

How to make payments using the JMP Fuel Portal as a customer

- Log in to your JMP Fuel Portal Account using your email address and password
- If making a payment for the first time using the portal
 - Click on the **Make a Payment** tab at the top of the screen
 - Choose the option **Payment Methods**
 - This is where you will add a credit or debit card and/or a bank account. Click on **Update Payment Methods**, then choose **Add Payment Method**.
 - Confirm your name, address, and email, and hit **submit**
 - Choose whether or not you'd like to add a credit/debit card, or a bank account in the payment method type
 - Enter card number, expiration, and cvv code for credit/debit and hit **submit**
 - For a bank account choose *checking* or *savings*, the name of the bank account, account number, and routing number and hit **submit**
 - You will receive a message that says: **The payment method was added successfully**. Close out of this window using the small x in the right-hand corner
 - Choose **Make a Payment** again, and select make a one-time payment (You also have the option to choose Setup Automatic Payments at this point)
 - Choose whether to pay the current amount due or to pay a specific amount
 - Select your payment method from the drop down
 - Click the box: **I agree to pay for the amount as listed above**
 - Then choose **Make a Payment**