

Assessment Remittance Portal

Step-by-Step User Training Guide

This guide provides instructions for submitting propane odorizer assessment remittance information through the **PERC Assessment Remittance Portal**. You may enter remittance data manually or upload it via CSV using the required template.

Step 1: Access the Assessment Remittance Portal at propane.com/remittance-portal or by using the About PERC dropdown menu.

From the Assessment Remittance page, you will see an overview explaining the purpose of the form and instructions for proceeding.

Key points to note:

- This form is for **PERC odorizer assessment remittances only**
- State fees are handled separately through state organizations
- You may enter remittance information manually or upload via CSV
- If you do not know your Odorizer ID Number, use the “**I need an Odorizer ID Number**” link for assistance.

ENERGY FOR EVERYONE
propane

ABOUT PERC ◉ ABOUT PROPANE ◉ MY ACCOUNT ◉ (3) [FIND PROPANE PROVIDERS](#)

propane & the environment ◉ home use ◉ business use ◉ research & technology ◉ safety & education ◉

Home > Assessment Remittance > Assessment Remittance

Assessment Remittance

This assessment remittance form enables odorizer remittance for PERC remittances fees. Please contact your state organization if you need to pay state fees. To learn more about the Propane Education and Research Act and remittance view the **Assessment Information** section below.

Please input your information into the form below, and then continue to the next step to **choose between inputting remittance information or uploading your CSV file** based on the template provided.

Your Information

Odorizer ID Number *

[I need an Odorizer ID Number →](#)

Email *

[I NEED TO CORRECT A PREVIOUSLY SUBMITTED INVOICE](#) [CONTINUE TO INPUT NEW REMITTANCE INFORMATION](#)

Step 2: Enter Odorizer and Email Information

In the **Your Information** section:

1. Enter your **Odorizer ID Number**
2. Enter a valid **Email Address**
3. Click **Continue to Input New Remittance Information**

If Correcting a Previously Submitted Invoice, select **“I need to correct a previously submitted report”**. A message will appear instructing you to email: **remittance@propane.com**

The screenshot shows the 'Assessment Remittance' page on the propane.com website. The page has a blue header with the title 'Assessment Remittance'. Below the header, there is a navigation menu with links for 'ABOUT PERC', 'ABOUT PROPANE', 'PROPANE INDUSTRY LOGIN', and 'FIND PROPANE PROVIDERS'. A secondary navigation menu includes 'propane & the environment', 'home use', 'business use', 'research & technology', 'safety & education', and 'label'. The breadcrumb trail reads 'Home > Assessment Remittance > Assessment Remittance'. The main content area contains a blue banner with the title 'Assessment Remittance'. Below the banner, there is a paragraph of text: 'This assessment remittance form enables odorizer remittance for PERC remittances fees. Please contact your state organization if you need to pay state fees. To learn more about the Propane Education and Research Act and remittance view the **Assessment Information** section below.' This is followed by another paragraph: 'Please input your information into the form below, and then continue to the next step to **choose between inputting remittance information or uploading your CSV file** based on the template provided.' The form section is titled 'Your Information' and contains two input fields: 'Odorizer ID Number *' with the value '9999' and 'Email *' with the value 'grace.willis@propane.com'. Below the 'Odorizer ID Number' field is a link: 'I need an Odorizer ID Number →'. At the bottom of the form, there are two yellow buttons: 'I NEED TO CORRECT A PREVIOUSLY SUBMITTED INVOICE' and 'CONTINUE TO INPUT NEW REMITTANCE INFORMATION'.

ENERGY FOR EVERYONE
propane

ABOUT PERC ABOUT PROPANE PROPANE INDUSTRY LOGIN FIND PROPANE PROVIDERS

propane & the environment home use business use research & technology safety & education label

Home > Assessment Remittance > Assessment Remittance

Assessment Remittance

This assessment remittance form enables odorizer remittance for PERC remittances fees.
Please contact your state organization if you need to pay state fees.
To learn more about the Propane Education and Research Act and remittance view the **Assessment Information** section below.

Please input your information into the form below, and then continue to the next step to **choose between inputting remittance information or uploading your CSV file** based on the template provided.

Your Information

Odorizer ID Number *

Email *

[I need an Odorizer ID Number →](#)

I NEED TO CORRECT A PREVIOUSLY SUBMITTED INVOICE **CONTINUE TO INPUT NEW REMITTANCE INFORMATION**

Step 3: Remittance Information Entry Screen

After continuing, you will reach the **Remittance Information** table.

Each row represents a single remittance entry and includes:

- Remittance Year
- Remittance Month
- Terminal ZIP or Postal Code
- Remitter ID Number
- Odorized Gallons
- Automatically calculated Assessment Fee

Use **+ Add Row** if multiple entries are required.

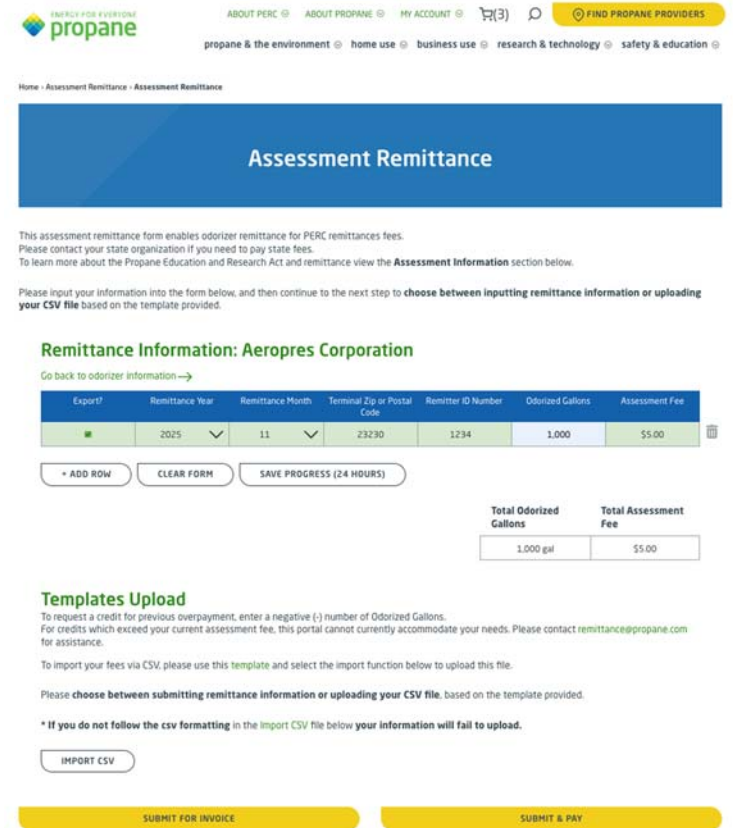
Step 3: Optional: CSV Upload Instructions

For bulk submissions:

- Download the required CSV **template**
- Complete the file following the formatting examples provided. **Formatting must match the template exactly**
- Credits for overpayments require **negative gallon values**
- Credits exceeding the current assessment must be handled via **remittance@propane.com**
- Upload using **Import CSV**

Once all required fields are completed:

- The system automatically calculates totals
- **Total Odorized Gallons** and **Total Assessment Fee** appear on the right
- Data may be saved temporarily using **Save Progress (24 Hours)**



Enter a Payment Method ✕

* Required Fields

BANK ACCOUNT

* Account Type
Personal Business

* Banking Type
Checking Account Savings Account

* Name on the Account
Aeropres Corporation

* Routing Number

* Account #

* Re-enter Account #

Pay to the Order of _____

⑆ 1234 56789 ⑆ 0001234 56789 ⑆ 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting 'Agree and Enter Account', you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

* Agree and Enter Account

Enter Account

Step 4: Option 1 - Submit & Pay

When selecting **Submit & Pay** you will be taken to the secure PNC payment portal to complete your payment transaction. Image shown to the right.

Step 4: Option 2 - Submit for Invoice

When selecting **Submit for Invoice**:

1. Enter the email address where the invoice should be sent
2. Click **Submit Remittance Entries for Invoice**

The remittance details will be recorded in the system, and an invoice is emailed to the address provided. The invoice will come from remittance@mailier.propane.com.

Key Reminders

- Only **one submission method** should be used at a time (manual or CSV)
 - Save progress if you need to return later
 - Corrections of previous reports require contacting the remittance team directly
 - Always verify totals before submitting
-

Support Contact

For questions, corrections, or special cases please contact **remittance@propane.com**.