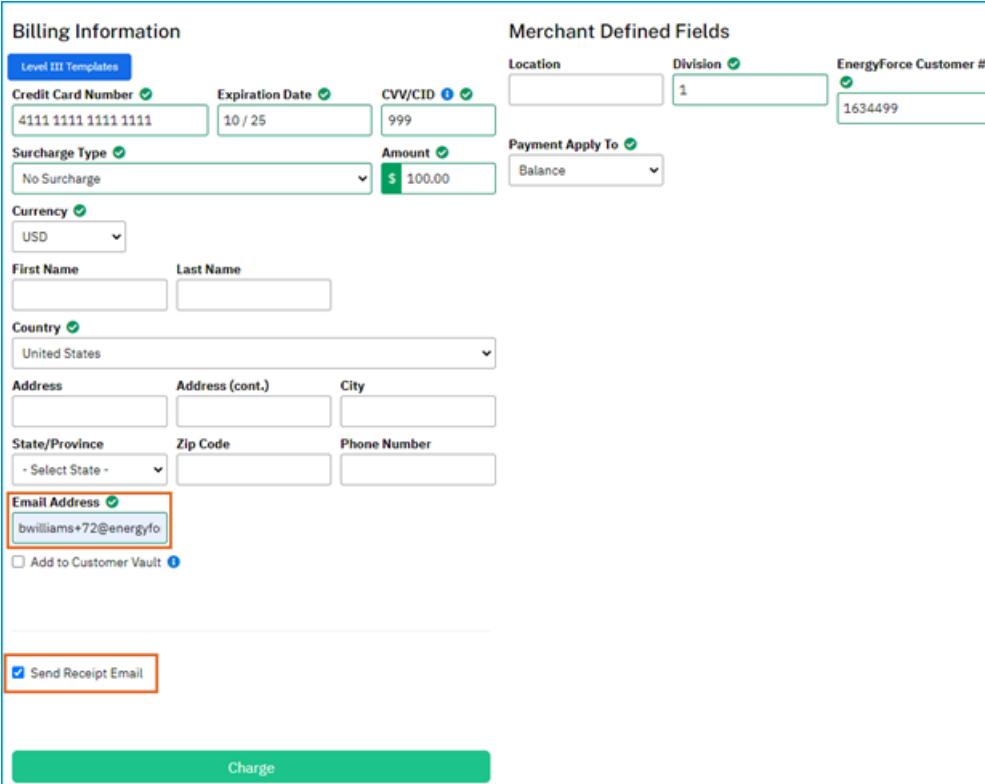


Send Consumer Email Receipt of Payment

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A consumer payment receipt can be emailed in the following ways:

1. When posting a one-time payment or a first-time payment in the gateway, select the option to *Send the Receipt Email* and a receipt will be emailed to the email address entered in the payment form.



The screenshot shows a payment gateway form with the following fields:

- Billing Information:**
 - Level III Templates
 - Credit Card Number: 4111 1111 1111 1111
 - Expiration Date: 10 / 25
 - CVV/CID: 999
 - Surcharge Type: No Surcharge
 - Amount: \$ 100.00
 - Currency: USD
 - First Name and Last Name fields (empty)
 - Country: United States
 - Address, Address (cont.), and City fields (empty)
 - State/Province: - Select State -
 - Zip Code and Phone Number fields (empty)
 - Email Address: bwilliams+72@energyfo (highlighted with a red box)
 - Add to Customer Vault
- Merchant Defined Fields:**
 - Location
 - Division: 1 (highlighted with a green box)
 - EnergyForce Customer #: 1634499
 - Payment Apply To: Balance
- Send Receipt Email (highlighted with a red box)
- Buttons:**
 - Charge (green button)

2. When posting a payment from the Customer Vault Record, the same option to *Send Receipt Email* can be selected.
3. A receipt can also be emailed directly from Energy Force by navigating to the customer's account and clicking *History*. When on the line item, click *Email* at the bottom of the screen.

Note: This option requires some additional setup in Energy Force.