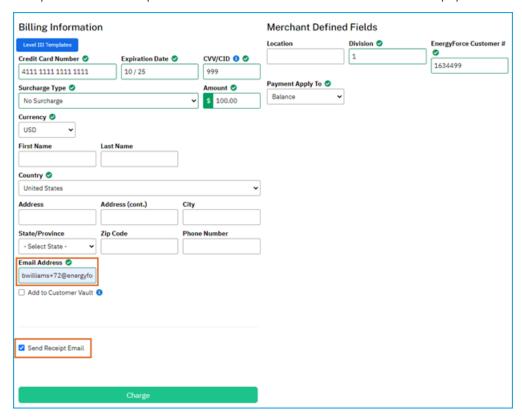
Send Consumer Email Receipt of Payment

Last Modified on 10/31/2023 5:22 pm EDT

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.



- 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.