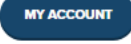


Sign up will require some information that you can pull directly from either an invoice or statement from R.H. Foster. Have this on hand before beginning.

NOTE: You cannot sign up for a new heating or service account with RH Foster through this process. To apply for a new account, visit [www.rhfoster.com/application](http://www.rhfoster.com/application) and fill out the appropriate application.

1. To begin, go to [rhfoster.com](http://rhfoster.com) and click on  and select “Energy Service Account” from the drop down.

2. You will be taken to the online account management page.

3. Click on “Sign Up” in the area indicated by the red box to the right.

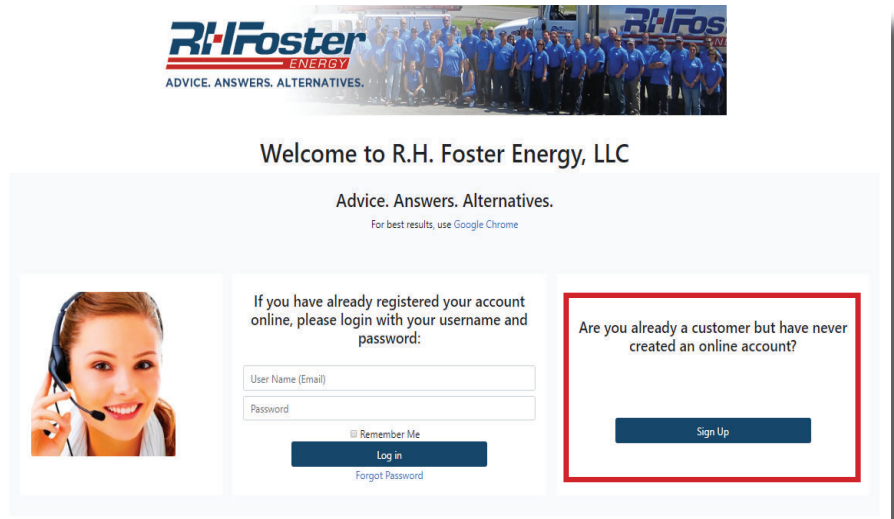
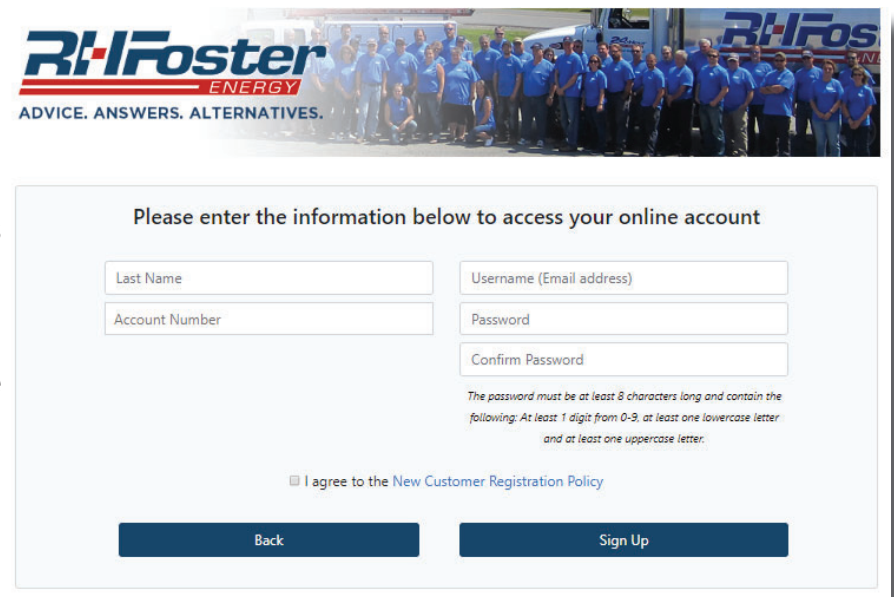
4. Using your statement, enter the following information.

Note: All information must be exactly as shown on the invoice. All items are case-sensitive.

- Last Name - exactly as it is displayed
- Customer Number
- Email Address - This does not have to be the same as what was used to register the account.
- Enter a password.
  - Must contain one number
  - Must contain one lower case and one upper case letter
  - Minimum of 8 characters in length

5. Please read policy, agree to it, then click on “Sign Up”.

6. This will bring you to the Home tab within your account.

If you have more than one account, you can add them using the My Profile tab.