

Add Another Billing Method To Portal Account

Last Modified on 10/22/2024 1:56 pm EDT

1. Select Pay.

The screenshot shows the SSI portal account page for Adams, Ansel/ ID# 100007. The page displays a bill summary with the following details:

Category	Amount	Category	Amount
Amount Due	\$ 19,723.29	30 Day Balance	\$ 0.00
Current Balance	\$ 205.92	60 Day Balance	\$ 0.00
Budget Due	\$ 120.00	90 Day Balance	\$ 19,517.37

Below the bill summary, there is a 'Print Bill' button and a 'Pay' button highlighted with a red box. To the right, a map shows the location at 345 PRODUCTION DRIVE, BROWNSBURG, IN 46112. At the bottom, there are tables for Tank Information and Contract Information.

Tank Type	Tank Capacity	Tank Serial #	Tank Description	Last Delivery	Gallons Delivered	Last Monitor Read	Recorded Level	Order	History
PROPANE	1000	224455	Grain Bin fi	02/16/2023	100	-	-	Order	History
PROPANE	500	SG7000393	Home	08/14/2024	200	-	-	Order	History

Contract #	Start Date	End Date	Gallons Left
123	06/06/2024	12/30/2024	50

2. Select Enter Payment Method.

The screenshot shows the 'Bill Payment' form. The 'Balance' tab is selected, and the 'Full Amount' radio button is chosen. The payment amount is \$ 19546.29. The 'Other Amount' radio button is unselected, and the amount is \$ 0.00. The 'Saved Payment Methods' dropdown menu is set to 'new visa - Visa - x1111'. The 'Enter Payment Method' button is highlighted with a red box. The 'Convenience Fee' is \$ 0.00, and the 'Total Payment' is \$ 19546.29. There is a checkbox for 'I've reviewed the amount to pay' which is currently unchecked. A 'Terms' link is visible below the checkbox. At the bottom right, there are 'Cancel' and 'Submit' buttons.

3. Enter in the Payment Method, Payment Information, Payment Nickname, and select Save Payment Method, and click Submit.

Enter Payment Method X

<p>* First Name * Last Name</p> <p>ANSEL ADAMS</p> <p>Address</p> <p>345 PRODUCTION DRIVE</p> <p>Address 2</p> <p>City State * Zip Code</p> <p>BROWNSBURG IN 46112</p> <p>Email Address</p> <p>efportal@energyforce.net</p>	<p>Payment Method:</p> <p>1 Credit Card ACH</p> <p>2 Ansel Adams</p> <p>123123123</p> <p>123123123</p> <p>3 Payment Nickname</p> <p>Ansel Adams Checking</p> <p>4 <input checked="" type="checkbox"/> Save Payment Method.</p> <p>This encrypted payment method will be saved for future use on this portal and retailers software.</p>
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After clicking Submit, please be patient. Payment method form will close once payment method is saved.

Cancel Submit

Note: Using the ACH option allows for a *One Time Payment in Use*.

Bill Payment X

<p>Balance Budget Contract</p> <hr/> <p><input checked="" type="radio"/> Full Amount</p> <p>\$ 19546.29</p> <p><input type="radio"/> Other Amount</p> <p>\$ 0.00</p>	<p>One Time Payment in Use</p> <p>Convenience Fee Total Payment</p> <p>\$ 0.00 \$ 19546.29</p> <p><input type="checkbox"/> I've reviewed the amount to pay</p> <p style="text-align: center;">Terms</p>
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Cancel Submit

4. After entering the additional payment method, review the *Saved Payment Methods* by clicking the down carrot.

Balance Budget Contract

Full Amount
\$ 0.00

* Other Amount
\$ 0.00

Saved Payment Methods

new visa - Visa - x1111

new visa - Visa - x1111

Ansel Adams Checking - ACH - x3123

Convenience Fee \$ 0.00

Total Payment \$ 0.00

I've reviewed the amount to pay

Cancel Submit