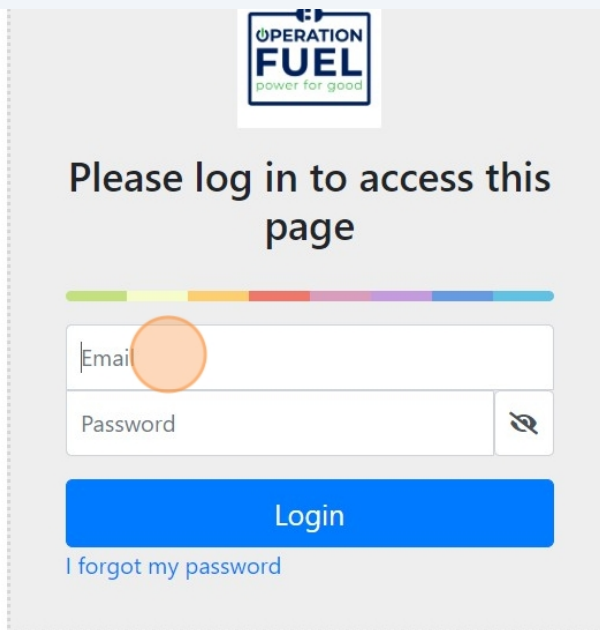


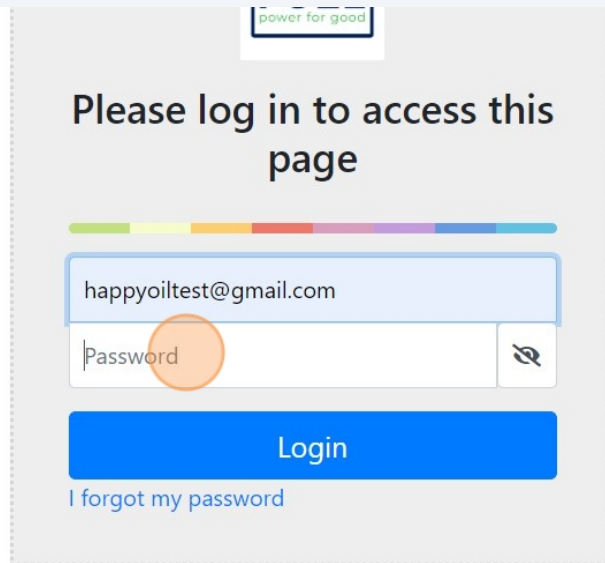
1 Navigate to <https://cm2gpct.neworg.com/v3?Pagenum=98>

2 Click the "Email" field.



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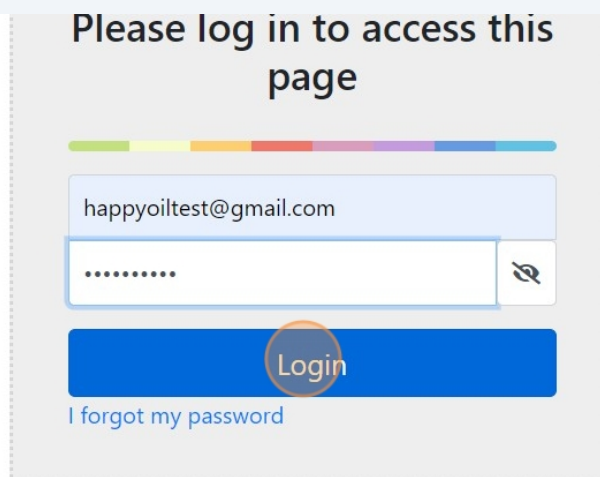
3 Enter your password here.



A screenshot of a login page. At the top, there is a small logo that says "power for good". Below it, the text "Please log in to access this page" is centered. A horizontal bar with a rainbow gradient is positioned above the input fields. The first input field contains the email address "happyoiltest@gmail.com". The second input field is labeled "Password" and is highlighted with an orange circle. To the right of the password field is a small icon of a crossed-out eye. Below the input fields is a blue button labeled "Login". Underneath the button is a link that says "I forgot my password".

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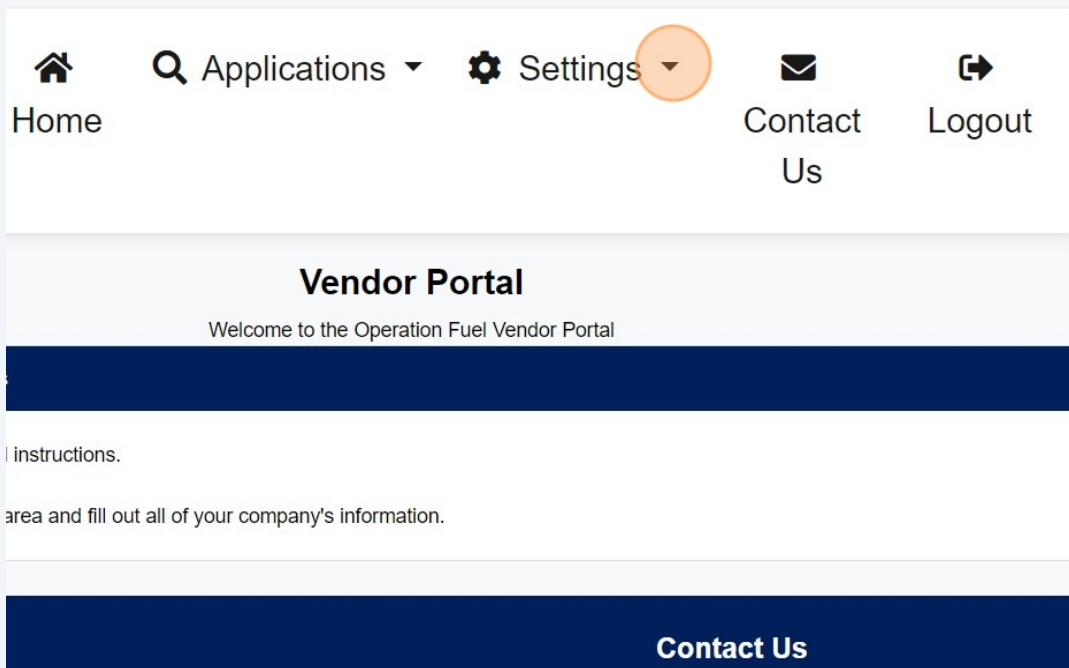
4 Click "Login"



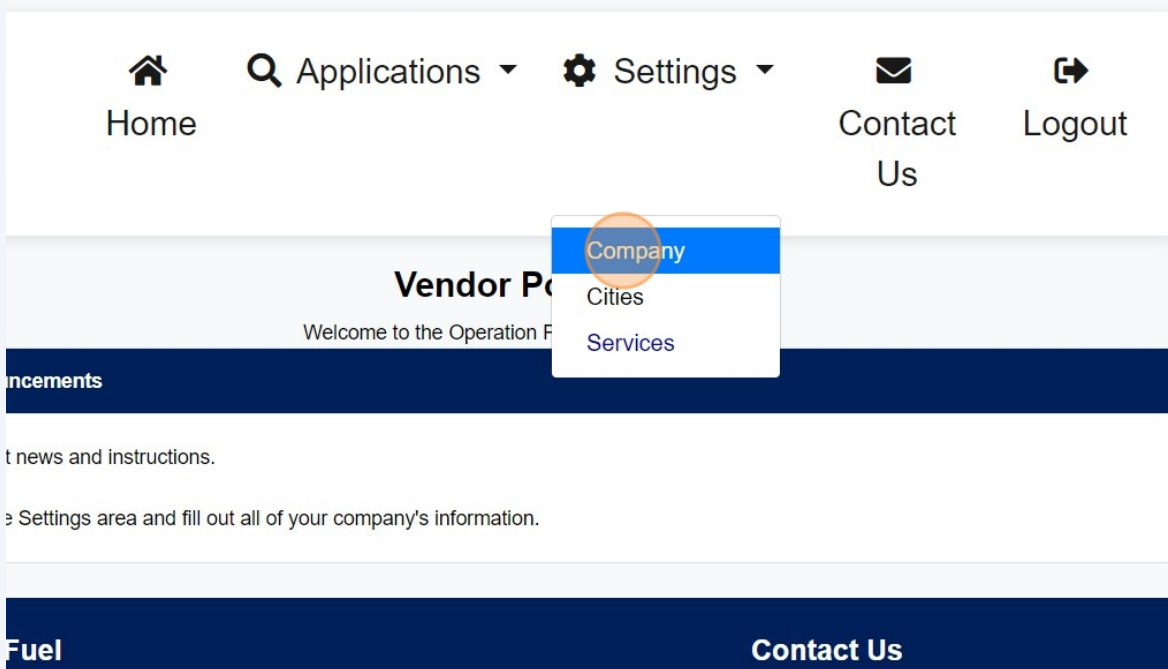
A screenshot of the same login page as in the previous step. The "Login" button is now highlighted with an orange circle. The password field now contains a series of dots, indicating that the password has been entered. The rest of the page, including the email field and the "I forgot my password" link, remains the same.

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5 Click "Settings"



6 Click "Company"



7 Complete the "Company" field.



Home

Applications

Settings

Contact Us

Organization Information

Company

Happy Oil

Street Address (This is where checks will be sent)

9 Glenn Rd

Unit No. or PO Box

2nd Floor

City

8 Complete the "Street Address (This is where checks will be sent)" field.

Organization Information

Company

Happy Oil

Street Address (This is where checks will be sent)

9 Glenn Rd

Unit No. or PO Box

2nd Floor

City

East Hartford

State

9

Complete the "Unit No. or PO Box" field. (If applicable)

**Organization Information**

Company

Happy Oil

Street Address (This is where checks will be sent)

9 Glenn Rd

Unit No. or PO Box

2nd Floor

City

East Hartford

State

CT

Email

10

Enter the "City" field.

Street Address (This is where checks will be sent)

9 Glenn Rd

Unit No. or PO Box

2nd Floor

City

East Hartford

State

CT

Email

happyoiltest@gmail.com

Phone

**11** Enter the "State" field.

Street Address (This is where checks will be sent)

9 Glenn Rd

Unit No. or PO Box

2nd Floor

City

East Hartford

State

CT

Email

happyoiltest@gmail.com

Phone

**12** Enter your email address.

City

East Hartford

State

CT

Email

happyoiltest@gmail.com

Phone

8609264714

Point of Contact: First Name

Happy

Point of Contact: Last Name

**13** Enter the "Phone" field.

State  
CT

Email  
happyoiltest@gmail.com

Phone  
8609264714

Point of Contact: First Name  
Happy

Point of Contact: Last Name  
Oil Test

Delivered / Non-Delivered

**14** Enter the "Point of Contact: First Name" field.

Email  
happyoiltest@gmail.com

Phone  
8609264714

Point of Contact: First Name  
Happy

Point of Contact: Last Name  
Oil Test

Delivered / Non-Delivered  
Delivered

Notes

**15** Enter the "Point of Contact: Last Name" field.

Phone

8609264714

Point of Contact: First Name

Happy

Point of Contact: Last Name

Oil Test

Delivered / Non-Delivered

Delivered

Notes

Sister Company to sad Oil

Please add your organization's physical address (if different from the address above), details of other relevant contact organization, and any affiliated companies.

**16** Choose in the drop down "Delivered" OR "Non - Delivered".

8609264714

Point of Contact: First Name

Happy

Point of Contact: Last Name

Oil Test

Delivered / Non-Delivered

Delivered

Notes

Sister Company to sad Oil

Please add your organization's physical address (if different from the address above), details of other relevant contact organization, and any affiliated companies.

**Delivered Fuel only**



**17** Enter any "special notes" in the notes field.

Happy

Point of Contact: Last Name

Oil Test

Delivered / Non-Delivered

Delivered

Notes

Sister Company to sad Oil

Please add your organization's physical address (if different from the address above), details of other relevant contact organization, and any affiliated companies.

**Delivered Fuel only**

Please review the [Delivered Fuel Vendor Agreement](#). Read the document fully, and indicate agreement in the field I

Vendor Representative Name (Delivered Fuel only) (required)

**18** Review and read carefully the "Delivered Fuel Vendor Agreement" by clicking the green link. (see below)

Notes

Sister Company to sad Oil

Please add your organization's physical address (if different from the address above), details of other relevant contact organization, and any affiliated companies.

**Delivered Fuel only**

Please review the [Delivered Fuel Vendor Agreement](#). Read the document fully, and indicate agreement in the field I

Vendor Representative Name (Delivered Fuel only) (required)

Happy Oil Sad Test

MOU Agreement (Delivered Fuel only) (required)

I agree

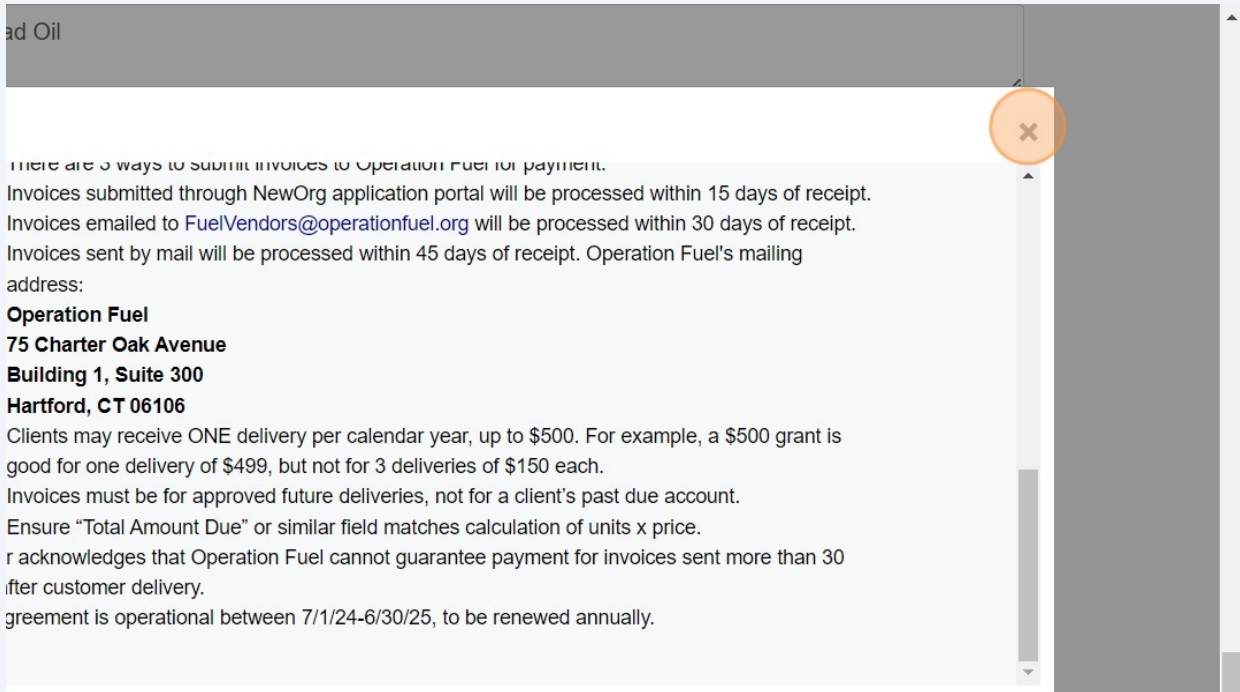
MOU Agreement Date (Delivered Fuel only) (required)

08/28/2024

19 After reviewing agreement carefully, Click "x" to get back to last screen.

ad Oil

There are 3 ways to submit invoices to Operation Fuel for payment.  
Invoices submitted through NewOrg application portal will be processed within 15 days of receipt.  
Invoices emailed to [FuelVendors@operationfuel.org](mailto:FuelVendors@operationfuel.org) will be processed within 30 days of receipt.  
Invoices sent by mail will be processed within 45 days of receipt. Operation Fuel's mailing address:  
**Operation Fuel**  
**75 Charter Oak Avenue**  
**Building 1, Suite 300**  
**Hartford, CT 06106**  
Clients may receive ONE delivery per calendar year, up to \$500. For example, a \$500 grant is good for one delivery of \$499, but not for 3 deliveries of \$150 each.  
Invoices must be for approved future deliveries, not for a client's past due account.  
Ensure "Total Amount Due" or similar field matches calculation of units x price.  
I acknowledge that Operation Fuel cannot guarantee payment for invoices sent more than 30 days after customer delivery.  
This agreement is operational between 7/1/24-6/30/25, to be renewed annually.

A screenshot of a document with a close button highlighted. The document contains text about invoice submission and mailing address. An orange circle with a white 'x' is positioned over the top right corner of the document area.

20 Enter the "Vendor Representative Name (Delivered Fuel only)" field.

Please add your organization's physical address (if different from the address above), details of other relevant contact information, and any affiliated companies.

---

**Delivered Fuel only**

Please review the **Delivered Fuel Vendor Agreement**. Read the document fully, and indicate agreement in the field below.

Vendor Representative Name (Delivered Fuel only) *(required)*

MOU Agreement (Delivered Fuel only) *(required)*

MOU Agreement Date (Delivered Fuel only) *(required)*

Please ensure all information above is accurate and then click 'Update' below.

## 21 Select "I agree"

**Delivered Fuel Vendor Agreement.** Read the document fully, and indicate agreement in the field below.

Vendor Representative Name (Delivered Fuel only) (required)

MOU Agreement (Delivered Fuel only) (required)

Please ensure all information above is accurate and then click 'Update' below.

Update

## 22 Enter the "MOU Agreement Date (Delivered Fuel only)" field. (date you are signing your agreement)

Please review the **Delivered Fuel Vendor Agreement.** Read the document fully, and indicate agreement in the field below.

Vendor Representative Name (Delivered Fuel only) (required)

Happy Oil Sad Test

MOU Agreement (Delivered Fuel only) (required)

I agree

MOU Agreement Date (Delivered Fuel only) (required)

08/28/2024

Please ensure all information above is accurate and then click 'Update' below.

Update

**Operation Fuel**

Providing year-round energy assistance to Connecticut

**Contact Us**

75 Charter Oak Avenue

## 23 Click "Update"

IOU Agreement (Delivered Fuel only) *(required)*

I agree

IOU Agreement Date (Delivered Fuel only) *(required)*

08/28/2024

Please ensure all information above is accurate and then click 'Update' below.

Update

### Operation Fuel

Providing year-round energy assistance to Connecticut residents in need.

### Contact Us

75 Charter Oak Avenue, Suite 2-240  
Hartford, CT 06106

Phone: (860) 243-2345

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## 24 Return back to Click "Settings"



Home

Applications



Settings



Contact Us



Logout

### Vendor Portal

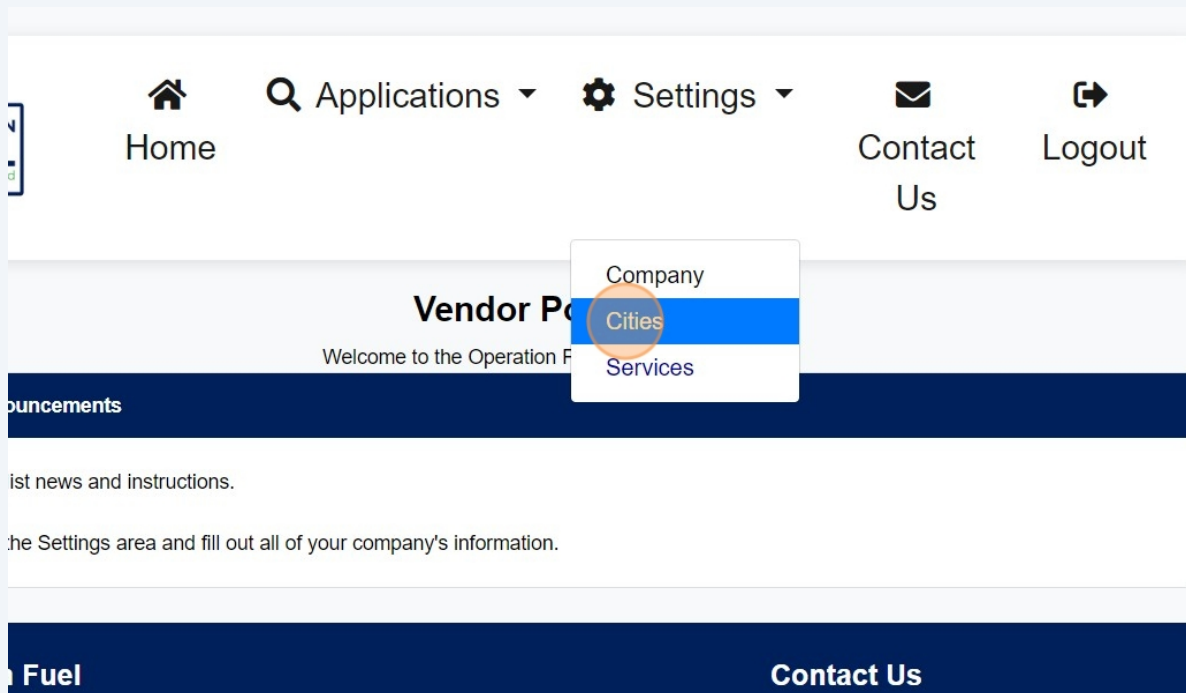
Welcome to the Operation Fuel Vendor Portal

Instructions.

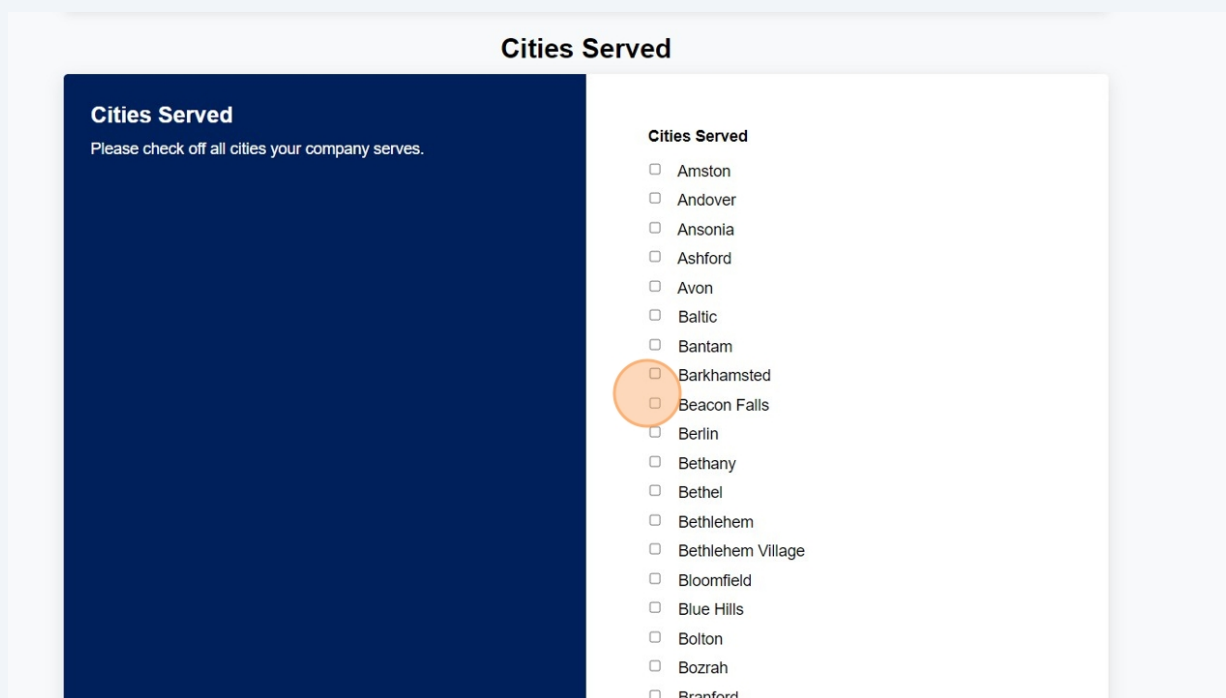
area and fill out all of your company's information.

Contact Us

25 Click "Cities"



26 Choose or Select all the towns your company services. (check all boxes)



27 Click "Submit"

A screenshot of a web form. On the left is a dark blue vertical bar. To its right is a white form area containing a list of cities with radio buttons: Wolcott, Woodbridge, Woodbury, Woodbury Center, Woodstock, Woodstock Valley, Yalesville, and Yantic. Below the list is a red "Submit" button with a white outline, highlighted by an orange circle. At the bottom of the page is a dark blue footer with the text "Contact Us" and address information: "75 Charter Oak Avenue, Suite 2-240 Hartford, CT 06106" and "Phone: (860) 243-2345".

28 Return back to Click "Settings"

A screenshot of a web application. At the top is a white navigation bar with icons and text: a home icon labeled "Home", a magnifying glass icon labeled "Applications", a gear icon labeled "Settings" (highlighted with an orange circle), an envelope icon labeled "Contact Us", and a logout icon labeled "Logout". Below the navigation bar is a section titled "Cities Served" with a dark blue vertical bar on the left. To the right of the bar is a list of cities with checkboxes: Amston (checked), Andover, Ansonia, Ashford, Avon, Baltic, and Bantam.

29 Click "Services"

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: a home icon labeled 'Home', a search icon labeled 'Applications', a gear icon labeled 'Settings', an envelope icon labeled 'Contact Us', and a logout icon labeled 'Logout'. Below the navigation bar, there is a dropdown menu open, with 'Services' highlighted in blue. The dropdown menu also contains 'Company' and 'Cities'. Below the dropdown, there is a section titled 'Cities Served' with a list of cities and checkboxes: Amston (checked), Andover, Ansonia, Ashford, Avon, Baltic, and Bantam. To the left of the dropdown, there is a dark blue box with the text 'Cities Served' and 'Please check off all cities your company serves.'

30 Choose all of the services your company provides.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: an 'OPERATION FUEL' logo, a home icon labeled 'Home', a search icon labeled 'Applications', a gear icon labeled 'Settings', an envelope icon labeled 'Contact Us', and a logout icon labeled 'Logout'. Below the navigation bar, there is a section titled 'Services / Fuel Types'. On the left, there is a dark blue box with the text 'Services Fuel Types' and 'Please check off all services your company provides.' On the right, there is a list of service types with checkboxes: Electricity, Gas, Propane (checked), Wood (checked), Pellets (checked), Biofuel (checked), Kerosene (checked), Oil (checked), and Water. A red 'Submit' button is located at the bottom right of the list.

31 Click "Submit"

The screenshot shows a form with a list of energy sources and a 'Submit' button. The list includes: Electricity, Gas, Propane, Wood, Pellets, Biofuel, Kerosene, Oil, and Water. The 'Submit' button is a red rounded rectangle with the word 'Submit' in white. Below the form is a dark blue footer with the text 'Contact Us' and contact information: '75 Charter Oak Avenue, Suite 2-240 Hartford, CT 06106' and 'Phone: (860) 243-2345'.

- Electricity
- Gas
- Propane
- Wood
- Pellets
- Biofuel
- Kerosene
- Oil
- Water

**Submit**

**Contact Us**  
75 Charter Oak Avenue, Suite 2-240  
Hartford, CT 06106  
Phone: (860) 243-2345

32 Click Logout.

The screenshot shows a 'Vendor Portal' interface. At the top is a navigation bar with icons for Home, Applications, Settings, Contact Us, and Logout. The 'Logout' button is highlighted with an orange circle. Below the navigation bar is a section titled 'Vendor Portal' with the text 'Welcome to the Operation Fuel Vendor Portal'. There is a dark blue bar below this, followed by a white area with the text 'instructions.' and 'area and fill out all of your company's information.' At the bottom is another dark blue bar with the text 'Contact Us'.

Home Applications Settings Contact Us Logout

**Vendor Portal**  
Welcome to the Operation Fuel Vendor Portal

instructions.  
area and fill out all of your company's information.

**Contact Us**