

## Electronic Payment - Submit An Electronic Form By Clicking On The Contact Operator Button

Owners can enroll in direct deposit with the Operator, by submitting an "Electronic Payment" form electronically through EnergyLink.

**Note: Operators must have this feature enabled in order for Owners to submit this form electronically.**

1. Click on the "Contact Operator" button by choosing one of the following methods:

- Click on the "More" button within the "Invoice / Check" line and then select, "Contact Operator".

The screenshot shows the EnergyLink interface with a table of invoices. The 'More' button in the first row is highlighted with a red circle, and a red arrow points to the 'Contact Operator' option in the dropdown menu.

		Doc Type	Operator	Owner #	Invoice / Check Invoice/Check Date	Op Acct Month Received Date	Status	To Amt. C		
Q View	PDF	Excel	More	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Feb 2020 2020-07-02	Viewed	15,340.0
Q View	PDF	Excel	Archive	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Jan 2020 2020-05-04	Viewed	15,340.0
Q View	PDF	Excel	Contact Operator	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Jan 2020 2020-05-01	New	15,340.0

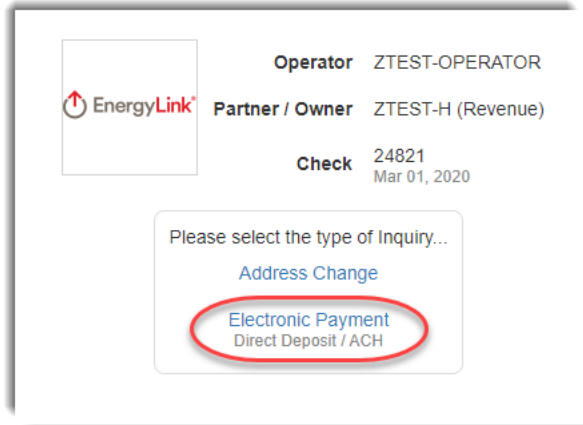
or

- Click on the "Contact Operator" button, located in the top right corner of the screen and then select, "New Inquiry".

The screenshot shows the EnergyLink interface with the 'Contact Operator' button in the top right corner highlighted with a red circle and arrow. A dropdown menu is open, showing 'New Inquiry' selected with a red circle and arrow.

		Doc Type	Operator	Owner #	Invoice / Check Invoice/Check Date	Op Acct Month Received Date	Status	To Amt. C		
Q View	PDF	Excel	More	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Feb 2020 2020-07-02	Viewed	15,340.0
Q View	PDF	Excel	More	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Jan 2020 2020-05-04	Viewed	15,340.0
Q View	PDF	Excel	More	REVENUE	ZTEST-OPERATOR	4295	24821 2020-03-01	Jan 2020 2020-05-01	New	15,340.0

2. Click on the "Electronic Payment" hyperlink.



Operator ZTEST-OPERATOR

EnergyLink Partner / Owner ZTEST-H (Revenue)

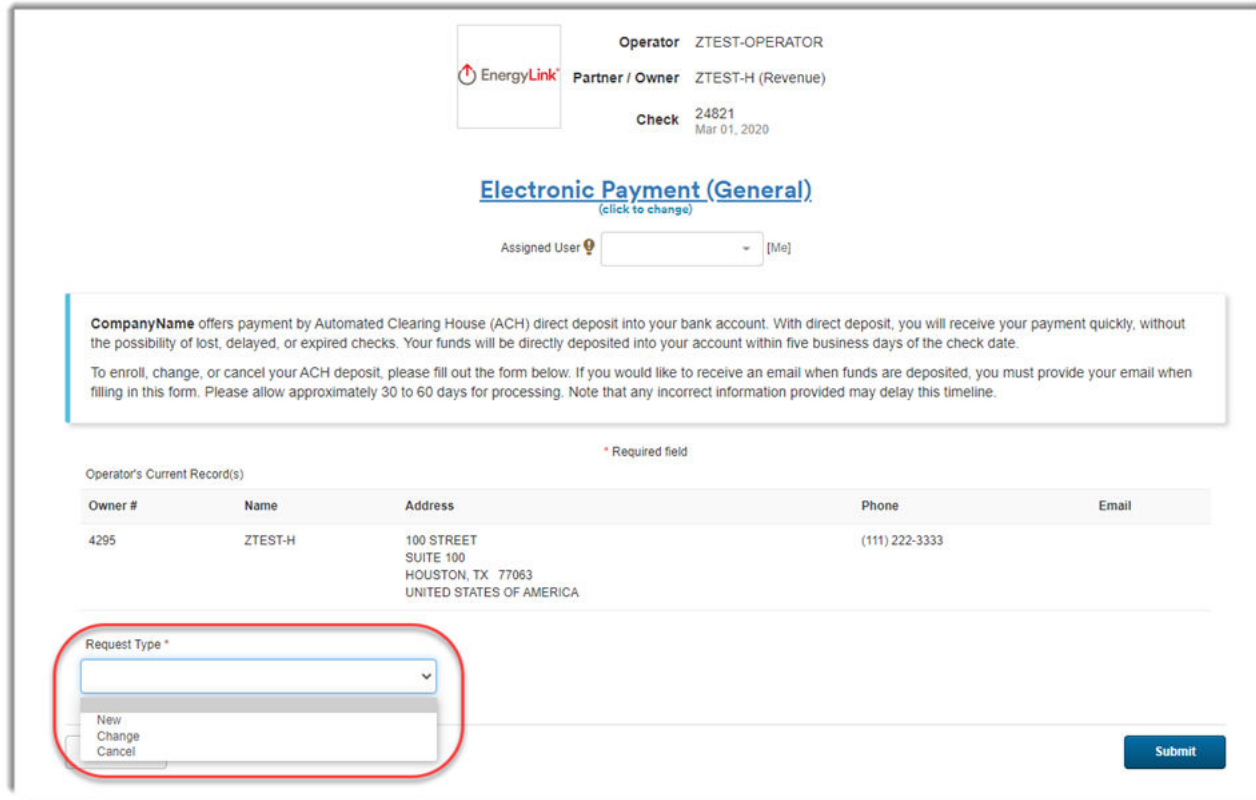
Check 24821  
Mar 01, 2020

Please select the type of Inquiry...

Address Change

**Electronic Payment**  
Direct Deposit / ACH

3. Click on the drop-down list to select a "Request Type" ("New", "Change" or "Cancel").



Operator ZTEST-OPERATOR

EnergyLink Partner / Owner ZTEST-H (Revenue)

Check 24821  
Mar 01, 2020

**Electronic Payment (General)**  
(click to change)

Assigned User  [Me]

**CompanyName** offers payment by Automated Clearing House (ACH) direct deposit into your bank account. With direct deposit, you will receive your payment quickly, without the possibility of lost, delayed, or expired checks. Your funds will be directly deposited into your account within five business days of the check date.

To enroll, change, or cancel your ACH deposit, please fill out the form below. If you would like to receive an email when funds are deposited, you must provide your email when filling in this form. Please allow approximately 30 to 60 days for processing. Note that any incorrect information provided may delay this timeline.

\* Required field

Operator's Current Record(s)


Owner #	Name	Address	Phone	Email
4295	ZTEST-H	100 STREET SUITE 100 HOUSTON, TX 77063 UNITED STATES OF AMERICA	(111) 222-3333	

Request Type \*

New  
Change  
Cancel

Submit

4. Enter your information into the form fields. (Required fields are marked with an \*Asterix.)



**Operator** ZTEST-OPERATOR

**Partner / Owner** ZTEST-H (Revenue)

**Check** 24821  
Mar 01, 2020

### Electronic Payment (General)

(click to change)

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\* Required field

Owner #	Name	Address	Phone	Email
4295	ZTEST-H	100 STREET SUITE 100 HOUSTON, TX 77063 UNITED STATES OF AMERICA	(111) 222-3333	

**Request Type \***

**Relationship to Owner \***

**Last 4 Digits of Owner Tax ID \***

**Account Type \***

**ABA/Bank Routing Number \***

**Name on Bank Account \***

**Bank Account Number \***

**Email for Payment Notification**

**Upload Void Check Image \***

By entering your Electronic Signature you:

agree to the [Operator's Terms and Conditions](#)


certify that you are authorized to update the information contained herein, and

authorize ZTEST-OPERATOR to update your account with the information provided

**Electronic Signature \***

Please check all boxes above in order to enter your Electronic Signature

5. Check the boxes to agree to the Terms and Conditions and to authorize the changes being made, and then enter your Electronic Signature.



**Operator** ZTEST-OPERATOR

**Partner / Owner** ZTEST-H (Revenue)

**Check** 24821  
Mar 01, 2020

**Electronic Payment (General)**  
(click to change)

Assigned User  [Me]

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Request Type \*

Relationship to Owner \*

Last 4 Digits of Owner Tax ID \*

Account Type \*

ABA/Bank Routing Number \*

Name on Bank Account \*

Bank Account Number \*

Email for Payment Notification

Upload Void Check Image \*

By entering your Electronic Signature you:

- agree to the [Operator's Terms and Conditions](#)
- certify that you are authorized to update the information contained herein, and
- authorize ZTEST-OPERATOR to update your account with the information provided

Electronic Signature \*

6. Click "Submit" to send the form to the Operator.

**Note: Changes submitted to the Operator will be based on their usual processing time to complete such updates.**

**Operator** ZTEST-OPERATOR  
**Partner / Owner** ZTEST-H (Revenue)  
**Check** 24821  
Mar 01, 2020

**Electronic Payment (General)**  
(click to change)

Assigned User  [Me]

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Operator's Current Record(s)

Owner #	Name	Address	Phone	Email
4295	ZTEST-H	100 STREET SUITE 100 HOUSTON, TX 77063 UNITED STATES OF AMERICA	(111) 222-3333	

Request Type *	Relationship to Owner *	Last 4 Digits of Owner Tax ID *
<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>
Account Type *	ABA/Bank Routing Number *	Name on Bank Account *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Number *	Email for Payment Notification	Upload Void Check Image *
<input type="text"/>	<input type="text"/>	<input type="text" value="Browse"/>

By entering your Electronic Signature you:

- agree to the [Operator's Terms and Conditions](#)
- certify that you are authorized to update the information contained herein, and
- authorize ZTEST-OPERATOR to update your account with the information provided

Electronic Signature \*

[< Back](#)

[Submit](#)