

# 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 displays a payment form with two main sections: 'Billing Information' and 'Merchant Defined Fields'. In the 'Billing Information' section, the 'Email Address' field is highlighted with a red box and contains the text 'bwilliams+72@energyfo'. Below this field is a checkbox labeled 'Add to Customer Vault' which is unchecked. In the 'Merchant Defined Fields' section, the 'Send Receipt Email' checkbox is highlighted with a red box and is checked. The form also includes fields for credit card number, expiration date, CVV/CID, surcharge type, amount, currency, first and last name, country, address, state/province, zip code, phone number, location, division, and energy force customer number. A green 'Charge' button is located at the bottom of the 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.