


# Energy Tank Refill

Last Modified on 09/28/2022 9:26 am CDT

**Note:** Contact your retailer if this function is not available.

Select **Energy** from the left navigation panel.

1. Choose the **Ellipsis** on the appropriate tank and select **Refill Tank**.

 Home Heat	Last Del Product Propane - Home Heating	Est. Tank % 0%	Tank Size 800 gal	Last Fill Amt 35 gal	Last Fill 11/23/2021	...
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2. On the *New Order* window, choose *Fill Tank*, *Select number of gallons*, or *Select amount of purchase*.

New Order

Grain bins on Home Heat

Fill tank

Select number of gallons

Select amount of purchase

3. Tank information displays at the top of the page followed by the *Terms*.
4. *Fill Tank* gives the size of the tank and the estimated percentage full. Choose the **Pencil** to change what was selected in Step 2.

**Note:** If *Select number of gallons* or *Select amount of purchase* was chosen in Step 2, *Fill Tank* will change to *Number of gallons* or *Amount of purchase* respectively with an area to enter the gallons/amount.

5. Edit the *Delivery Address* information if necessary. This will default the billing address from the customer tank.

**Delivery Address**

Tank Address

Tank Address

City

City

State/Province

IL

Zip Code

62565

6. Edit the *Contact Number* if necessary. This will default from the *Settings* page in Grower360.
7. Any *Comments* can optionally be entered in the *Additional Information* area.
8. When finished, select **Submit Order**.