

# 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 image shows a payment gateway form with two main sections: 'Billing Information' and 'Merchant Defined Fields'. The 'Billing Information' section includes fields for 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, Last Name, Country (United States), Address, Address (cont.), City, State/Province (- Select State -), Zip Code, and Phone Number. The 'Merchant Defined Fields' section includes Location, Division (1), EnergyForce Customer # (1634499), and Payment Apply To (Balance). The 'Email Address' field is highlighted with a red box and contains the email address 'bwilliams+72@energyfo'. Below the email address field, there is a checkbox labeled 'Add to Customer Vault' which is unchecked. At the bottom of the form, there is a checkbox labeled 'Send Receipt Email' which is checked and highlighted with a red box. 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.