

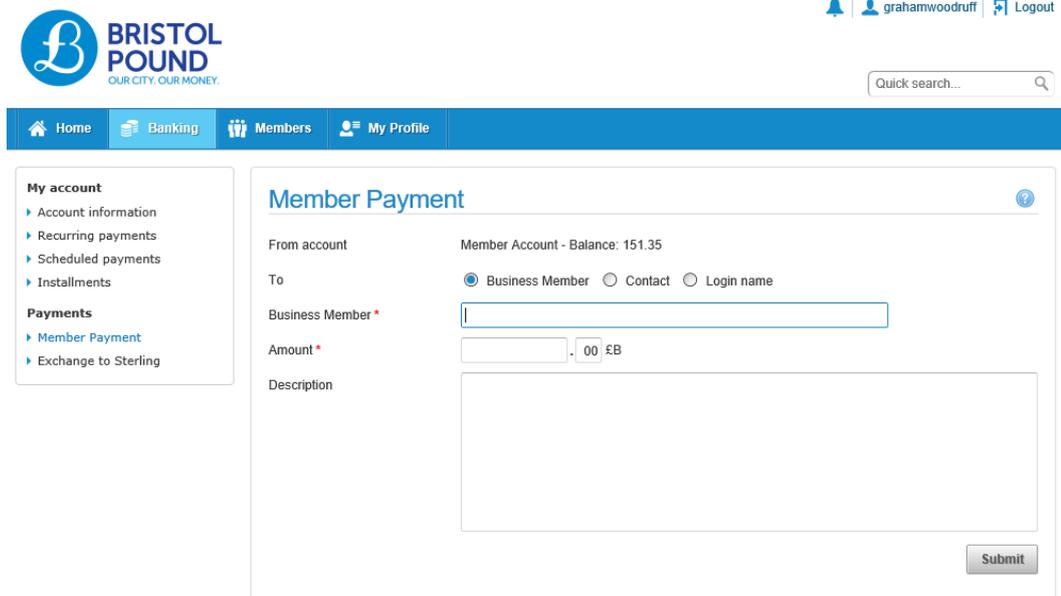
Bristol Energy User Guide

Introduction

Bristol Pound Members can now pay Bristol Energy bills in Bristol Pounds through online Bristol Pound accounts. This can be done as one-off or as recurring payments.

Setting up a Bristol Energy Payment

1. Login to your Bristol Pound account from <http://bristolpound.org/login> and go to the Member Payment screen by selecting 'Member Payment' from the Banking menu.



The screenshot shows the Bristol Pound website interface. At the top left is the Bristol Pound logo. To the right, there is a user profile section with a bell icon, the name 'grahamwoodruff', and a 'Logout' button. Below this is a search bar labeled 'Quick search...'. A blue navigation bar contains 'Home', 'Banking', 'Members', and 'My Profile'. On the left, a 'My account' sidebar lists 'Account information', 'Recurring payments', 'Scheduled payments', and 'Installments'. Under 'Payments', 'Member Payment' is highlighted. The main content area is titled 'Member Payment' and includes a 'From account' dropdown set to 'Member Account - Balance: 151.35'. The 'To' section has radio buttons for 'Business Member' (selected), 'Contact', and 'Login name'. Below this is a text input field for the 'Business Member' name. The 'Amount' field is set to '.00 £B'. There is a large empty text area for 'Description' and a 'Submit' button at the bottom right.

2. To pay your Bristol Energy bill make sure Business Member is selected and type **bristolenergy** into the Business Member field.

Bristol Energy Technology should be displayed as below.

Member Payment ?

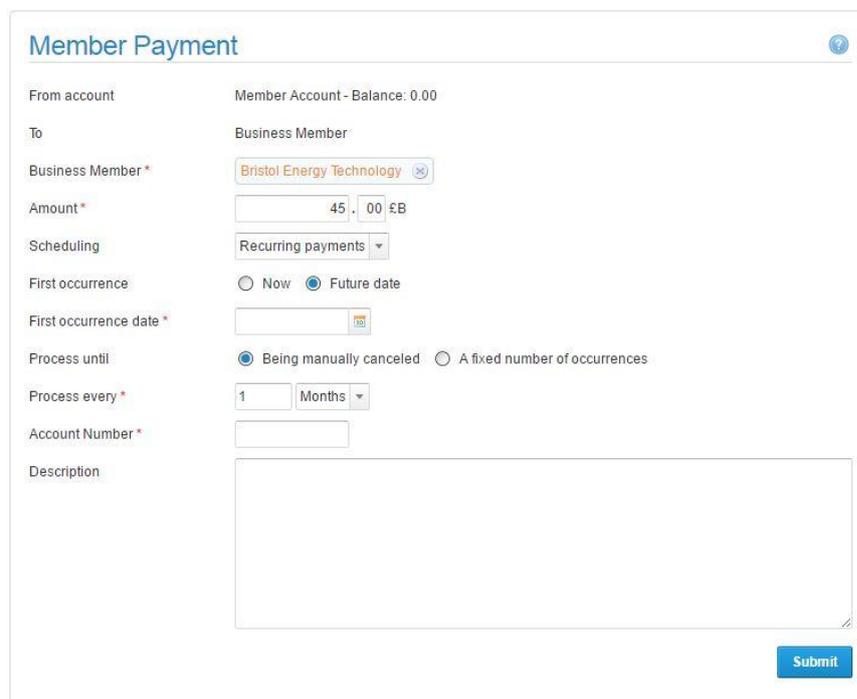
From account	Member Account - Balance: 313.76
To	Business Member
Business Member *	<input type="text" value="Bristol Energy Technology"/>
Amount *	<input type="text"/> .00 £B
Scheduling	<input type="text" value="Pay now (not scheduled)"/>
Reference Number *	<input type="text"/>
Description	<input type="text"/>

To set up recurring payments to Bristol Energy

NB: You will need to make sure you keep your account balance topped up with enough Bristol Pounds to make regular payments.

To find out how to pay in to your £B account go to: <http://bristolpound.org/howtopayin>

1. In the **Scheduling** field select 'Recurring Payments'. The screen then presents the options shown below.



Member Payment

From account: Member Account - Balance: 0.00

To: Business Member

Business Member*: Bristol Energy Technology

Amount*: 45.00 £B

Scheduling: Recurring payments

First occurrence: Now Future date

First occurrence date*: [Calendar icon]

Process until: Being manually canceled A fixed number of occurrences

Process every*: 1 Months

Account Number*: [Empty field]

Description: [Empty text area]

Submit

2. Enter the following information in the fields provided:

Amount: This is the regular amount you wish to pay to Bristol Energy

Scheduling: Choose Recurring Payments from the drop-down menu

First occurrence: **Now** is the current date. Select **Future Date** and select the date you wish the first payment to be made.

Process until: This is the number of regular payments you wish to make to the Member, if you select "Being manually cancelled" they will go on indefinitely.

Process every: Select how regularly you would like the payments to be made, monthly, weekly or daily.

Account number: this will be the account number on your bill, a 9-digit number beginning with the number 2.

Description: Enter a reference you would like to appear on your online statement, e.g. *My Bristol Energy payment*

Your page should now look like this example:

Member Payment ?

From account	Member Account - Balance: 313.76
To	Business Member
Business Member *	Bristol Energy Technology
Amount *	<input style="width: 60px;" type="text" value="35"/> . <input style="width: 30px;" type="text" value="00"/> £B
Scheduling	Recurring payments
First occurrence	<input checked="" type="radio"/> Now <input type="radio"/> Future date
Process until	<input checked="" type="radio"/> Being manually canceled <input type="radio"/> A fixed number of occurrences
Process every *	<input style="width: 30px;" type="text" value="1"/> Months
Reference Number *	<input style="width: 80px;" type="text" value="BE12345"/>
Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">My Bristol Energy payment</div>

Submit

- Click 'Submit', you will be shown the details of the payments you are setting up and asked to check them carefully.

Please, review the payment below and click the confirm button

Member Payment
> Payment review

Payment review ?

From account	Member Account
To	Bristol Energy Technology
Payment type	Pay Bristol Energy
Amount	35.00
First occurrence	Now
Process until	Being manually canceled
Process every	1 month
Reference Number	BP12345
Description	My Bristol Energy payment

Confirm

4. If there is something you wish to change click 'Back'. If all the details are correct and you wish to proceed, click 'Submit'. You will be shown the schedule of payments you have set up.

i The payment was successful Close

Member Payment > Recurring payment details

Recurring payment details ?

Status	Open
Amount	35.00
Process until	Being manually canceled
Process every	1 month
Next occurrence	23-09-2016
Submission date	23-08-2016 13:51
From	Graham Woodruff
To	Bristol Energy Technology
Payment type	Pay Bristol Energy
Channel	Main web
Transfer number	BP00158552
Reference Number	BP12345
Description	My Bristol Energy payment

New payment
Add receiver to contacts
Cancel
Print

Occurrences

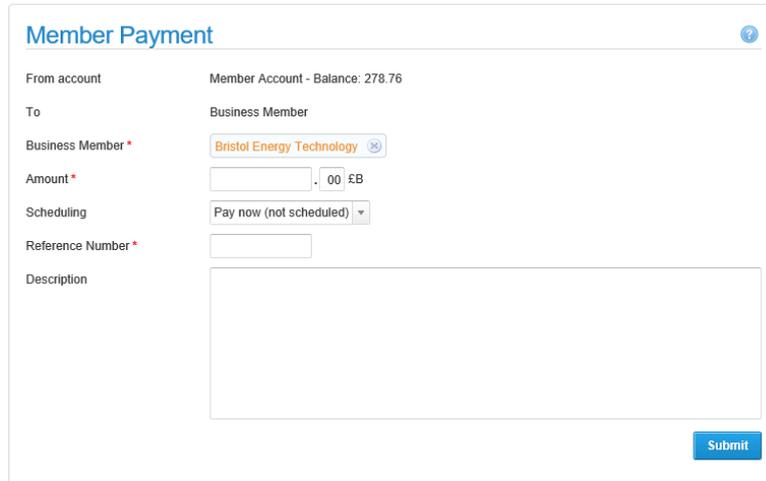
Number	Due date	Status	Amount	Actions
1	23-08-2016	Processed	35.00	View transfer

You can add Bristol Energy to your list of contacts for easy future payments if you like by using the *Add receiver to contacts* button.

For information about viewing or cancelling your recurring payments please see the Regular Payments User Guide, which can be downloaded from: <http://bristolpound.org/regularpayments>

To make a single immediate payment to Bristol Energy

1. Set up your payment as described above, steps 1 & 2



Member Payment ?

From account Member Account - Balance: 278.76

To Business Member

Business Member* Bristol Energy Technology

Amount* .00 £B

Scheduling Pay now (not scheduled)

Reference Number*

Description

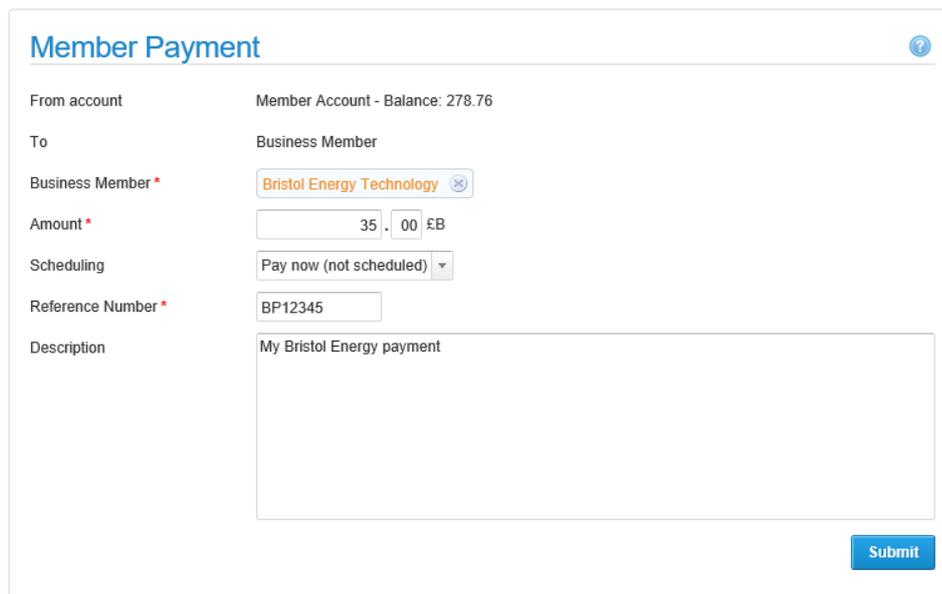
Submit

2. Enter the following information in the fields provided:

Reference Number: this will be the account number on your bill

Amount: the amount you want to pay for each payment

Description: Enter a reference you would like to appear on your online statement, e.g. *My Bristol Energy payment*



Member Payment ?

From account Member Account - Balance: 278.76

To Business Member

Business Member* Bristol Energy Technology

Amount* 35.00 £B

Scheduling Pay now (not scheduled)

Reference Number* BP12345

Description My Bristol Energy payment

Submit

3. Click 'Submit', you will be shown the details of the payments you are setting up and asked to check them carefully.

 Please, review the payment below and click the confirm button

Member Payment > Payment review

Payment review ?

From account	Member Account
To	Bristol Energy Technology
Payment type	Pay Bristol Energy
Amount	35.00
First occurrence	Now
Process until	Being manually canceled
Process every	1 month
Reference Number	35
Description	My Bristol Energy payment

Confirm

4. If there is something you wish to change click 'Back'. If all the details are correct and you wish to proceed, click 'Submit'. You will be shown the confirmation screen shown below.

 The payment was successful Close

Member Payment > Transfer details

Transfer details ?

Amount	35.00
Date	23-08-2016 13:48
From	Graham Woodruff
To	Bristol Energy Technology
Payment type	Pay Bristol Energy
Channel	Main web
Transfer number	BP00158550
Reference Number	BP12345
Description	My Bristol Energy payment

New payment

Add receiver to contacts

Print