

# Add Another Billing Method To Portal Account

Last Modified on 08/29/2024 12:29 pm EDT

## 1. Select Pay.

The screenshot shows the SSI portal account page for Adams, Ansel/ ID# 100007. The page displays billing information, a map of the service location, and a table of tank deliveries. A red box highlights the 'Pay' button in the top right section.

**Adams, Ansel/ ID# 100007**

Amount Due <b>\$ 19,723.29</b>	30 Day Balance <b>\$ 0.00</b>
Current Balance <b>\$ 205.92</b>	60 Day Balance <b>\$ 0.00</b>
Budget Due <b>\$ 120.00</b>	90 Day Balance <b>\$ 19,517.37</b>

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

**Print Bill**

**Pay**

Address: 345 PRODUCTION DRIVE, BROWNSBURG, IN 46112

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

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. The 'Full Amount' radio button is unselected, and the 'Other Amount' radio button is selected. The 'Enter Payment Method' button is highlighted with a red box.

**Bill Payment**

**Balance** Budget Contract

Full Amount  
\$ 0.00

\* Other Amount  
\$ 0.00

Saved Payment Methods  
BrandyTesting - Visa - x1111

**Enter Payment Method**

Convenience Fee: \$ 3.50  
Total Payment: \$ 3.50

I've reviewed the amount to pay

**Cancel** Submit

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

**Enter Payment Method** X

First Name  Last Name

Address

City  State  Zip Code

Email Address

Payment Method: 1  Credit Card  2 Checking Account

Brandy L Williams

123123123

123123123

Payment Nickname 3

4  Save Payment Method

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

Cancel
Submit

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

**Bill Payment** X

Balance Budget Contract

Full Amount

\* Other Amount

Saved Payment Methods

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▼

**BrandyTesting - Visa - x1111**

Brandy's Test Checking - ACH - x3123

Convenience Fee  Total Payment

I've reviewed the amount to pay

Cancel
Submit