

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1504171  
Vendor Name: Al Warren Oil Company, Inc.  
Invoice Number: W1397153  
Invoice Date: 06/17/21  
PO Number: B0370405  
Check Number: 0282848  
Check Amount: \$ 6,286.03  
Check Date: 07/13/2021  
Department ID: 00701  
Reviewer Name: Kathy Striplin  
Voucher Number: V0687293  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: QRI@alwarrenoil.com <QRI@alwarrenoil.com>  
Sent: Thu Jun 17 15:13:13 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: [External] Al Warren Oil Invoice  
-----

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Attached is invoice #W1397153. AS OF 06/01/2021, NEW BANKING INFORMATION IS ATTACHED AND LISTED ON INVOICES. Meter ticket(s) are also attached. We thank you for your business!

For your convenience, we have included the online payment link to this invoice.

<https://portal.alwarrenoil.com/quick-pay> x

[attachment: W1397153.pdf]  
[attachment: AWO- BANK LETTER.PDF]  
[attachment: PAYMENT PORTAL USER GUIDE.PDF]  
[attachment: DeliveryTicket\_D0000684314.pdf]

# AL WARREN OIL CO., INC.

Since 1948

## Specialized Petroleum Marketers

**Sold To:** COLLEGE OF DUPAGE COMMUNITY SCHOOL DISTRICT 502  
ACCTS PAYABLE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Invoice #:** W1397153  
**Invoice Total:** \$1,094.37  
**Invoice Date:** 06/17/21  
**Customer #:** C08363

**Ship To:** COLLEGE OF DUPAGE COMMUNITY SCHOOL DISTRICT 502  
425 FAWELL BLDV  
GLEN ELLYN, IL 60137 DU PAGE

**SO #:** D0000684314  
**Purchase Order #:** 352822

Job #	Delivery Date	Quantity	Description	Unit Price / Rate	Job Total
1613967	06/15/21	402.4000	ULSD ON HIGHWAY UNDYED FUEL	2.2466	\$904.03
<b>Document #: 1613967</b>					
State M.F. Tax				0.4620/Gal	185.91
IL U.S.T.				0.0030/Gal	1.21
IL E.I.F.				0.0080/Gal	3.22
Load Total:					\$1,094.37

15-ppm sulfur (maximum) Undyed Ultra-Low Sulfur Diesel Fuel For use in all diesel vehicles and engines.

Order taken by Corporate office.  
Al Warren Oil Company, Inc., 1646 Summer St., Hammond, IN 46320

Delivery Location Total: \$1,094.37

**INVOICE REVIEWED  
OKAY TO PAY  
KATHY STRIPLIN 06/22/21**

### ELECTRONIC PAYMENT PREFERRED

**ACH/WIRE INSTRUCTIONS:**

BMO Harris Bank  
ABA: 071000288  
Account: 1633817  
Beneficiary: AL Warren Oil Company Inc.  
Email Remittance: awocbilling@alwarrenoil.com

**REMIT:**

AL Warren Oil Company Inc.  
P.O. Box 2279  
Hammond, IN 46323

**INVOICE  
TOTAL: \$1,094.37**



1646 SUMMER STREET, HAMMOND, IN 46320  
WWW.ALWARRENOIL.COM  
AWOCBILLING@ALWARRENOIL.COM  
Phone: 219.228.5050 Fax: 219.852.6010





BMO Harris Bank  
111 West Monroe Street  
Chicago, IL 60603



AL Warren Oil  
1646 Summer St  
Hammond, IN 46320

June 1, 2021

RE: Al Warren Oil Company, Inc.

To Whom It May Concern:

This letter is to confirm the routing and account number and provide ACH and wire instructions for Al Warren Oil Company, Inc. effective the date of this letter.

**ACH Instructions:**

Account Name: Al Warren Oil Company Operating Account

Deposit Account # 1633817

Routing ABA # 071000288

Account Type: Checking

Currency: US Dollar

**Wire Instructions**

Account Name: Al Warren Oil Company Operating Account

Deposit Account # 1633817

Routing ABA # 071000288

International Swift Code: HATRUS44

Bank Address: 111 West Monroe Street, Chicago, IL 60603

Sincerely,

A handwritten signature in black ink, appearing to read "Jerome A. Piszczor". The signature is stylized with a large, looped "J" and a long, horizontal stroke at the end.

Jerome A. Piszczor  
Chief Financial Officer  
jerry@altomtransport.com



# WELCOME

## TO AL WARREN OILS PAYMENT PORTAL



# AL WARREN OIL CO., INC.

Since 1948

Specialized Petroleum Marketers



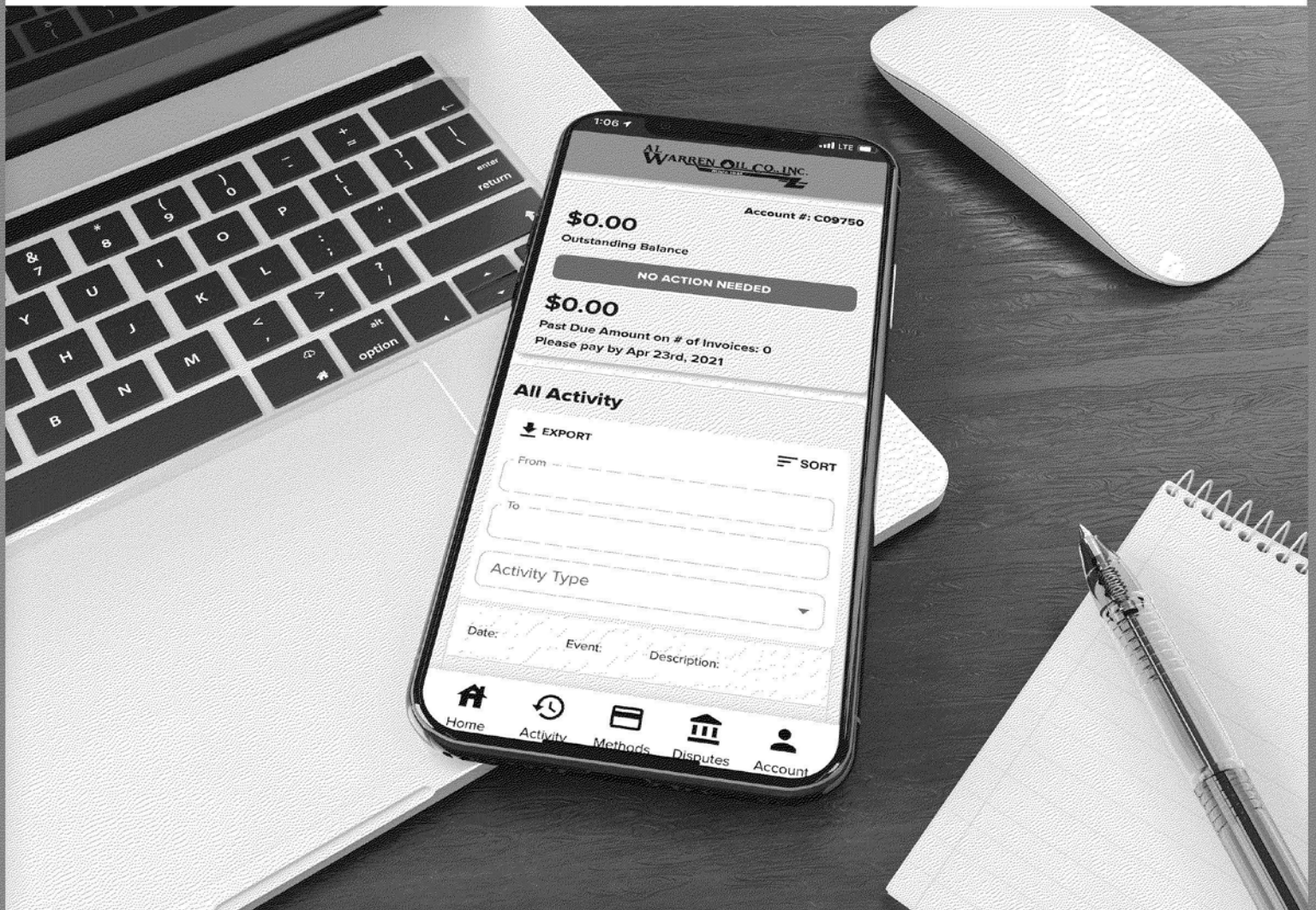
800.327.8903



ALWARRENOIL.COM

# YOUR BASICS

WELCOME TO AL WARREN OILS PAYMENT PORTAL. THIS GUIDE WILL HELP YOU WITH THE FIRST IMPORTANT STEPS IN SETTING UP YOUR ACCOUNT.

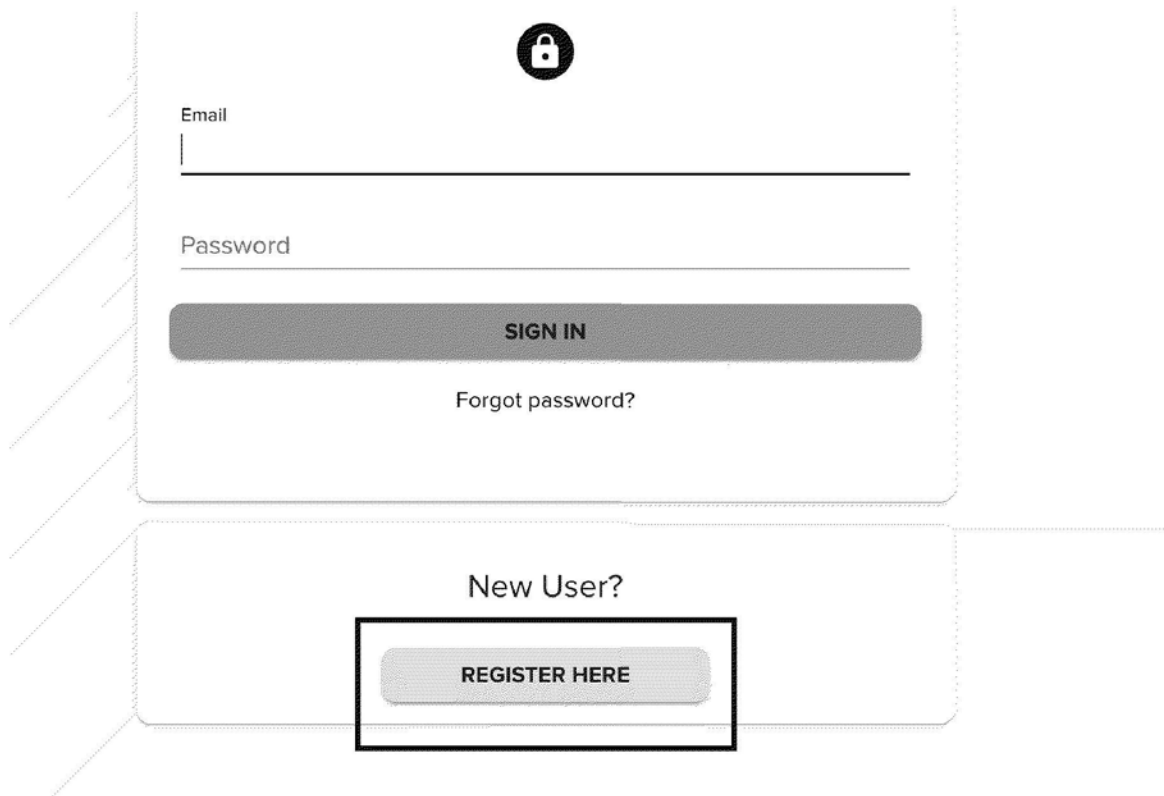


## INDEX

- HOW TO GET STARTED
- HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD
- HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD
- HOW TO MAKE A PAYMENT FROM MY PORTAL

FOR MORE DETAILED QUESTIONS GO TO <https://portal.alwarrenoil.com/help>

# HOW TO GET STARTED



The form is divided into two main sections. The top section is for login, featuring a lock icon, an 'Email' input field, a 'Password' input field, a 'SIGN IN' button, and a 'Forgot password?' link. The bottom section is for new users, featuring the text 'New User?' and a 'REGISTER HERE' button. The 'REGISTER HERE' button is highlighted with a red rectangular border.

Email

Password

**SIGN IN**

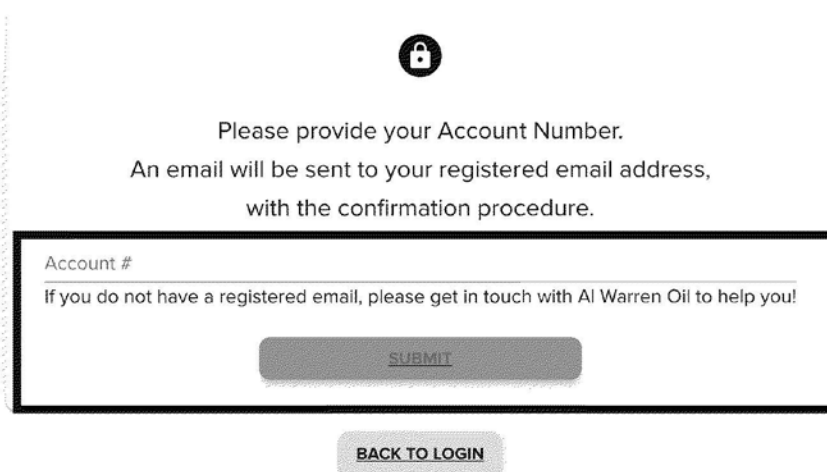
Forgot password?

New User?

**REGISTER HERE**

Step 1: Click on REGISTER HERE

Step 2: Please provide your Account Number. An email will be sent to your registered email address, with the confirmation procedure.



The form is for account number confirmation. It features a lock icon, a message asking for the account number and stating that an email will be sent to the registered address, and a 'SUBMIT' button. Below the form is a 'BACK TO LOGIN' button. The entire form area is highlighted with a red rectangular border.

Please provide your Account Number.  
An email will be sent to your registered email address,  
with the confirmation procedure.

Account #

If you do not have a registered email, please get in touch with AI Warren Oil to help you!

**SUBMIT**

**BACK TO LOGIN**

If you do not have a registered email, please get in touch with AI Warren Oil to help you!



# HOW TO GET STARTED

AL WARREN OIL CO. INC. C09750 ☐ Impersonate Owner? TEST INVOICE FETCH View Activity Take Action Help

Account #: C09750

**\$0.00**  
Outstanding Balance  
NO ACTION NEEDED

**\$0.00**  
Past Due Amount on # of Invoices: 0  
Please pay by May 3rd, 2021

**Get Help**  
Contact Customer Service  
Contact Sales  
Privacy Policy  
Service Terms and Conditions

**Quick Links**

- Make Payment
- View All Activity
- View Payments
- View Invoices
- Payment Methods
- Disputes
- Manage Users

© 2021 Al Warren Oil Company - Est. 1948 Help Terms Privacy

Step 3: Go top to the top right hand corner of your screen and click Account Settings

Step 4: Once account is registered please review and fill in your company information.

**Edit Company Details**

Company Name  
Required

Address 1  
Required

Address 2

City  
Required

State  
Required

Zip Code  
Required

SUBMIT

**Edit Account Details**

First Name  
Required

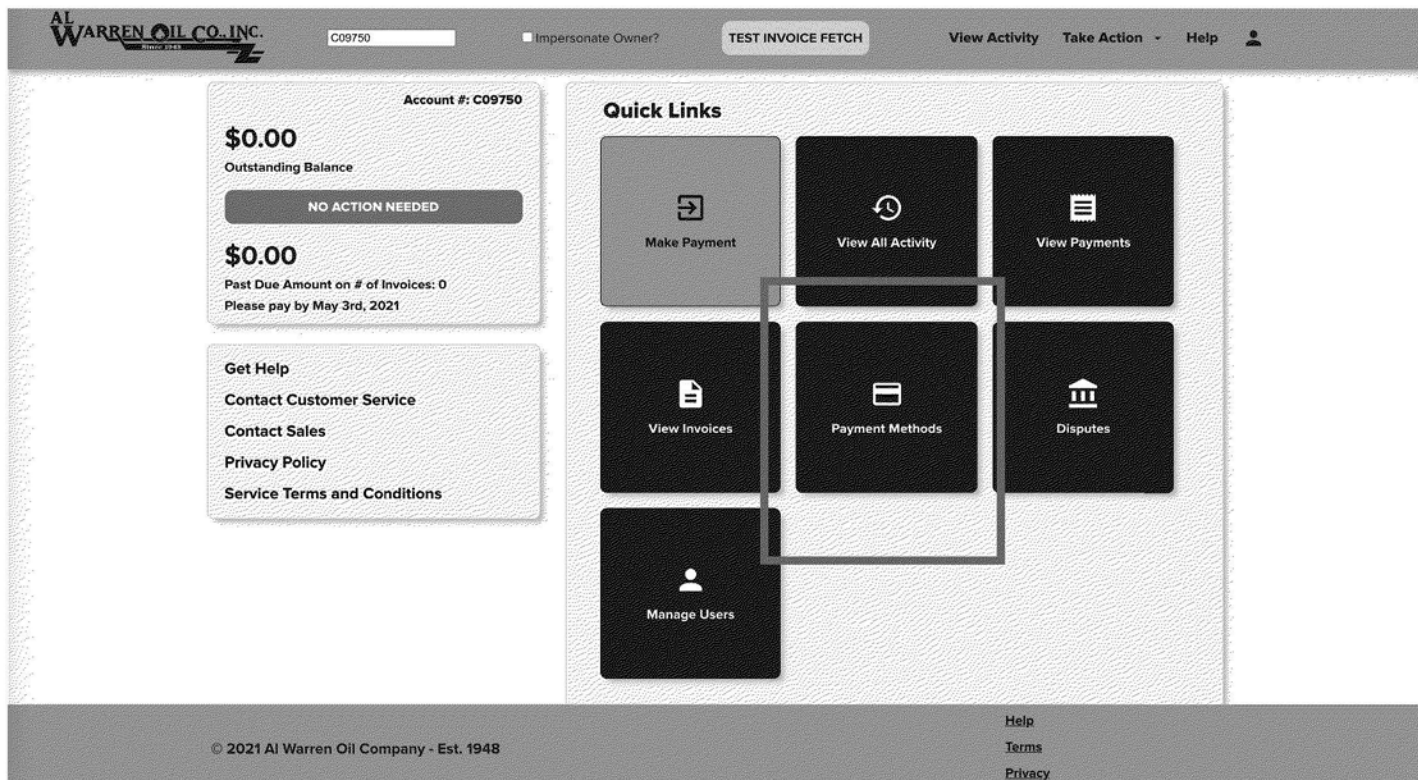
Middle Name

Last Name  
Required

☐ Accept Email Marketing ☐ Accept Company Announcements

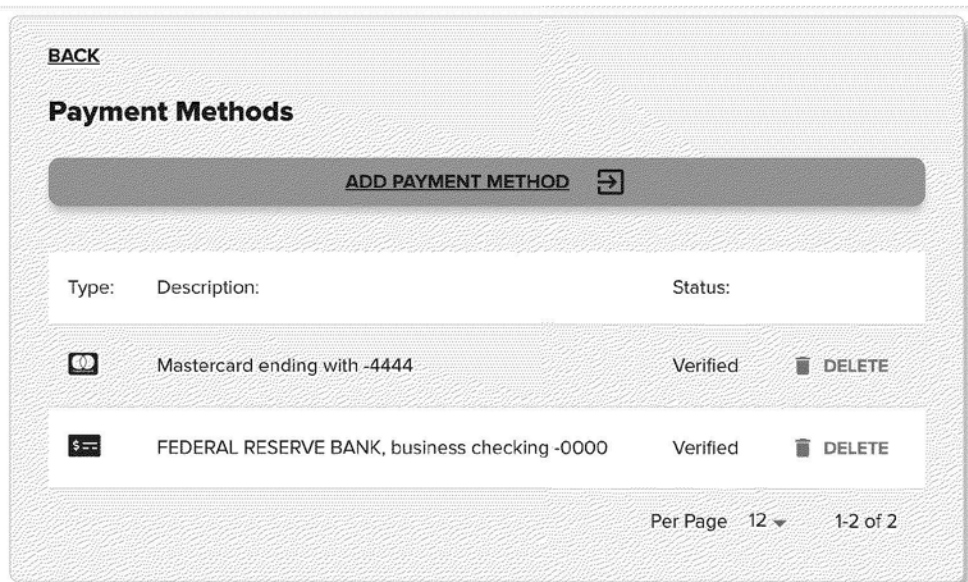
SUBMIT

# HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD



Navigate to the home screen of your portal. There you should see a button labeled Payment Methods, or on mobile, a bottom menu item labeled Methods.

Click the Payment Methods button in the Quick Links section, or click the Methods menu button on mobile. You will be presented with a list of your existing saved payment methods if any, and a large yellow button labeled Add Payment Method.



# HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD

## Add Payment Method

You can add multiple credit cards and ACH bank accounts in order to use them to pay your invoices.

ADD ACH BANK ACCOUNT

ADD CREDIT CARD

Click the Add Payment Method button. You will be presented with 2 options: Add ACH Bank Account and Add Credit Card. Click the Add Credit Card button.

There, you will be presented with three fields that are required to add a card to your account. We will need the Name on the Card, the Card Number, and the Expiry Date. Once you have entered this information, click the yellow Validate and Save button.

If you've entered all information correctly, you should be presented with a message that says Credit Card successfully added. If you do not see this message, you may have to re-enter your card information to make sure it was entered correctly.

If the form goes through, click the yellow button that says Go to Payment Methods List. There, you will see your Credit Card added to your list of Payment Methods. You can now use this payment method to Pay an Invoice without having to enter your card information each time.

### Add Credit Card

Name on Card

Card Number

Expiry Date

VALIDATE AND SAVE

**Note: We do not store any Payment Method information in our database at any time. We use tokenized Vault storage technology to securely allow you to access your data when you need it.**

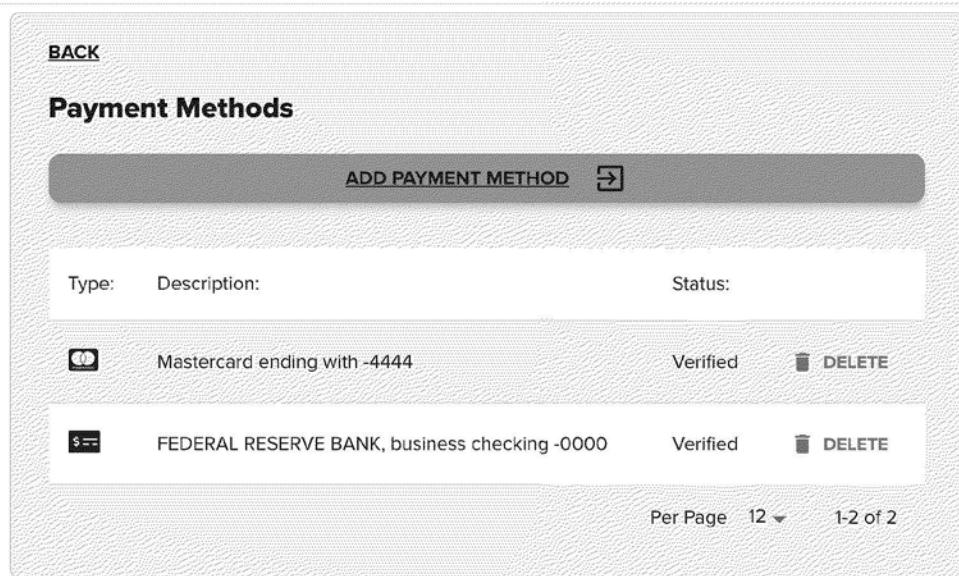


# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD



Navigate to the home screen of your portal. There you should see a button labeled Payment Methods, or on mobile, a bottom menu item labeled Methods.

Click the Payment Methods button in the Quick Links section, or click the Methods menu button on mobile. You will be presented with a list of your existing saved payment methods if any, and a large yellow button labeled Add Payment Method.



# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD

## Add Payment Method

You can add multiple credit cards and ACH bank accounts in order to use them to pay your invoices.

ADD ACH BANK ACCOUNT

ADD CREDIT CARD

Click the Add Payment Method button. You will be presented with 2 options: Add ACH Bank Account and Add Credit Card. Click the Add ACH Bank Account button.

There, you will be presented with multiple form fields. We will need the Bank Account Number, Routing Number and Type of Bank Account, either Checking or Savings. We will also need the Name on the Account, either Business or Personal, along with the Billing Address. Once you've entered all information, click the yellow Validate and Save button.

If you've entered all information correctly, you should be presented with a message that says ACH Bank Account successfully added. If you do not see this message, you may have to re-enter your information to make sure it was entered correctly..

Once the form goes through, we will need to verify the Bank Account by depositing 2 amounts in your bank account totaling under \$1. The transactions are recognizable by their description mentioning one of the following merchants: "PAYPAL," "PAYPALMTCU," or "PAYPALMTBU", and they typically appear in your account within 3 business days.

Once these transactions post to your account, you will need to return to the Payment Methods screen in your Portal to verify the amounts. On the Payment Methods list, you will see your Bank Account in the list and it will show a Pending status. You will also see a link on the right to Verify the account. On mobile devices, you may just see a Shield icon. This is your Verify button. Once you click on that Verify button, you will be presented with 2 text fields to enter the deposit amounts into. Each amount is less than \$1.00, such as 0.27. When ready, click the yellow Submit button.

If the amounts you enter into the text fields match those deposited into your account, you will see a message that says Payment Method Successfully Verified. If you do not see this message, you may have to re-enter your deposit amounts in order to make sure they were entered correctly, or it may take more time for your verification to process, in which case you will receive an email notifying you once the verification has been completed. You may click the yellow button that says Go to Payment Methods List. There, you will see your Bank Account added to your list of Payment Methods. Once verified, you can now use this payment method to Pay an Invoice without having to enter your bank account information each time.



# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD

**Add ACH Bank Account**

Account Number

Routing Number

Account Type

CHECKING

Ownership Type

BUSINESS

Business Name

**Billing Address**

Address

Address 2

City

State

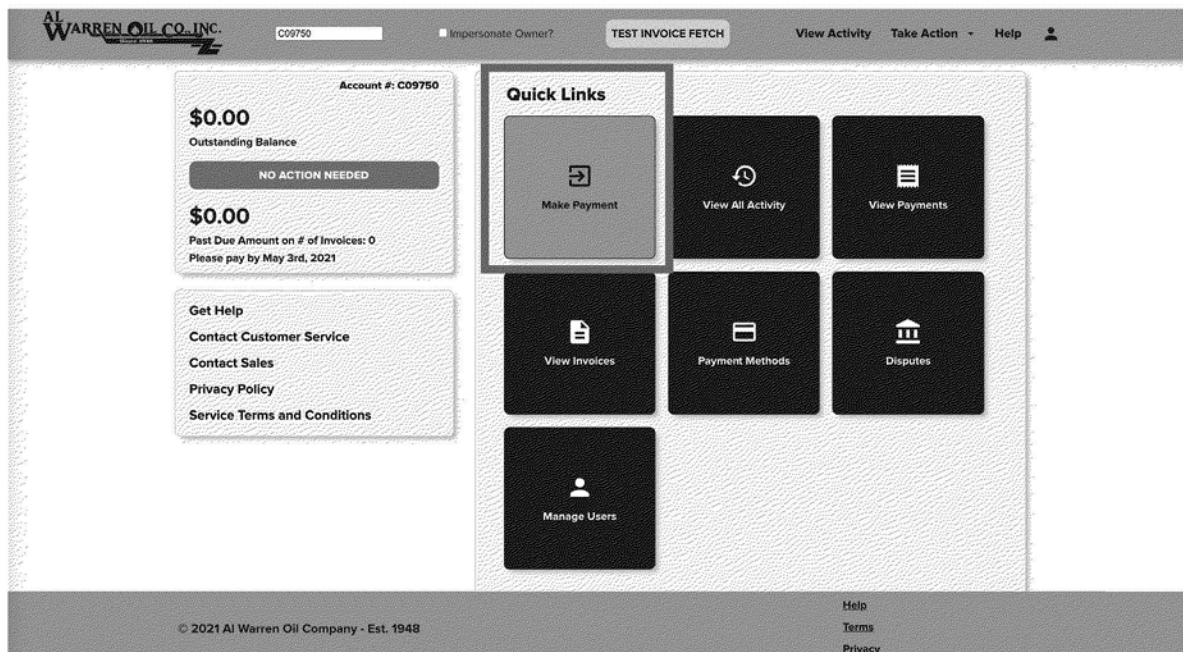
Zip

VALIDATE AND SAVE

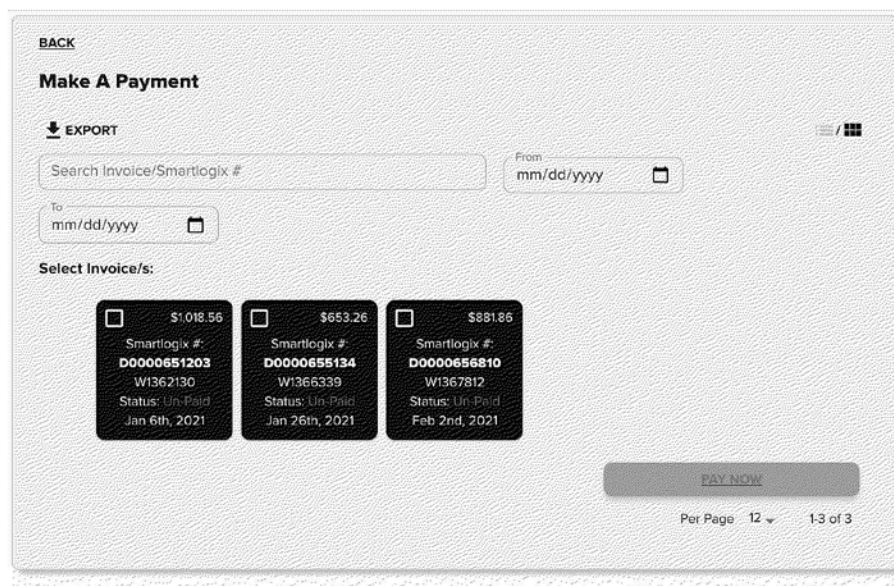
By clicking ["VALIDATE AND SAVE"], I authorize Braintree, a service of PayPal, on behalf of Al Warren Oil Company (i) to verify my bank account information using bank information and consumer reports and (ii) to debit my bank account.

**Note: We do not store any Payment Method information in our database at any time. We use tokenized Vault storage technology to securely allow you to access your data when you need it.**

# HOW TO MAKE A PAYMENT FROM MY PORTAL



Al Warren Oil will send you invoices for your charges via email. To pay these invoices online, login to your Al Warren Oil Payment Portal account. If you don't have an account, and you are an existing customer, here are the steps you can follow to create one. You will need your Customer Code which can be found on one of your bills. Once you have your account and are logged in, you can make a payment with Paypal by taking the steps below.



To pay one or multiple invoices in your portal:

Step 1: On your portal homepage, you will see a button that says Make a Payment. Click there to navigate to the Make a Payment Page.

Step 2: You will then be presented with a list of your unpaid invoices with a checkbox next to each one. Check the box of the invoice or invoices you'd like to pay and then hit the yellow Pay Now button.

# HOW TO MAKE A PAYMENT FROM MY PORTAL

Step 3. You will then be presented with a screen that will ask you to select a Payment Method and the Payment Amount. You will also see the Invoice numbers that you will be submitting a payment for. Double check that these are correct.

Step 4. Select your Payment Method. If you don't have any saved Payment Methods you can add some. The accepted Payment Methods are currently:

- Credit Card
- Bank Account (ACH)
- Paypal

Step 5. After you've made your Payment Method selection, select the Payment Amount by clicking on one of the radio buttons. Your options are:

- Payment Due
- Outstanding Balance
- Other Amount

Step 6. If you select Other Amount, you will be asked to manually enter the payment amount. Once you've made your selection, click the yellow Go To Checkout or Review Payment button, depending on your selections.

Step 7. On the next screen, you will be asked to review your payment details before submitting, or if you selected Add Credit Card as your payment method, you will be asked to enter your Credit Card information into a secure form (powered by Braintree). If you selected PayPal as your Payment Method, you will be asked to log-in to PayPal and select your payment method there. Once you are satisfied with your selections, click the yellow Submit button.

Step 8. Upon successful submission, you will be presented with a Payment Confirmation screen where you can review the details of the payment and print or download the confirmation for your records. If there were any issues completing any part of the transaction, you will be alerted with a light red warning message which may give you clues as to how to fix it.

Step 9. Lastly, you will see the options to Make Another Payment or Go Back Home. If you go back to the home screen, you should see a button to View Payments or Activity on mobile. If you click on that button you should see your payment activity recorded there for future reference. You may also choose to make another payment.

**Note: After making a payment, you will likely notice that your payment is in Processing status. Payments can take up to 3-5 business days to clear through Al Warren Oils accounting systems. Once cleared, it will be reflected on your Outstanding Balance and Past Due Amount.**

=====

Al Warren Oil Co., Inc.  
1646 Summer St  
Hammond, IN 46320  
800-327-8903

Units : A29A  
Driver : (011) NEVAREZ, JESUS

-----

Customer Arriv Time: 06/15/2021 12:41:00  
Delivery Start Time: 06/15/2021 12:41:26  
Delivery Cmplt Time: 06/15/2021 13:28:00  
=====

Sales Order: D0000684314

Ship To # : L09687  
Ship To Address:  
COLLEGE OF DUPAGE COMMUNITY SCHOOL  
DISTRICT 502  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

Customer # : C08363  
Customer Address:  
COLLEGE OF DUPAGE COMMUNITY SCHOOL  
DISTRICT 502  
425 FAWELL BLVD  
ACCTS PAYABLE  
GLEN, IL 60137

=====

Product 1: #2 ULSD 15 ppm Sulfur On  
Highway Diesel

Tank ID	Gross	End Time
ULSD	402.4	13:24:57

Product 1 Delivered: 402.4

-----

Product 2: Gasoline (87 Octane)

Tank ID	Gross	End Time
87OCT	1890.9	13:24:41

Product 2 Delivered: 1890.9

=====

Tank ID	Inches Fuel		Inches Water	
	Begin	End	Begin	End
87OCT	0	0	0	0
ULSD	0	0	0	0

=====

Total Delivered: 2293.3

Received By: d;c



=====

Lat: 41.838764 Lon: -88.080742

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1504171  
Vendor Name: Al Warren Oil Company, Inc.  
Invoice Number: W1397152  
Invoice Date: 06/17/21  
PO Number: B0370405  
Check Number: 0282848  
Check Amount: \$ 6,286.03  
Check Date: 07/13/2021  
Department ID: 00701  
Reviewer Name: Kathy Striplin  
Voucher Number: V0687294  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: QRI@alwarrenoil.com <QRI@alwarrenoil.com>  
Sent: Thu Jun 17 15:13:09 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: [External] Al Warren Oil Invoice  
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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Attached is invoice #W1397152. AS OF 06/01/2021, NEW BANKING INFORMATION IS ATTACHED AND LISTED ON INVOICES. Meter ticket(s) are also attached. We thank you for your business!

For your convenience, we have included the online payment link to this invoice.

<https://portal.alwarrenoil.com/quick-pay> x

[attachment: W1397152.pdf]  
[attachment: AWO- BANK LETTER.PDF]  
[attachment: PAYMENT PORTAL USER GUIDE.PDF]  
[attachment: DeliveryTicket\_D0000684314.pdf]



# AL WARREN OIL CO., INC.

Since 1948

## Specialized Petroleum Marketers

**Sold To:** COLLEGE OF DUPAGE COMMUNITY SCHOOL DISTRICT 502  
ACCTS PAYABLE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Invoice #:** W1397152  
**Invoice Total:** \$5,191.66  
**Invoice Date:** 06/17/21  
**Customer #:** C08363

**Ship To:** COLLEGE OF DUPAGE COMMUNITY SCHOOL DISTRICT 502  
425 FAWELL BLDV  
GLEN ELLYN, IL 60137 DU PAGE

**SO #:** D0000684314  
**Purchase Order #:** 352822

Job #	Delivery Date	Quantity	Description	Unit Price / Rate	Job Total
1613966	06/15/21	1890.9000	GASOHOL 10% REG UNLEADED 87 OCT.	2.3476	\$4,439.08
			<b>Document #: 1613966</b>		
			State M.F. Tax	0.3870/Gal	731.78
			IL U.S.T.	0.0030/Gal	5.67
			IL E.I.F.	0.0080/Gal	15.13
			<b>Load Total:</b>		<b>\$5,191.66</b>

Order taken by Corporate office.  
Al Warren Oil Company, Inc., 1646 Summer St., Hammond, IN 46320

**Delivery Location Total:** \$5,191.66

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**KATHY STRIPLIN 06/22/21**  
**APPROVED**  
**06/27/21 - DONALD INMAN**

### ELECTRONIC PAYMENT PREFERRED

**ACH/WIRE INSTRUCTIONS:**

BMO Harris Bank  
ABA: 071000288  
Account: 1633817  
Beneficiary: AL Warren Oil Company Inc.  
Email Remittance: awocbilling@alwarrenoil.com

**REMIT:**

AL Warren Oil Company Inc.  
P.O. Box 2279  
Hammond, IN 46323

**INVOICE**  
**TOTAL: \$5,191.66**



1646 SUMMER STREET, HAMMOND, IN 46320  
WWW.ALWARRENOIL.COM  
AWOCBILLING@ALWARRENOIL.COM  
Phone: 219.228.5050 Fax: 219.852.6010





BMO Harris Bank  
111 West Monroe Street  
Chicago, IL 60603



AL Warren Oil  
1646 Summer St  
Hammond, IN 46320

June 1, 2021

RE: Al Warren Oil Company, Inc.

To Whom It May Concern:

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**ACH Instructions:**

Account Name: Al Warren Oil Company Operating Account

Deposit Account # 1633817

Routing ABA # 071000288

Account Type: Checking

Currency: US Dollar

**Wire Instructions**

Account Name: Al Warren Oil Company Operating Account

Deposit Account # 1633817

Routing ABA # 071000288

International Swift Code: HATRUS44

Bank Address: 111 West Monroe Street, Chicago, IL 60603

Sincerely,

A handwritten signature in black ink, appearing to read "Jerome A. Piszczor". The signature is written in a cursive style with a large, prominent loop at the end.

Jerome A. Piszczor  
Chief Financial Officer  
jerry@altomtransport.com



# WELCOME

## TO AL WARREN OILS PAYMENT PORTAL



# AL WARREN OIL CO., INC.

Since 1948

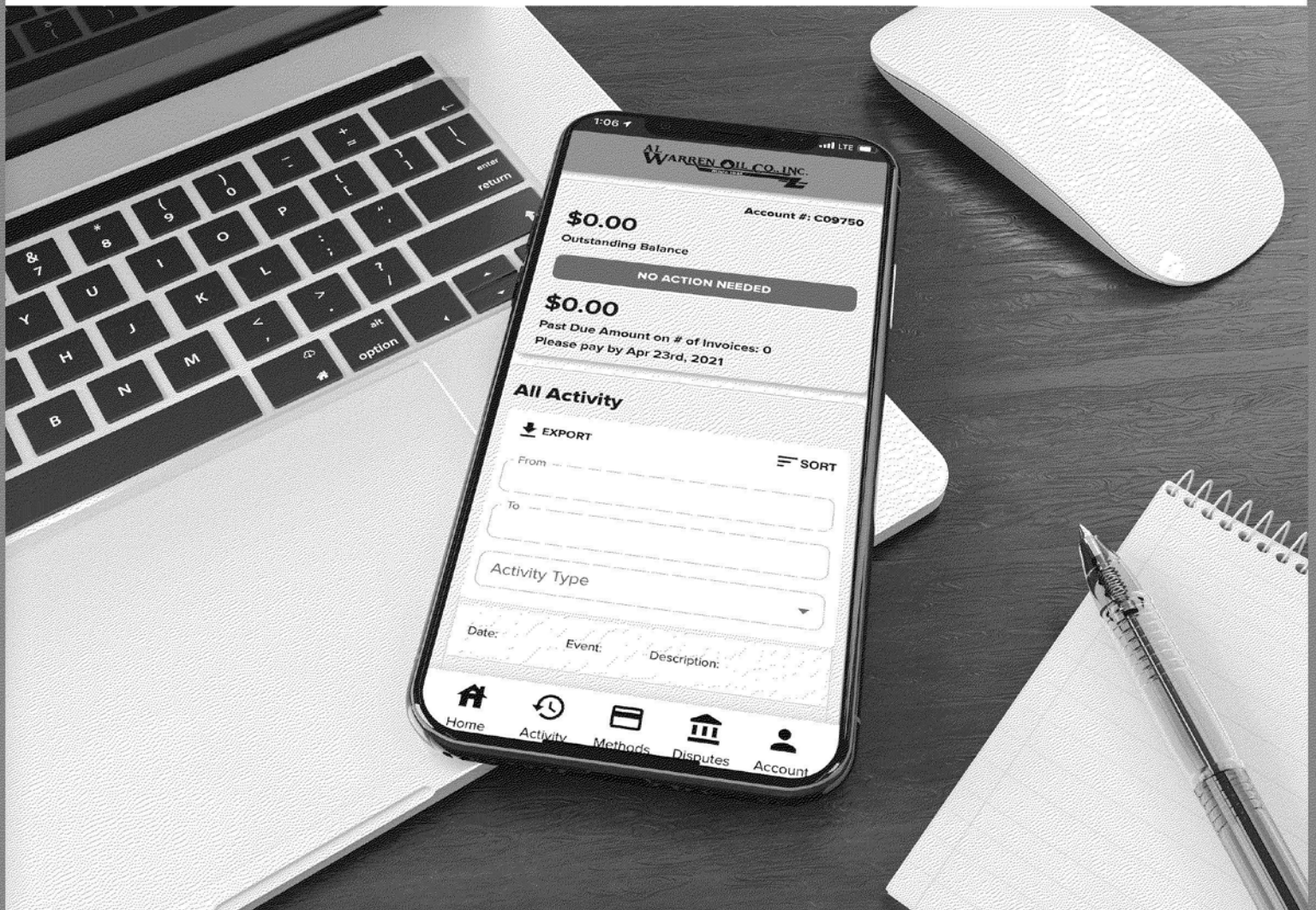
Specialized Petroleum Marketers

800.327.8903

ALWARRENOIL.COM

# YOUR BASICS

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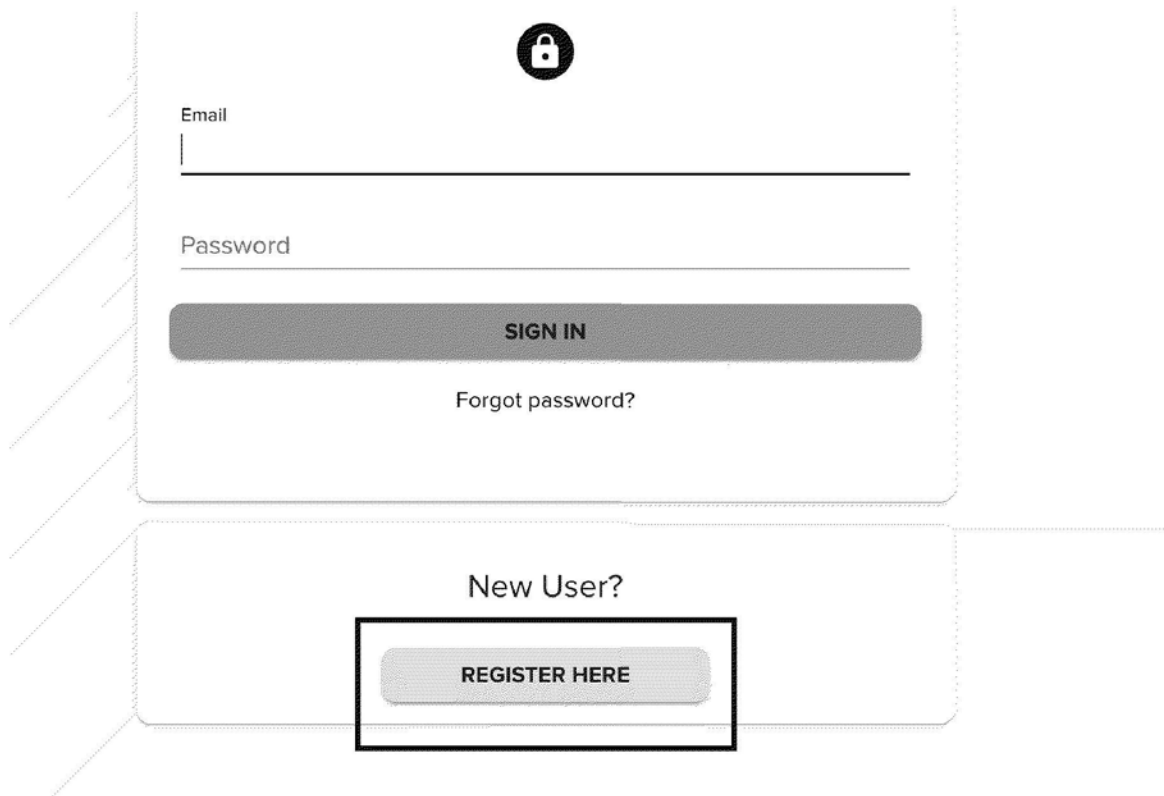


## INDEX

- HOW TO GET STARTED
- HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD
- HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD
- HOW TO MAKE A PAYMENT FROM MY PORTAL

FOR MORE DETAILED QUESTIONS GO TO <https://portal.alwarrenoil.com/help>

# HOW TO GET STARTED



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Email

Password

**SIGN IN**

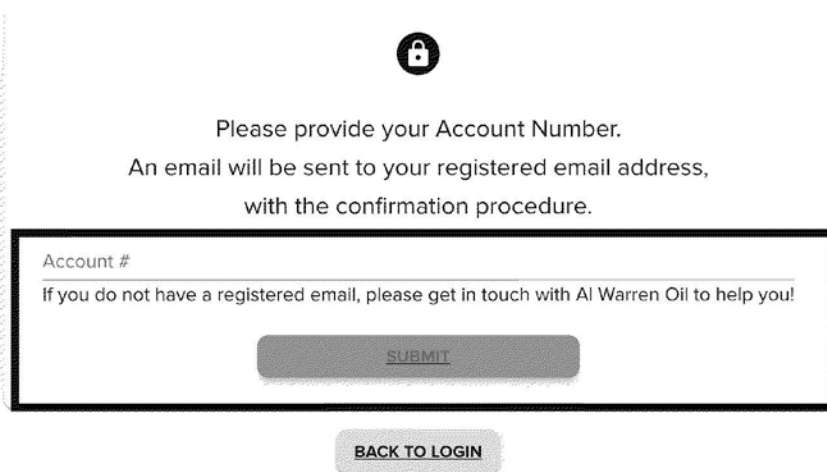
Forgot password?

New User?

**REGISTER HERE**

Step 1: Click on REGISTER HERE

Step 2: Please provide your Account Number. An email will be sent to your registered email address, with the confirmation procedure.



This form is for account confirmation. It includes a lock icon, instructions to provide an account number, a text box for the account number, a note about email confirmation, a 'SUBMIT' button, and a 'BACK TO LOGIN' button at the bottom.

Please provide your Account Number.  
An email will be sent to your registered email address,  
with the confirmation procedure.

Account #

If you do not have a registered email, please get in touch with AI Warren Oil to help you!

**SUBMIT**

**BACK TO LOGIN**

If you do not have a registered email, please get in touch with AI Warren Oil to help you!



# HOW TO GET STARTED

AL WARREN OIL CO. INC. C09750 ☐ Impersonate Owner? TEST INVOICE FETCH View Activity Take Action Help

Account #: C09750

**\$0.00**  
Outstanding Balance  
NO ACTION NEEDED

**\$0.00**  
Past Due Amount on # of Invoices: 0  
Please pay by May 3rd, 2021

**Get Help**  
Contact Customer Service  
Contact Sales  
Privacy Policy  
Service Terms and Conditions

**Quick Links**

- Make Payment
- View All Activity
- View Payments
- View Invoices
- Payment Methods
- Disputes
- Manage Users

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Step 3: Go top to the top right hand corner of your screen and click Account Settings

Step 4: Once account is registered please review and fill in your company information.

**Edit Company Details**

Company Name  
Required

Address 1  
Required

Address 2

City  
Required

State  
Required

Zip Code  
Required

SUBMIT

**Edit Account Details**

First Name  
Required

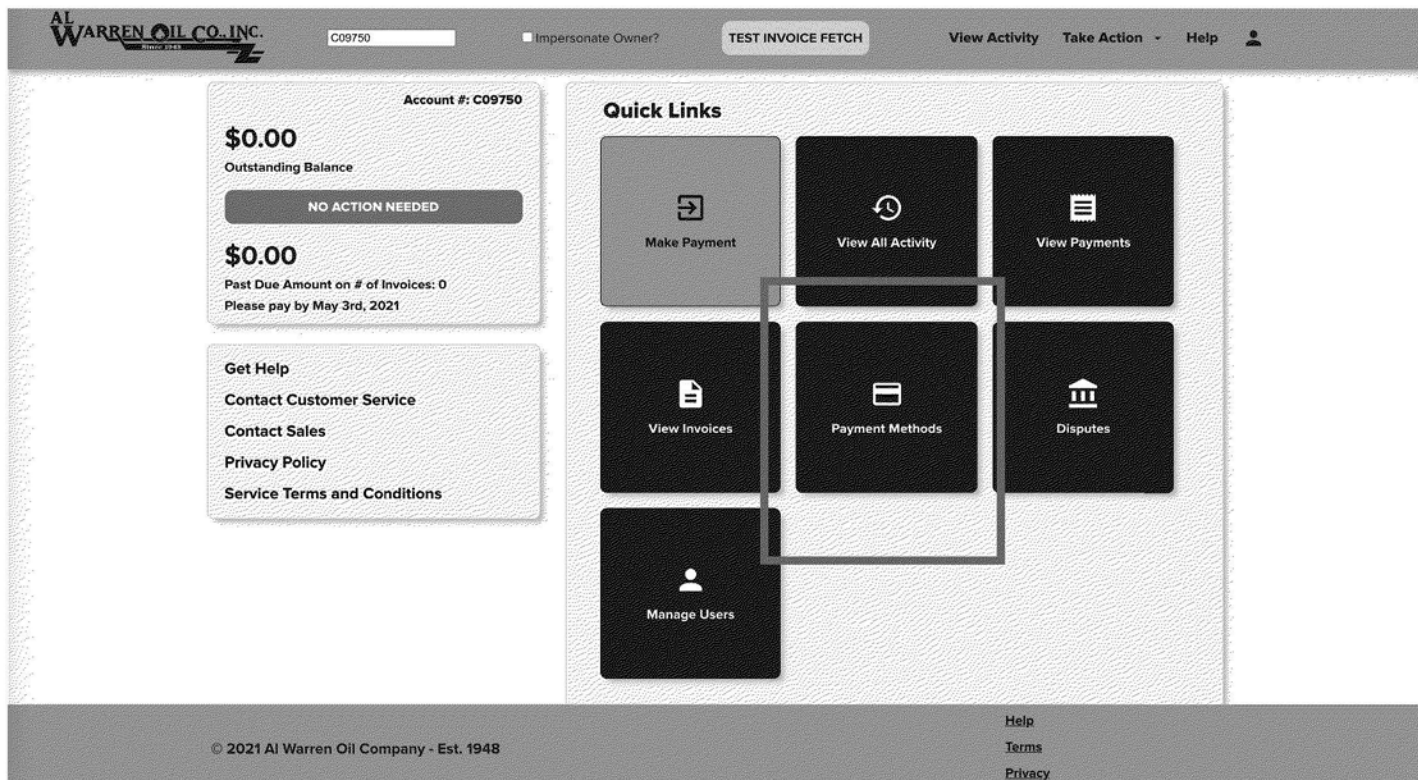
Middle Name

Last Name  
Required

☐ Accept Email Marketing ☐ Accept Company Announcements

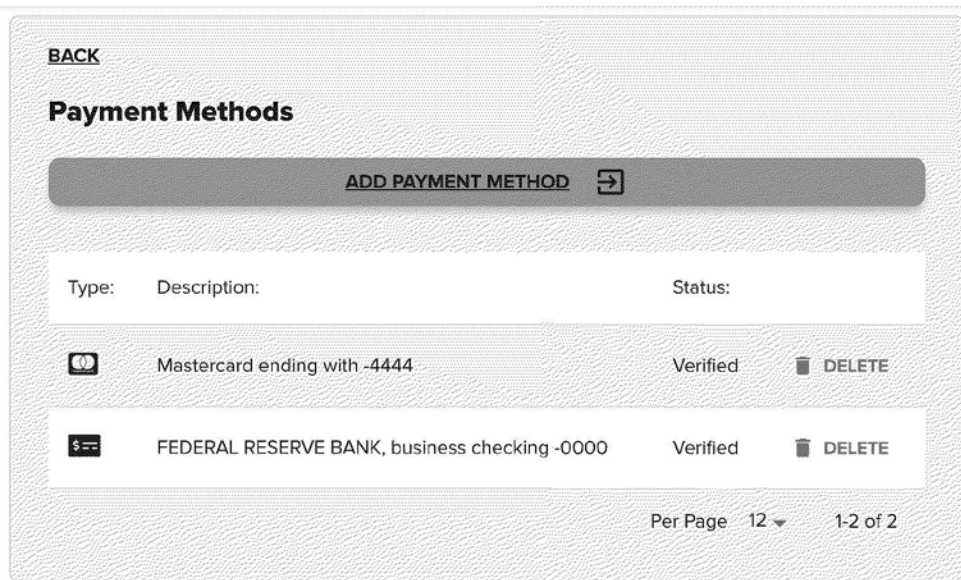
SUBMIT

# HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD



Navigate to the home screen of your portal. There you should see a button labeled Payment Methods, or on mobile, a bottom menu item labeled Methods.

Click the Payment Methods button in the Quick Links section, or click the Methods menu button on mobile. You will be presented with a list of your existing saved payment methods if any, and a large yellow button labeled Add Payment Method.



# HOW TO ADD MY CREDIT CARD AS A PAYMENT METHOD

## Add Payment Method

You can add multiple credit cards and ACH bank accounts in order to use them to pay your invoices.

ADD ACH BANK ACCOUNT

ADD CREDIT CARD

Click the Add Payment Method button. You will be presented with 2 options: Add ACH Bank Account and Add Credit Card. Click the Add Credit Card button.

There, you will be presented with three fields that are required to add a card to your account. We will need the Name on the Card, the Card Number, and the Expiry Date. Once you have entered this information, click the yellow Validate and Save button.

If you've entered all information correctly, you should be presented with a message that says Credit Card successfully added. If you do not see this message, you may have to re-enter your card information to make sure it was entered correctly.

If the form goes through, click the yellow button that says Go to Payment Methods List. There, you will see your Credit Card added to your list of Payment Methods. You can now use this payment method to Pay an Invoice without having to enter your card information each time.

### Add Credit Card

Name on Card

Card Number

Expiry Date

VALIDATE AND SAVE

**Note: We do not store any Payment Method information in our database at any time. We use tokenized Vault storage technology to securely allow you to access your data when you need it.**

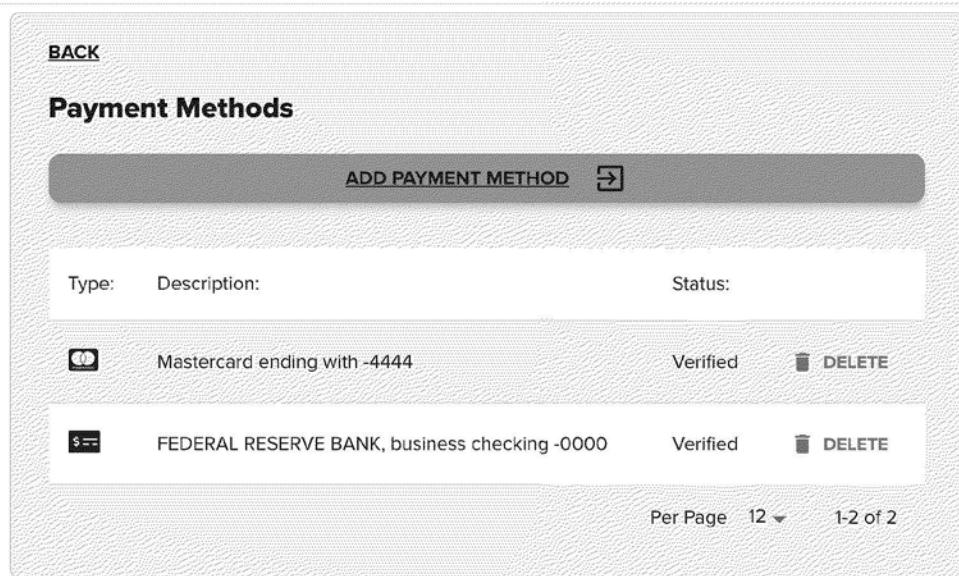


# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD



Navigate to the home screen of your portal. There you should see a button labeled Payment Methods, or on mobile, a bottom menu item labeled Methods.

Click the Payment Methods button in the Quick Links section, or click the Methods menu button on mobile. You will be presented with a list of your existing saved payment methods if any, and a large yellow button labeled Add Payment Method.



# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD

## Add Payment Method

You can add multiple credit cards and ACH bank accounts in order to use them to pay your invoices.

ADD ACH BANK ACCOUNT

ADD CREDIT CARD

Click the Add Payment Method button. You will be presented with 2 options: Add ACH Bank Account and Add Credit Card. Click the Add ACH Bank Account button.

There, you will be presented with multiple form fields. We will need the Bank Account Number, Routing Number and Type of Bank Account, either Checking or Savings. We will also need the Name on the Account, either Business or Personal, along with the Billing Address. Once you've entered all information, click the yellow Validate and Save button.

If you've entered all information correctly, you should be presented with a message that says ACH Bank Account successfully added. If you do not see this message, you may have to re-enter your information to make sure it was entered correctly..

Once the form goes through, we will need to verify the Bank Account by depositing 2 amounts in your bank account totaling under \$1. The transactions are recognizable by their description mentioning one of the following merchants: "PAYPAL," "PAYPALMTCU," or "PAYPALMTBU", and they typically appear in your account within 3 business days.

Once these transactions post to your account, you will need to return to the Payment Methods screen in your Portal to verify the amounts. On the Payment Methods list, you will see your Bank Account in the list and it will show a Pending status. You will also see a link on the right to Verify the account. On mobile devices, you may just see a Shield icon. This is your Verify button. Once you click on that Verify button, you will be presented with 2 text fields to enter the deposit amounts into. Each amount is less than \$1.00, such as 0.27. When ready, click the yellow Submit button.

If the amounts you enter into the text fields match those deposited into your account, you will see a message that says Payment Method Successfully Verified. If you do not see this message, you may have to re-enter your deposit amounts in order to make sure they were entered correctly, or it may take more time for your verification to process, in which case you will receive an email notifying you once the verification has been completed. You may click the yellow button that says Go to Payment Methods List. There, you will see your Bank Account added to your list of Payment Methods. Once verified, you can now use this payment method to Pay an Invoice without having to enter your bank account information each time.



# HOW TO ADD A BANK ACCOUNT (ACH) AS A PAYMENT METHOD

**Add ACH Bank Account**

Account Number

Routing Number

Account Type

CHECKING

Ownership Type

BUSINESS

Business Name

**Billing Address**

Address

Address 2

City

State

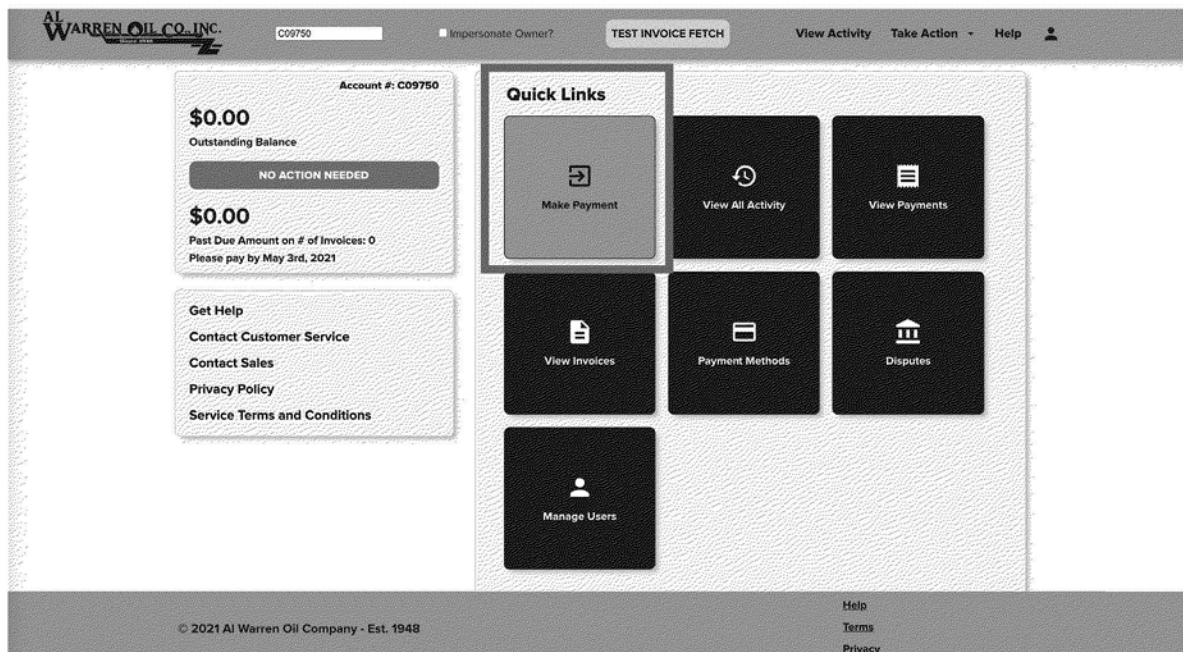
Zip

VALIDATE AND SAVE

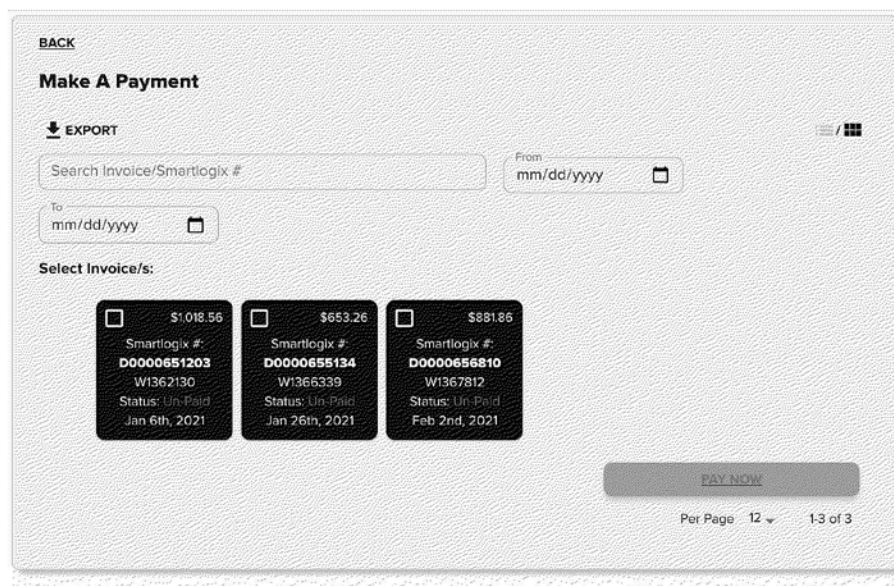
By clicking ["VALIDATE AND SAVE"], I authorize Braintree, a service of PayPal, on behalf of Al Warren Oil Company (i) to verify my bank account information using bank information and consumer reports and (ii) to debit my bank account.

**Note: We do not store any Payment Method information in our database at any time. We use tokenized Vault storage technology to securely allow you to access your data when you need it.**

# HOW TO MAKE A PAYMENT FROM MY PORTAL



Al Warren Oil will send you invoices for your charges via email. To pay these invoices online, login to your Al Warren Oil Payment Portal account. If you don't have an account, and you are an existing customer, here are the steps you can follow to create one. You will need your Customer Code which can be found on one of your bills. Once you have your account and are logged in, you can make a payment with Paypal by taking the steps below.



To pay one or multiple invoices in your portal:

Step 1: On your portal homepage, you will see a button that says Make a Payment. Click there to navigate to the Make a Payment Page.

Step 2: You will then be presented with a list of your unpaid invoices with a checkbox next to each one. Check the box of the invoice or invoices you'd like to pay and then hit the yellow Pay Now button.

# HOW TO MAKE A PAYMENT FROM MY PORTAL

Step 3. You will then be presented with a screen that will ask you to select a Payment Method and the Payment Amount. You will also see the Invoice numbers that you will be submitting a payment for. Double check that these are correct.

Step 4. Select your Payment Method. If you don't have any saved Payment Methods you can add some. The accepted Payment Methods are currently:

- Credit Card
- Bank Account (ACH)
- Paypal

Step 5. After you've made your Payment Method selection, select the Payment Amount by clicking on one of the radio buttons. Your options are:

- Payment Due
- Outstanding Balance
- Other Amount

Step 6. If you select Other Amount, you will be asked to manually enter the payment amount. Once you've made your selection, click the yellow Go To Checkout or Review Payment button, depending on your selections.

Step 7. On the next screen, you will be asked to review your payment details before submitting, or if you selected Add Credit Card as your payment method, you will be asked to enter your Credit Card information into a secure form (powered by Braintree). If you selected PayPal as your Payment Method, you will be asked to log-in to PayPal and select your payment method there. Once you are satisfied with your selections, click the yellow Submit button.

Step 8. Upon successful submission, you will be presented with a Payment Confirmation screen where you can review the details of the payment and print or download the confirmation for your records. If there were any issues completing any part of the transaction, you will be alerted with a light red warning message which may give you clues as to how to fix it.

Step 9. Lastly, you will see the options to Make Another Payment or Go Back Home. If you go back to the home screen, you should see a button to View Payments or Activity on mobile. If you click on that button you should see your payment activity recorded there for future reference. You may also choose to make another payment.

**Note: After making a payment, you will likely notice that your payment is in Processing status. Payments can take up to 3-5 business days to clear through Al Warren Oils accounting systems. Once cleared, it will be reflected on your Outstanding Balance and Past Due Amount.**

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Al Warren Oil Co., Inc.  
1646 Summer St  
Hammond, IN 46320  
800-327-8903

Units : A29A  
Driver : (011) NEVAREZ, JESUS

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Customer Arriv Time: 06/15/2021 12:41:00  
Delivery Start Time: 06/15/2021 12:41:26  
Delivery Cmplt Time: 06/15/2021 13:28:00  
=====

Sales Order: D0000684314

Ship To # : L09687  
Ship To Address:  
COLLEGE OF DUPAGE COMMUNITY SCHOOL  
DISTRICT 502  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

Customer # : C08363  
Customer Address:  
COLLEGE OF DUPAGE COMMUNITY SCHOOL  
DISTRICT 502  
425 FAWELL BLVD  
ACCTS PAYABLE  
GLEN, IL 60137

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Product 1: #2 ULSD 15 ppm Sulfur On  
Highway Diesel

Tank ID	Gross	End Time
ULSD	402.4	13:24:57

Product 1 Delivered: 402.4

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Product 2: Gasoline (87 Octane)

Tank ID	Gross	End Time
87OCT	1890.9	13:24:41

Product 2 Delivered: 1890.9

=====

Tank ID	Inches Fuel		Inches Water	
	Begin	End	Begin	End
87OCT	0	0	0	0
ULSD	0	0	0	0

=====

Total Delivered: 2293.3

Received By: d;c



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Lat: 41.838764 Lon: -88.080742