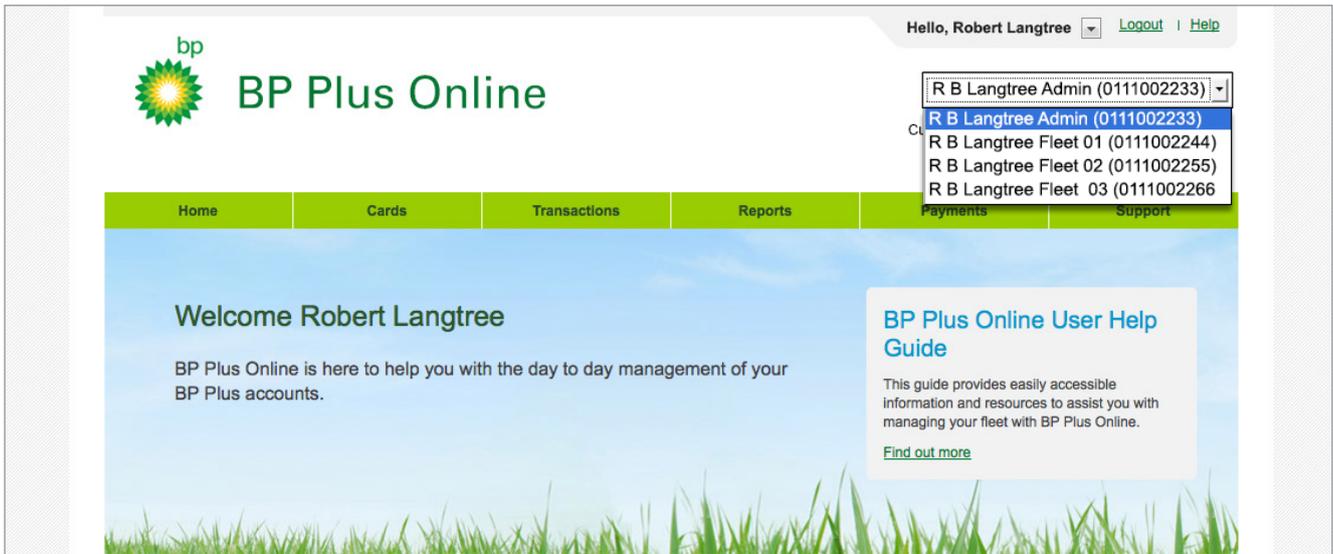




# Changes have been made to the 'Managing your Account' functions on the BP Plus Online portal



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](http://bpplus.com.au)

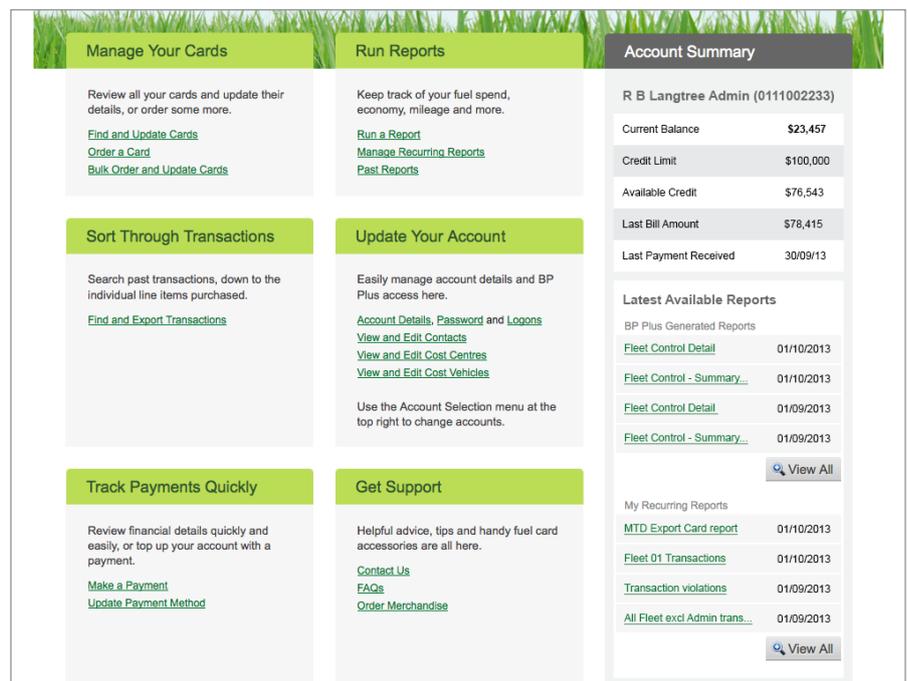


## Accessing and Viewing account information

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

bp BP Plus Online

Hello, Robert Langtree [Logout](#) | [Help](#)

R B Langtree Admin (0111002233)

Current balance \$23,457 Available credit \$76,543

[Account Details](#)

Home Cards Transactions Reports Payments Support

### Account Details

**Account Details**

Account name: R B Langtree Admin  
Trading name: R B Langtree  
Account number: 0111002233

**Credit Limit Alert Notification**

Alert is: Enabled  
Alert limit 75% of Credit Limit  
Alert threshold: \$75,000.00

**Account Summary**

R B Langtree admin (0111002233)

Current Balance	\$23,457.00
Credit Limit	\$100,000.00
Available Credit	\$76,543.00
Last Bill Amount	\$78,415.00

**View Contact Information and Address Details**

**Contact Information**

Contact name: R B Langtree Pty Ltd  
Job title: Admin Contact  
Email: colincontact@rblangtree.com  
Phone: 03 8330 2888

**Address Details**

Business street address:  
458 Lonsdale Street  
Melbourne Victoria

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.

### Manage Account

Manage contacts, cost centres and vehicles:

- [View and Edit Contacts](#)
- [View and Edit Cost Centres](#)
- [View and Edit Vehicles](#)
- [Update Credit Limit Alert](#)

Manage logins:

- [Change Password](#)
- [Request a Login](#)

### Related Reports

You can download and view your account's Invoices and Fleet Control Reports, as well other reports associated to your account, on the [Past Reports](#) screen.

You can generate many of Driver ID reports, at any time.

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**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.

### Credit Limit Alert Notification

This function will send an email alert when the Current Balance of account exceeds a present threshold. By default, the alert is sent to the main contact person. You can nominate alternative Credit recipients on the [Contacts](#) screen.

Send credit limit alert notification

Alert Threshold *As percentage of credit limit for this account* Alert Threshold **\$75,000.00** (75%)  
Credit Limit **\$100,000.00**

**> 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.



**Related Reports**

You can download and view your account's Invoices and Fleet Control Reports, as well other reports associated to your account, on the [Past Reports](#) screen.

You can generate many other reports, like Vehicle ID and Driver ID reports, at any time, on the [Run a Report](#) screen.



## 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
- + Manage your Account
- + Run a Report
- + Manage Recurring Reports
- + Order and Update a Card
- + Order and Update Cards in Bulk
- + Find and Export Transactions



## For more information contact BP

BP Plus Customer Service

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Email your enquiry to

AUcustcare@bp.com



Or contact your

Sales Manager

