RH Foster ENERGY
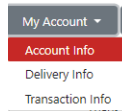## KNOWLEDGE CENTER

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.

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.

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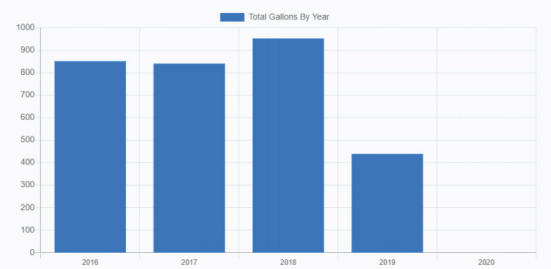
Section 3: Transaction Info

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

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".