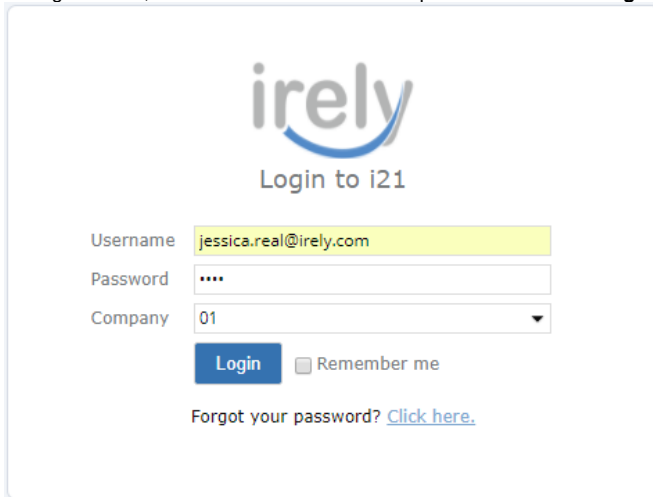


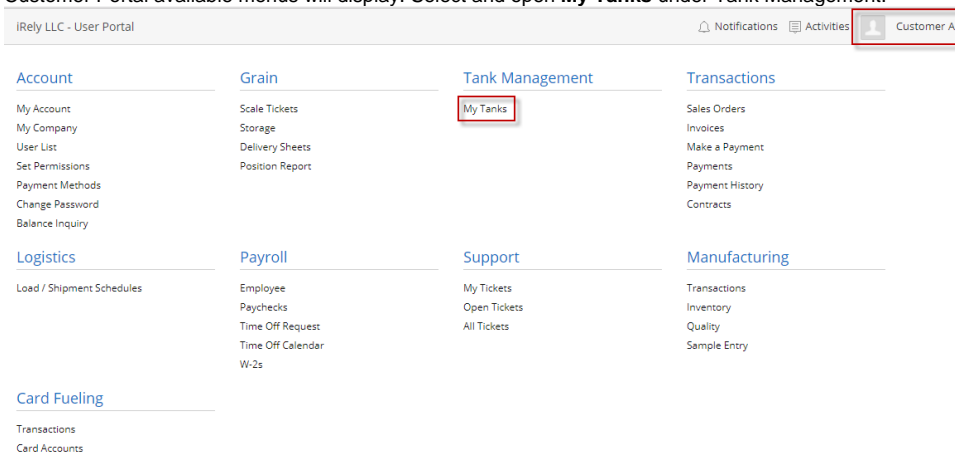
How to Access Customer Portal

1. On login screen, enter the customer email and password. Click the **Login** button.



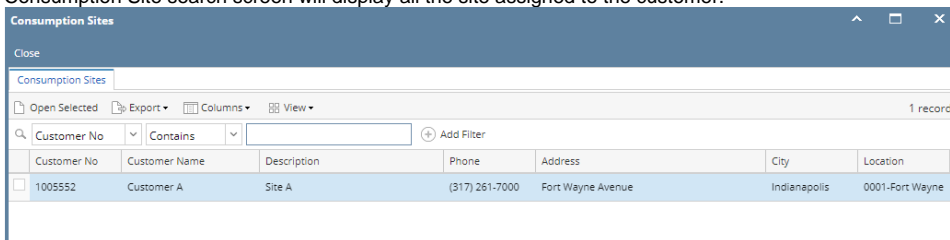
The login screen for the irely i21 portal. It features the irely logo at the top, followed by the text "Login to i21". Below this are three input fields: "Username" with the value "jessica.real@irely.com", "Password" with masked characters "****", and "Company" with a dropdown menu showing "01". A blue "Login" button is positioned below the password field, with a "Remember me" checkbox to its right. At the bottom, there is a link that says "Forgot your password? [Click here.](#)".

2. Customer Portal available menus will display. Select and open **My Tanks** under Tank Management.



The main menu of the irely User Portal. The title bar shows "iRely LLC - User Portal" and includes links for "Notifications", "Activities", and a user profile icon labeled "Customer A". The menu is organized into several categories: "Account" (My Account, My Company, User List, Set Permissions, Payment Methods, Change Password, Balance Inquiry), "Grain" (Scale Tickets, Storage, Delivery Sheets, Position Report), "Tank Management" (My Tanks, highlighted with a red box), "Transactions" (Sales Orders, Invoices, Make a Payment, Payments, Payment History, Contracts), "Logistics" (Load / Shipment Schedules), "Payroll" (Employee, Paychecks, Time Off Request, Time Off Calendar, W-2s), "Support" (My Tickets, Open Tickets, All Tickets), "Manufacturing" (Transactions, Inventory, Quality, Sample Entry), and "Card Fueling" (Transactions, Card Accounts).

3. Consumption Site search screen will display all the site assigned to the customer.



The "Consumption Sites" search screen. It has a title bar with "Consumption Sites" and window controls. Below the title bar is a "Close" button. The main area contains a search bar with "Customer No" selected and a dropdown menu showing "Contains". To the right of the search bar is an "Add Filter" button. Below the search bar is a table with one record. The table has columns: Customer No, Customer Name, Description, Phone, Address, City, and Location. The record shows Customer No 1005552, Customer Name Customer A, Description Site A, Phone (317) 261-7000, Address Fort Wayne Avenue, City Indianapolis, and Location 0001-Fort Wayne.

Customer No	Customer Name	Description	Phone	Address	City	Location
1005552	Customer A	Site A	(317) 261-7000	Fort Wayne Avenue	Indianapolis	0001-Fort Wayne

4. Select and open the site by clicking **Open Selected** button.
5. **My Tanks** screen will display. This contains the customer account information on specific tabs:

- a. **Summary** - This tab displays the site information and delivery details. A gauge is also displayed reflecting the value of Estimated Percent Left.

My Tanks

Request Order Close

Customer	Customer A	Customer No	1005552	Current	0.00	Email	jessica.rea@irely.com
Address	Fort Wayne Avenue Indianapolis, IN 46204		Terms	3 - Net 30	Total Past Due	135.00	Credit Note
Phone	(317) 261-7000	Regular Credit	0.00	Budget Amt Due	0.00		
		Credit Limit	0.00	Prepaid Balance	0.00		

Showing 1 Consumption S...

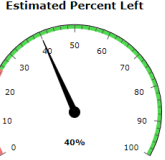
Summary Devices Appliances Order Deliveries

Export Filter (F3)

Site Information

Total Capacity	1,000	Forecasted Date	11/21/2018
Fill Method	Will Call	Last Delivery	10/24/2017
Route	001-NW	Last Delivered Gallons	10
Last Leak Check		Last Gallons in Tank	250
Estimated Gallons Left	200	Last Delivery Degree Day	2,091
Estimated Percent Left	40	Next Delivery Degree Day	2,091
		YTD Gallons This Season	20
		YTD Gallons Last Season	0
		YTD Gallons 2 Seasons Ago	0
		YTD Sales This Season	135.00
		YTD Sales Last Season	0.00
		YTD Sales 2 Seasons Ago	0.00

Estimated Percent Left



40%

- b. **Devices** - This displays the tanks attached to the site.

Summary **Devices** Appliances Order Deliveries

Export View Filter (F3)

Device Type	Serial No.	Ownership	Manufacturer	Tank Capacity	Description
Tank	1057439	Company Owned	Quality Steel Corp	1,000	

- c. **Appliances** - This displays the appliances available in site.

Summary Devices **Appliances** Order Deliveries

Export View Filter (F3)

Type	Description	Manufacturer Name	Model Number	Serial No.	Purchased Date	Manufactured Date	Comment
Hot Water Heater	room heater	iRely	112233	SN01234	1/1/2017	10/1/2016	heater
Stove	home stove	iRely	55245	SN8967	2/14/2017	12/1/2016	stove

- d. **Order** - This displays the existing order created for the site. When an order is created through the portal, approval will be automatically assigned to the approval list by default. Orders created by the regular users will not go through the approval process. See [How to Create a Portal Order](#).

- e. **Deliveries** - This tab displays the list of deliveries for the site.

Summary Devices Appliances Order **Deliveries**

Open View Detail Export View Filter (F3)

Invoice No.	Bulk Plant Location	Invoice Date	Product Delivered	Qty Delivered	Price	Total Amount
SI-524	0001-Fort Wayne	10/24/2017	LPG - Propane	10.0000	0.0000	0.0000
SI-524	0001-Fort Wayne	10/24/2017	LPG - Propane	10.0000	0.0000	135.0000