner, Paige/ ID# 154944	
Amount Due	30 Day Balance
\$ 327.89	\$ 75.98
Current Balance	60 Day Balance
\$ 235.97	\$ 15.94
Budget Due	90 Day Balance
\$ 125.00	\$ 0.00

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*.

BalanceBudgetContract

☒ Full Amount

☐ Other Amount

BalanceBudgetContract

☒ Full Amount

☐ Other Amount

BalanceBudgetContract

☐ Full Amount

☒ \* 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.

Enter Payment Method

Enter Payment Method

First NameLast Name

Address

City

StateZip Code

Email Address

Payment Method:

Credit CardChecking Account

CC Number

Payment Nickname

☐ Save Payment Method

CancelSubmit

Payment Method:

Credit CardChecking Account

CC Number

MM/YYCVV

Payment Method:

Credit CardChecking Account

Name on Checking Account

Routing Number

Account Number

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

\$ 3.33

\$ 331.22

☒ I've reviewed the amount to pay

Convenience Fee

Total Payment

\$ 2.95

\$ 330.84

☒ I've reviewed the amount to pay

CancelSubmit

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