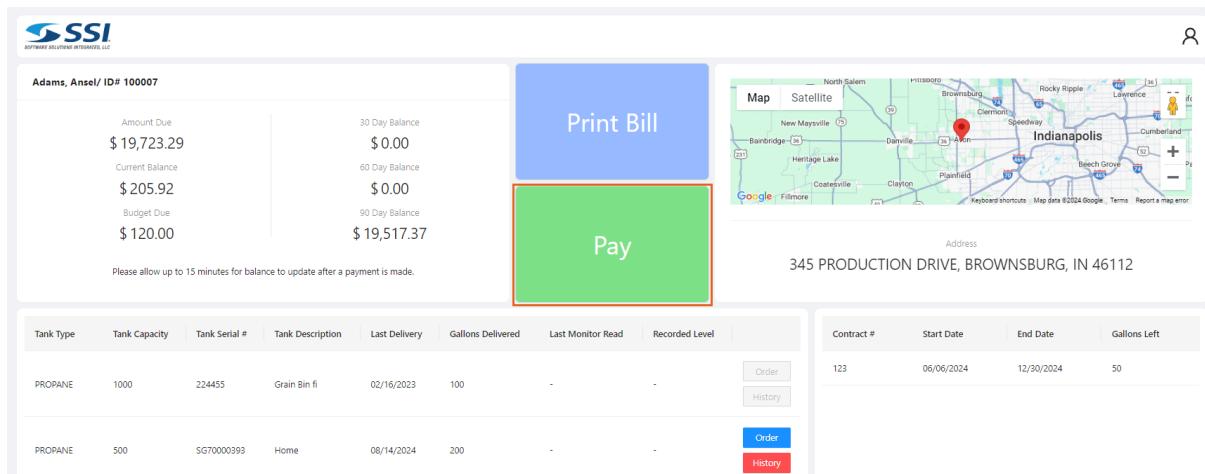


Add Another Billing Method To Portal Account

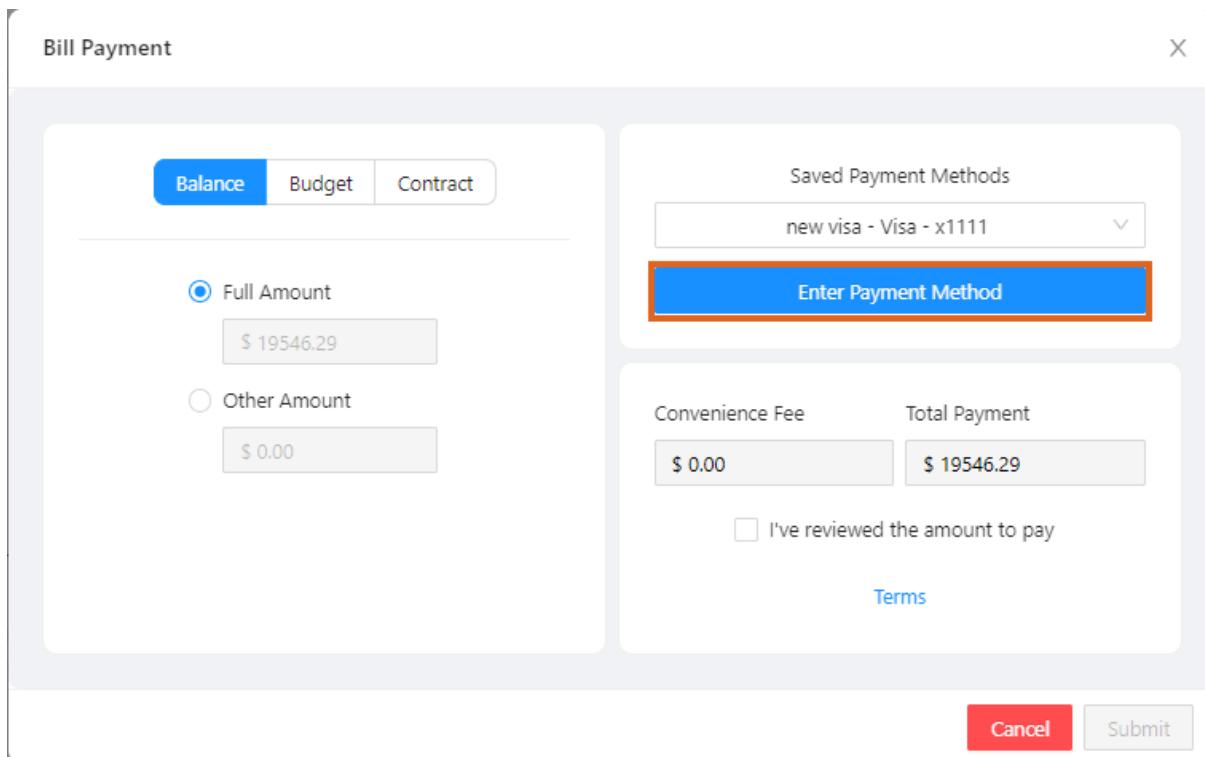
Last Modified on 12/29/2025 3:21 pm EST

1. Select Pay.



The screenshot shows a bill summary for Adams, Ansel/ ID# 100007. The bill amount is \$19,723.29, with a current balance of \$205.92 and a budget due of \$120.00. The payment due date is 09/30/2024. A green box highlights the 'Pay' button. Below the bill summary is a table of tank information and a contract table. To the right is a map of Indianapolis and surrounding areas, and the address 345 PRODUCTION DRIVE, BROWNSBURG, IN 46112.

2. Select Enter Payment Method.



The screenshot shows the 'Bill Payment' page. It has tabs for Balance, Budget, and Contract, with Balance selected. The 'Full Amount' radio button is selected, showing a value of \$19546.29. The 'Other Amount' radio button is available but not selected, showing a value of \$0.00. To the right, a 'Saved Payment Methods' section shows 'new visa - Visa - x1111'. A large blue button labeled 'Enter Payment Method' is highlighted with a red box. Below this, a 'Convenience Fee' input is \$0.00 and the 'Total Payment' is \$19546.29. A checkbox labeled 'I've reviewed the amount to pay' is checked. At the bottom are 'Terms', '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

The screenshot shows a 'Payment Method' section with the following fields and options:

- Payment Method:** A dropdown menu with two options: **Credit Card** (highlighted with an orange border) and **ACH**.
- Address:** Text input field containing **345 PRODUCTION DRIVE**.
- Address 2:** Text input field.
- City:** **BROWNSBURG**
- State:** **IN**
- Zip Code:** **46112**
- Email Address:** Text input field containing **efportal@energyforce.net**.

Payment Nickname: Text input field containing **Ansel Adams Checking**.

Save Payment Method: A checkbox labeled **Save Payment Method.** is checked, with a note below stating: **This encrypted payment method will be saved for future use on this portal and retailers software.**

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

Buttons: **Cancel** (red) and **Submit** (blue, highlighted with an orange border).

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

Bill Payment

The screenshot shows a 'Bill Payment' section with the following fields and options:

Balance: **Full Amount** (\$19546.29) is selected. **Other Amount** (\$0.00) is also listed.

One Time Payment in Use: **Convenience Fee** (\$0.00) and **Total Payment** (\$19546.29).

Terms: A checkbox labeled **I've reviewed the amount to pay** is present.

Buttons: **Cancel** (red) and **Submit** (blue, highlighted with an orange border).

4. After entering the additional payment method, review the **Saved Payment Methods** by selecting the drop-down.

Bill Payment

X

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 Total Payment
\$ 0.00 \$ 0.00

I've reviewed the amount to pay

Cancel **Submit**