

Unscheduled Service Calls - Payments

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Payments may be applied to customer accounts by selecting **Unscheduled Service Orders** located on the MobileService Main Menu.

1. Select **Payment**.

The screenshot shows a mobile application interface for account management. On the left, there's a table with account details: Credit Limit (\$0.00), Current balance ((1,426.84)), and 30, 60, and 90 day payment terms (all \$0.00). The total balance is ((1,426.84)). On the right, there's a 'Budget' dropdown set to 'Active' and a grid of buttons: 'Add Comments', 'Service Orders', 'Service Locations', 'Proposals', 'Invoices', 'Tanks', 'Payment' (highlighted with a red box), and 'Back'.

2. Enter the *Amount*, choose the *Payment Method*, and enter a *Check / Credit Card Number* as applicable.

The screenshot shows a 'Receipt' screen with the ET Energy Services logo. It displays customer information: Customer 1, ID 115600, Name WILDERMAN, ANASTASIA. The date and time are 06/23/26 at 17:35. The current balance is ((1,426.84)). A red box highlights the payment entry fields: Amount (\$400.00), Payment Method (Check), and Check / Credit Card Number (2431). Other fields include Exp Date (00/00), Card Type, and Total Balance ((1,426.84)). At the bottom, there's a 'Customer Signature' field with a signature, and 'Back' and 'Continue' buttons.

3. Tap in the *Customer Signature* area and have the customer sign the Invoice. Once signed, tap outside of the *Customer Signature* area to activate the **Continue** button.

4. Choose **Continue** and select the number of receipts to print.