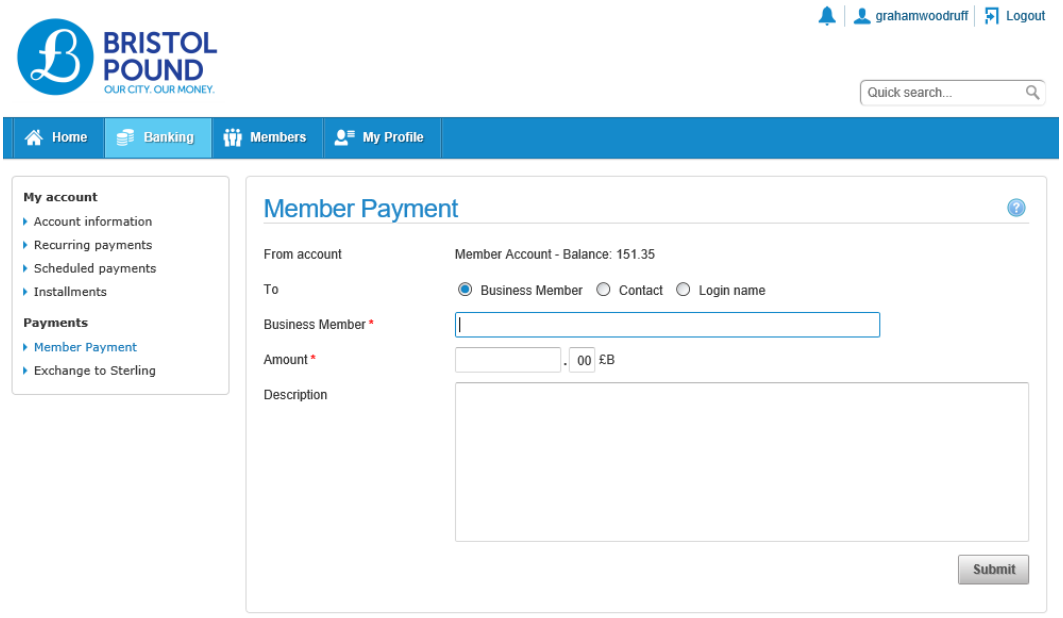
Bristol Energy User Guide

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.

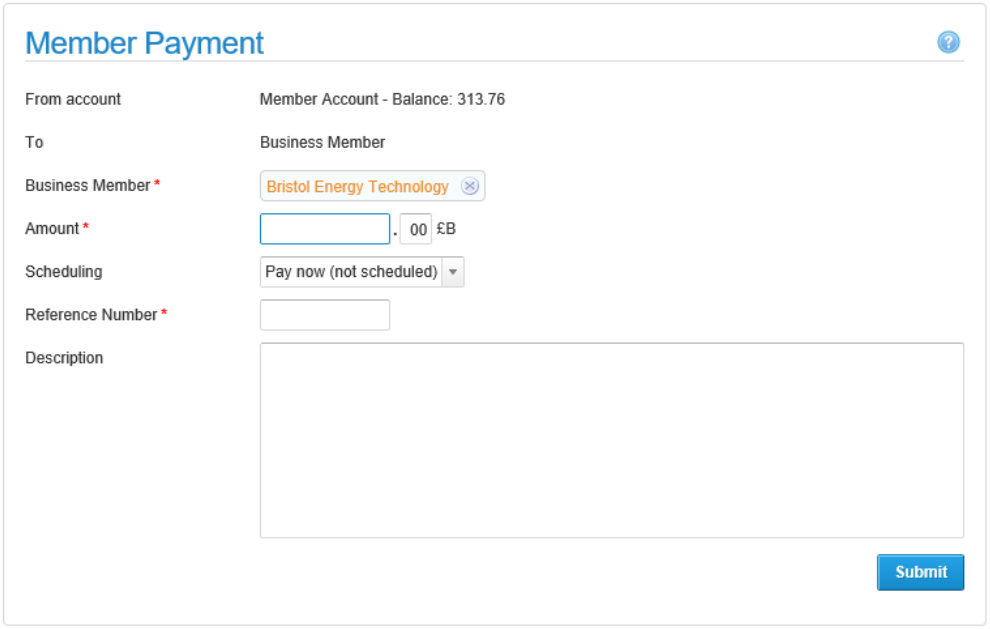
Setting up a Bristol Energy Payment

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.



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.

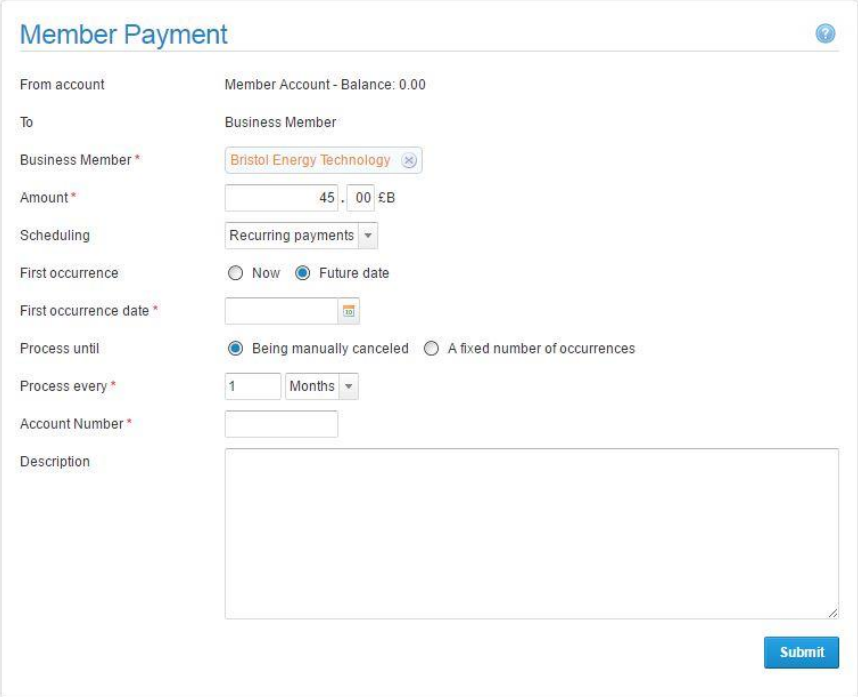


To set up recurring payments to Bristol Energy

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.



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.

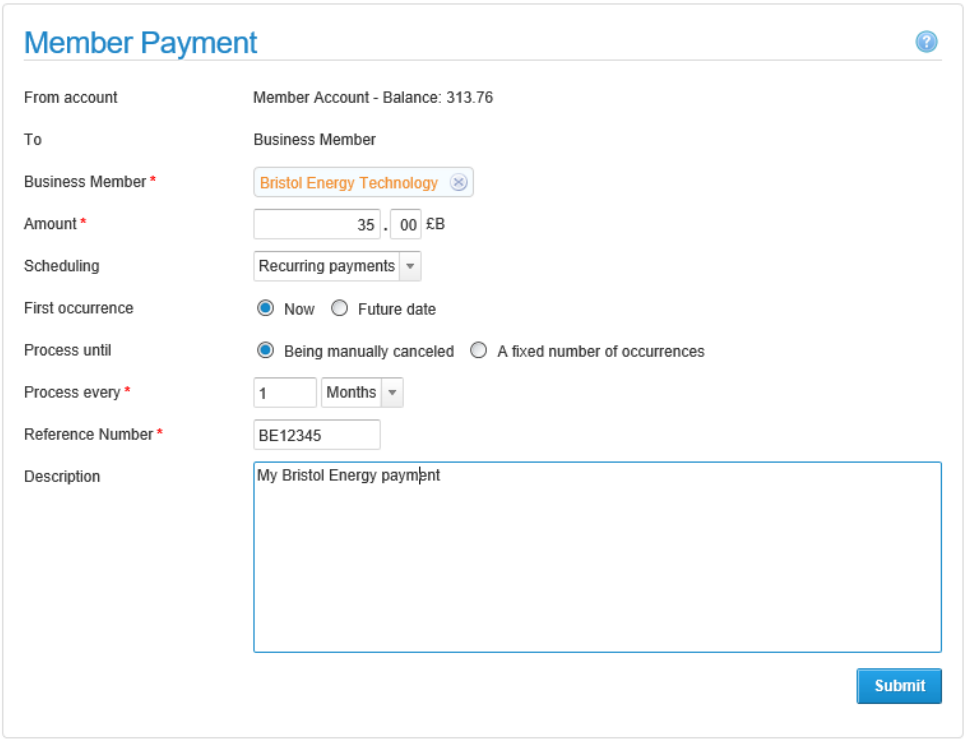
   Process until: This is the number of regular payments you wish to make to the Member, if you select "Being manually cancelled" they will go on indefinitely.

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

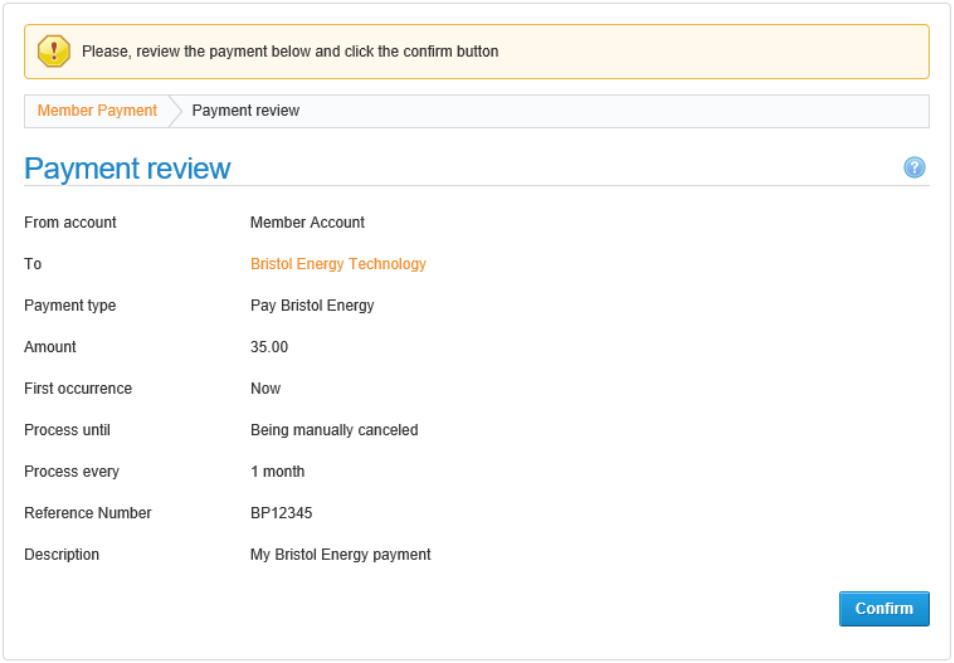
   Account number: this will be the account number on your bill, a 9-digit number beginning with the number 2.

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

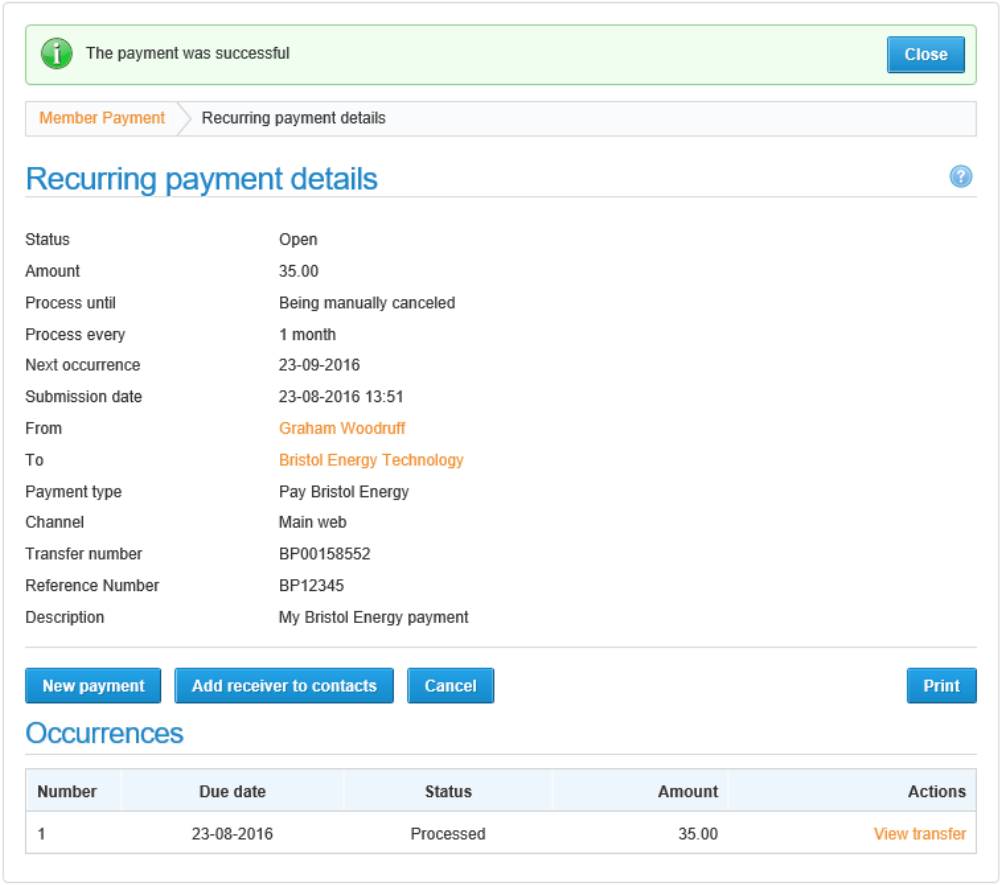
Your page should now look like this example:



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



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.

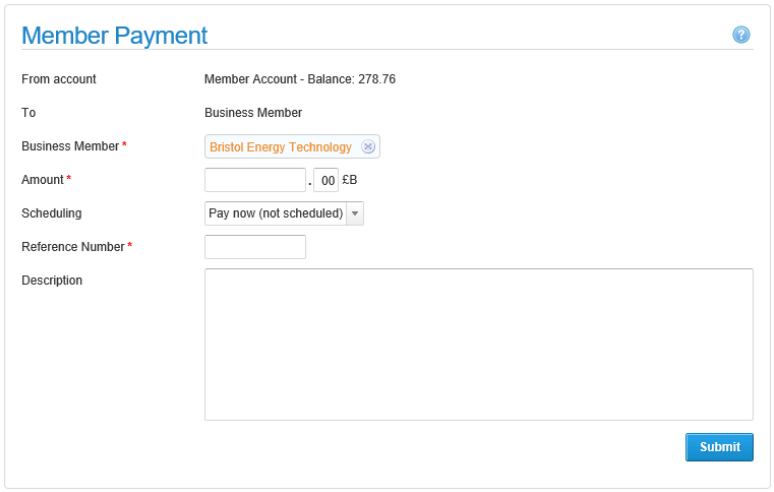


You can add Bristol Energy to your list of contacts for easy future payments if you like by using the *Add receiver to contacts* button.

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

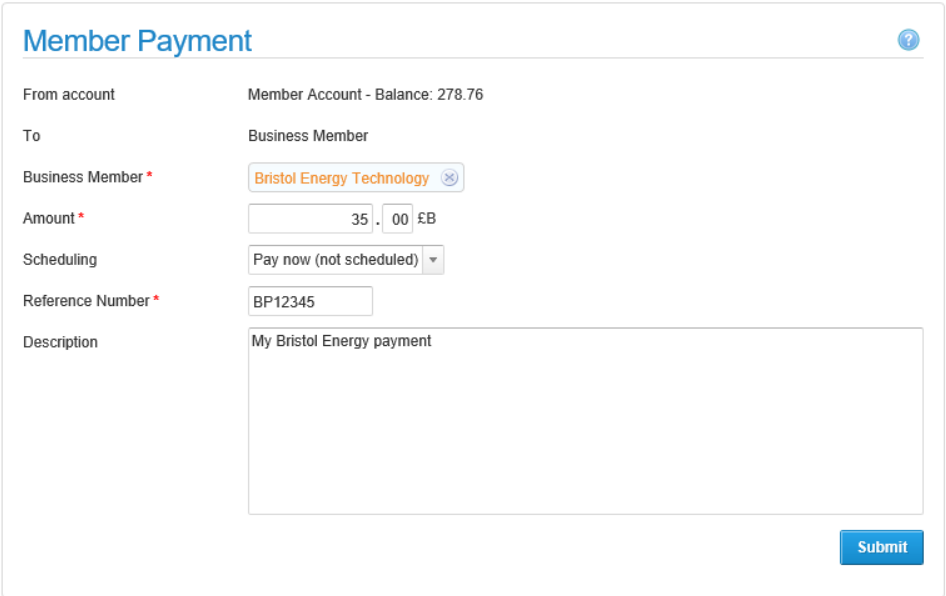


2. Enter the following information in the fields provided:

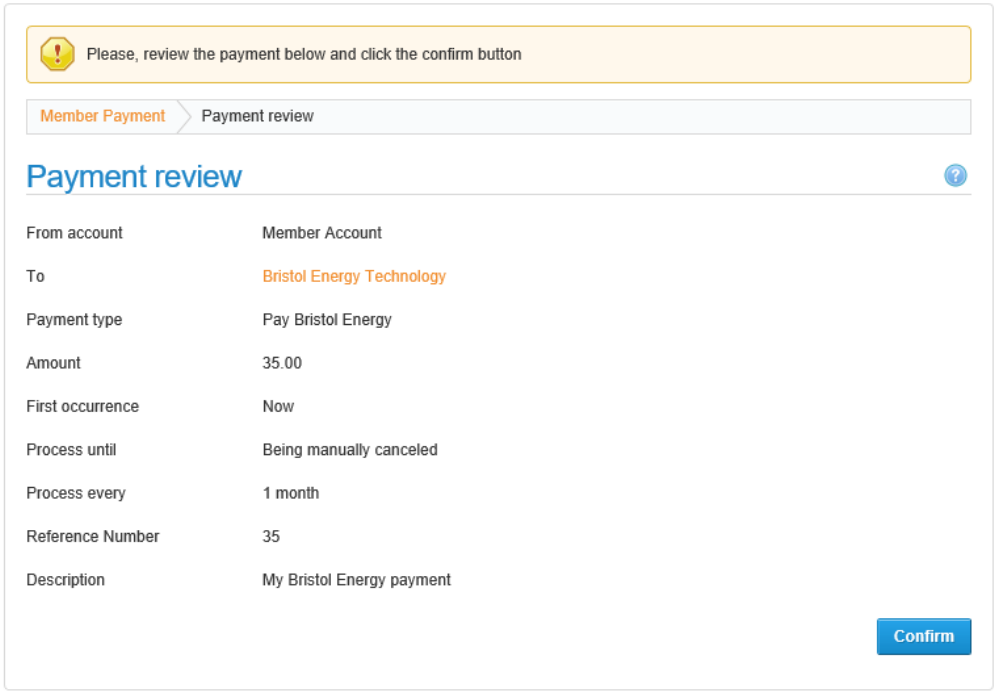
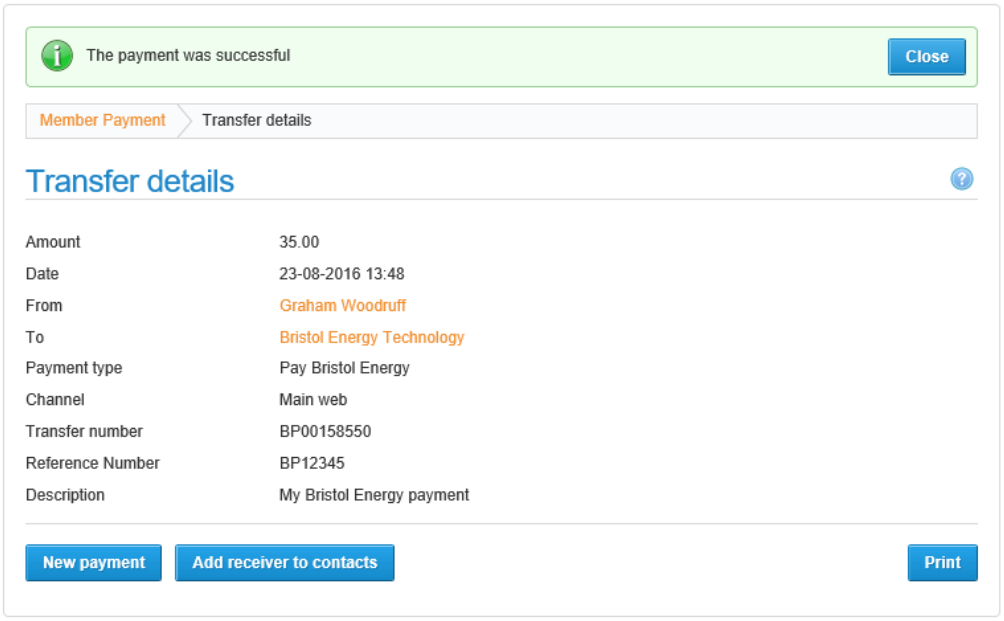
   Reference Number: this will the account number on your bill

   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*



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



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.