



The "My Account" tab has three sections. Account Info, Delivery Info, and Transaction Info. Lets take a look at each section and find out what features are part of each.

# Section 1: Account Info



• Shows your billing address for the current account.

Delivery Info Transaction Info

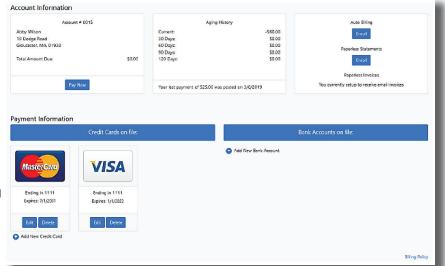
- The amount due on the account. If there is an amount shown, a button will automatically be present to allow you to make a payment.
- Aging History of past due amounts.

# **Account Options**

- Auto Billing Enroll Button This allows you to request auto billing enrollment as long as you have payment information saved on your account. Clicking the auto billing enroll button opens a page where you can choose to enroll auto billing for deliveries, service and/or for monthly services or deliveries. These changes will take effect on your next billing statement/invoice.
- Sign up for paperless statements/ invoices.

# **Payment Information**

 Add or remove payment information. Enroll your credit/debit card, or your bank account. Saving your payment information will make bill pay easier and will allow you to request to enroll in auto bill pay.



With automatic billing, your chosen payment method is billed autom	atically after each delivery or service or each month.
Choose all that apply:	Choose your payment method for auto billing:
] letect to auto bill my selected payment method once any delivery is completed l etects to auto bill my selected payment method once any service work is completed l etects auto bill my selected payment method monitry for any delivery and/or service parformed	Mastercard ioon ioon ioon 1111 07/61/200
Request Note:	Emai NotBenten:
Back Submit Requ	Jest



ADVICE. ANSWERS. AL	ENERGY	<b>Hiros</b>
Home My Account - Welcome to your online account!	Order Fuel Make Payment Plan Enrollment	My Profile Logout Of Customer's Account
Section 2: Delivery Info Delivery Information Get fuel details for each of you	My Account T Account Info Delivery Info Transaction Info	
Delivery Info Delivery Address: 10 Cunningham Road, Gloucester, MA 015  Fuel Type: #2 Fuel Oil	Fuel Details for #2 Fuel Oil at 10 Cunningham Road, Gloucester, MA 01930 • Forecast Type: Will Call • Last Delivery Date: 02/13/2019 • Last Delivery Amount: 100 gallons	Click here to sign up for worry free Automatic Delivery Request Automatic Delivery View your delivery history Show Delivery History

• Request Automatic Delivery. If you are not already currently an automatic delivery customer, this button will be active and will allow you to make a delivery request.

Auto Delivery Request for:	When you are on Automatic Delivery, you never have to call in your order again.
Delivery Address:	I have read the service contract description and request automatic delivery
10 Cunningham Road, Gloucester, MA 01930	Email request confirmation to:
uel:	
#2 Fuel Oil	
	Back to Delivery Info Submit Request

• You can also review your delivery history for each selected location, and if you have been a customer for long enough, a six year fueling history.







#### Section 3: Transaction Info My Account Account Info

This screen will allow you to review your transaction history, and print invoices and statements.

### To print an Invoice

- Pick one transaction
- Click on "Print Invoice" button •



nt - Order Fuel Make Pav Transaction history is updated nightly.

Transaction History

Amount Owed for over 120 Days \$0.00 Total Payment Amount Due Now

\$0.00

Print S

Delivery Info

tatement Print Invoice
------------------------

Date	ID	Loc #	Qty	Description	Ref #	Sub Total	Sale Total	Payment Total	Running Total
03/10/2020	83159	1	849.3	Propane	1	\$975.85	\$1029.52	\$0.00	\$1029.52
02/27/2020	246386256			ACH		\$0.00	\$0.00	\$411.68	\$0.00
02/27/2020	246387364			ACH		\$0.00	\$0.00	\$1850.24	\$411.68
02/21/2020	78633	1	1350.1	Propane		\$1753.78	\$1850.24	\$0.00	\$2261.92
02/21/2020	77966	1	300.4	Propane		\$390.22	\$411.68	\$0.00	\$411.68
02/06/2020	246332341			ACH		\$0.00	\$0.00	\$395.75	\$0.00
01/30/2020	71558	3	196.5	Heating Oil		\$375.12	\$395.75	\$0.00	\$395.75
01/29/2020	246311312			ACH		\$0.00	\$0.00	\$861.37	\$0.00
01/22/2020	68630	1	619.0	Propane		\$816.46	\$861.37	\$0.00	\$861.37
01/10/2020	246264097			ACH		\$0.00	\$0.00	\$826.14	\$0.00
01/03/2020	60437	1	572.0	Propane		\$783.07	\$826.14	\$0.00	\$826.14

# To Print a Statement

- Click on "Print Statement"
- You will be taken to a new screen
- Pick the start and end date of the statement needed.
  - All transactions that took . place during the date range will be included in the printed statement.
- Click on "Apply Date Range"
- Click on "Print".

H Foster Energy, LL O Box 161 ampden, ME 04444	LC.		Contraction (Contraction)	20/2020		Apply Date Range	Back to Transaction Info	Print	
									Last update on: 3/20/20
smpden, ME 04444									
07-947-5336									
				Customer Statem	ent for Date Rar	ige : 2/1/2020 - 3/20/20	020		
H. Foster Energy									Account Number:
O. Box 161									
ampden, ME 04444									
Locations:									
1 81 Mecaw Rd H									
Date	ID	Loc #	Qty	Description	Ref #	Sub Total	Sale Total	Payment Total	Running Total
	246426671			ACH		\$0.00	\$0.00	\$1029.52	
3/16/2020			849.3	Propane		\$975.85	\$1029.52	\$0.00	
03/16/2020		1							
03/16/2020 03/10/2020 02/27/2020	83159 246386256	1	0455	ACH		\$0.00	\$0.00	\$411.68	
03/10/2020	83159	1	045.5	ACH ACH		\$0.00 \$0.00	\$0.00 \$0.00	\$411.68 \$1850.24	\$0.0
03/10/2020 02/27/2020	83159 246386256	1	1350.1						\$0.0
03/10/2020 02/27/2020 02/27/2020	83159 246386256 246387364			ACH		\$0.00	\$0.00	\$1850.24	\$0.0 \$411.6 \$2261.9
		1	045.3						-