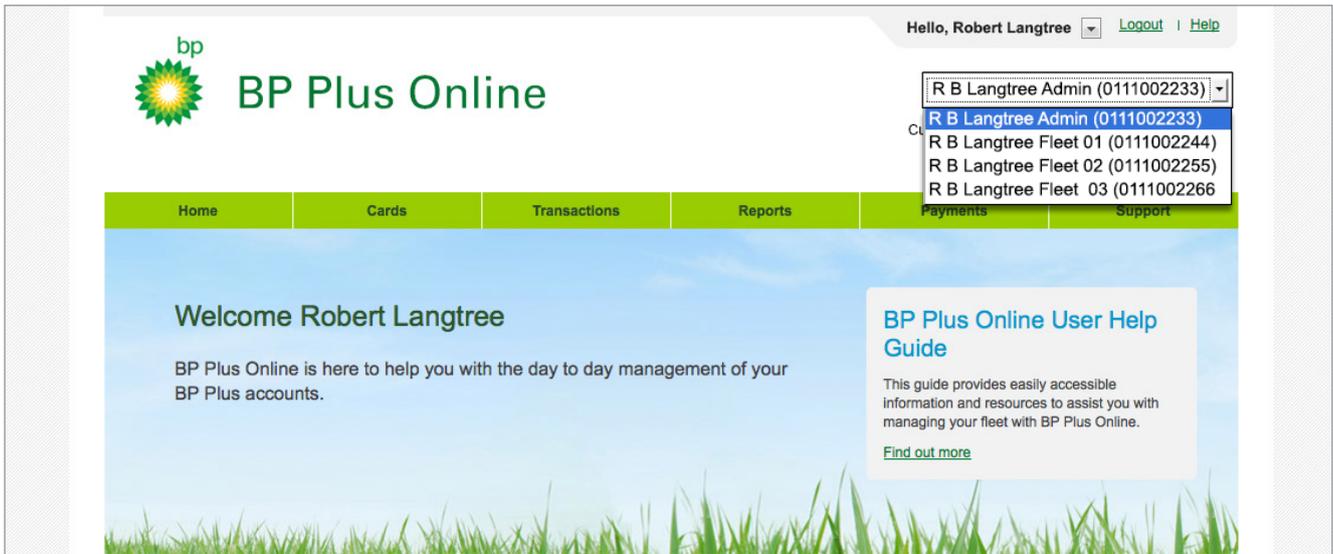# Changes have been made to the 'Managing your Account' functions on the BP Plus Online portal

This is a guide to help you understand how to Manage your Account on BP Plus Online

> ## View the video tutorial
>
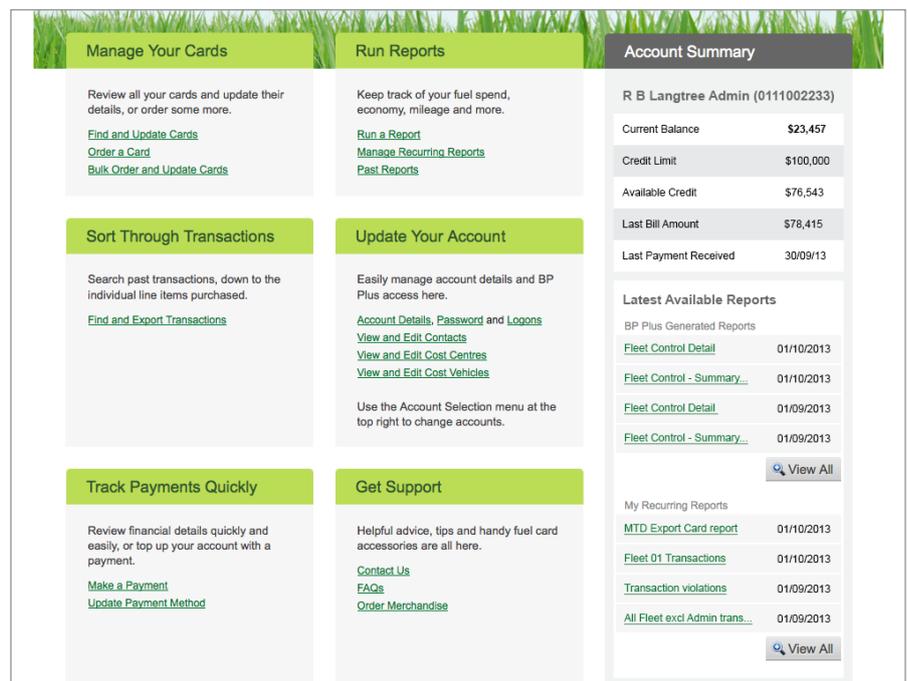> These 'How to' video tutorials and PDFs are available at **bpplus.com.au**

> Accessing and Viewing account information

When you login, the system defaults to the first account in the list. To change this, use the dropdown menu, which lists all accounts that you have access to.

Account information is easy to view, no matter where you are on the site:

+ The account's **Current Balance** and **Available Credit** display under the dropdown

+ An overview is shown in the **Account Summary** on the homepage

+ More detailed information is consolidated on the **Account Details** screen.

Account management features

The **Account Details** screen provides quick access to a number of account management features:

+ **View and Edit Contacts**

  Edit existing contacts attached to this account, or set up new ones. Contacts listed here can be selected at a later date, for example, as a recipient of newly ordered cards or reports.

+ **View and Edit Cost Centres**

  Find, filter and edit cost centres, which are applied to cards to assist with the allocation of expenses and reporting in your business.

+ **View and Edit Vehicles**

  Manage your vehicles, including setting or updating odometers.

+ **Change Your Password or Request a Login**

  Use the quick links here to carry out these tasks - or the same links in the top right hand corner of every screen.

Now you can Update Your Credit Limit Alert

Set or update a percentage threshold for the selected account.

When the threshold is exceeded, the main contact person for this account will receive an email.

This person can be changed by selecting an alternative from the account's Contact list.

Editing account details

To edit an account's details:

1. Access the **Account Details** screen

2. Click on **View Contact Information and Address Details**

3. Edit using the **Edit Account Details** button

Easy access to account reports

The **Related Reports** section on the Account Details screen provides easy access to all the reports relating to this account.

+ Access your BP generated Invoices and Statements

+ Generally browse all reports in **Past Reports**

+ Or **Run a Report** of your choice.

Did you know?

We recommend you view the separate video tutorial on 'How To Run a Report' to learn about the powerful range of free reporting options available.

Video Tutorials & PDF Guides

A suite of instructional video tutorials and PDFs are available on **bpplus.com.au** and in the BP Plus Online User Help Guide.

+ Introduction to using BP Plus Online   + Order and Update a Card

+ Manage your Account   + Order and Update Cards in Bulk

+ Run a Report   + Find and Export Transactions

+ Manage Recurring Reports

For more information contact BP

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