



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



Account Information

- Shows your billing address for the current account.
- 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.

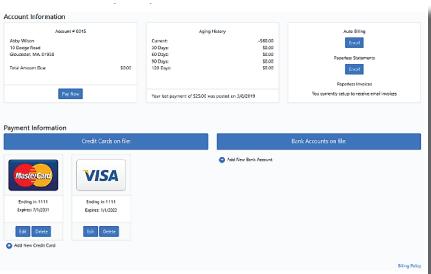
· Aging History of past due amounts.

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.

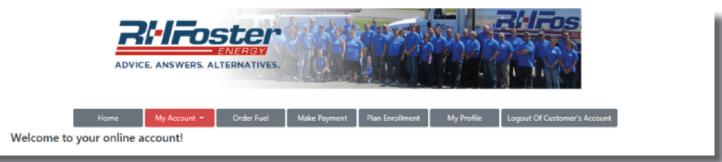
Payment Information

 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.



Request Automatic Billing	
With automatic billing, your chosen payment method is billed automatically after each delivery or service or each month.	
Choose all that apply:	Choose your payment method for auto billing:
I elect to auto bill my selected payment method once any delivery is completed I elect to auto bill my selected payment method ence any service work is completed I elect to auto bill my selected payment method monthly for any delivery ans/for service performed	Maintenand zons zonz zonz 1111 07/01/203
Request Note:	Email Netifications
Back Submit Request	

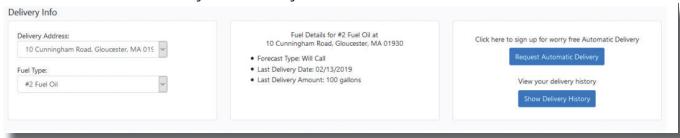
ENERGY SERVICE ONLINE ACCOUNT MY ACCOUNT TAB



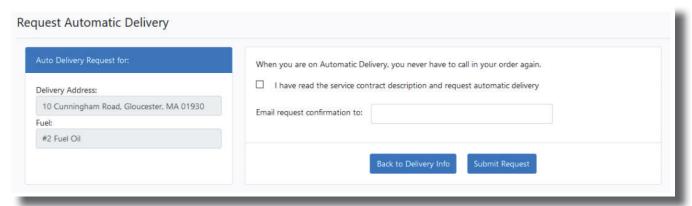
Section 2: Delivery Info Delivery Information



Get fuel details for each of your delivery locations



• 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.



 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



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

Ri Foster ADVICE. ANSWERS. ALTERNATIVES. My Account ▼ Order Fuel Make Payment Plan Enrollment Transaction history is updated nightly. Transaction History \$1029.52 \$0.00 \$0.00 \$411.68 \$0.00 246387364 \$0.00 \$0.00 \$1850.24 \$411.68 02/21/2020 78633 \$1753.78 \$1850.24 \$0.00 \$2261.92 02/21/2020 02/06/2020 246332341 \$0.00 \$0.00 \$395.75 \$0.00 01/30/2020 71558 196.5 Heating Oi \$375.12 \$395.75 \$0.00 \$395.75 01/29/2020 246311312 \$0.00 \$0.00 \$861.37 \$0.00 01/22/2020 68630 619.0 Propane \$816.46 \$861.37 \$0.00 \$861.37 01/10/2020 246264097 \$0.00 \$0.00 \$0.00 \$826.14 \$783.07 01/03/2020 60437 \$826.14 \$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".

