



For the first time ever, pay your BP Plus account online with a credit card!



BP is pleased to present an exciting new feature being introduced exclusively for BP Plus customers.

And it's so easy to do.

> View the video tutorial

These 'How to' video tutorials and PDFs are available at **bpplus.com.au**



Simply follow the options under the new Payments menu - quick and easy!

> One-off payments

Make a Payment

To make a payment to reduce the balance of your BP Plus account, please select your pay to pay and, if making a payment via a credit card, please enter your credit card details. Re

Payment Amount and Method

* Payment amount
\$

* Payment method
 Credit card
 Your nominated bank account

Please note that it may take up to 48 hours to process the payment

> Ongoing payments

Update Payment Method

Current Payment Method

Your current payment method for ongoing payments is **Direct Debit** from your **Business**

You can update or change your nominated payment method to be regularly direct debited

New Payment Method

* Payment method for ongoing payments
 Credit card

Account

> Update multiple accounts

Update Payment Method – Select Multiple Account

You can select multiple accounts and update the payment method for them at once.

Select Accounts

Please select one or more accounts to update their payment method.

[Select All](#) | [Deselect All](#)

| Select | Account Name | Account N |
|--------------------------|-----------------------|------------|
| <input type="checkbox"/> | R B Langtree Admin | 0111002233 |
| <input type="checkbox"/> | R B Langtree Fleet 01 | 0111002244 |
| <input type="checkbox"/> | R B Langtree Fleet 02 | 0111002255 |
| <input type="checkbox"/> | R B Langtree Fleet 03 | 0111002266 |

> One-off payments

Use your credit card to make a one-off payment to reduce the balance of an account at any time.

Of course, if you have a nominated bank account set as your ongoing payment method you can also make a one-off payment using your credit card.

1. Choose Make a Payment from the main menu under Payments
2. Enter the amount you wish to pay Please note: payment amount cannot exceed the current balance shown
3. Enter your credit card details
4. Click confirm and pay now
5. Email or print the payment successful confirmation screen for your records

Important notes

- + One-off payments can take up to 48 hours to register in BP's payment system, which could impact your ongoing payment schedule
- + The current balance shown in the Account Summary panel may therefore not reflect payments made in the past 48 hours. The balance of your invoice - less any one-off payments you've made - will still be direct debited as per your ongoing payment method
- + Credit card transactions will attract a service fee, which will be charged on your next month's invoice

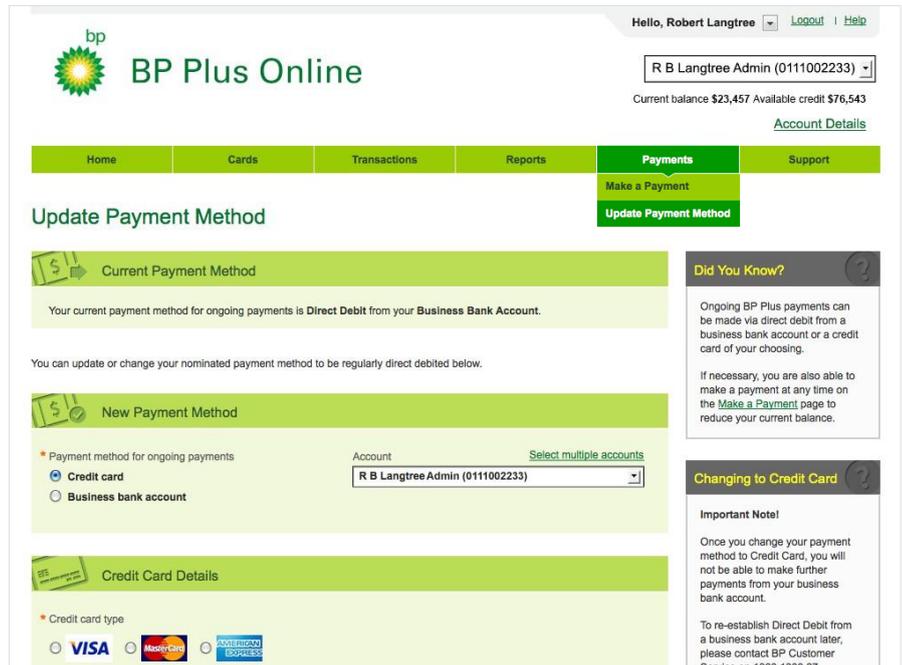
Helpful hints

- + BP Plus Online is a secure website that holds an **SSL Certificate** for your payment security
- + You can check the current balance of your BP Plus account by viewing the Account Summary panel on the right hand side of the screen
- + If you need to change accounts, make your selection from the drop down box in top right corner of the screen.

➤ Ongoing payments

Use your credit card as an ongoing payment method - instead of a nominated bank account.

1. Choose Update Payment Method from the main menu under Payments
2. Select credit card as your payment method for ongoing payments
3. Enter your credit card details then click confirm and update your payment method
4. Email or print the payment method updated confirmation page for your records.



Helpful hints

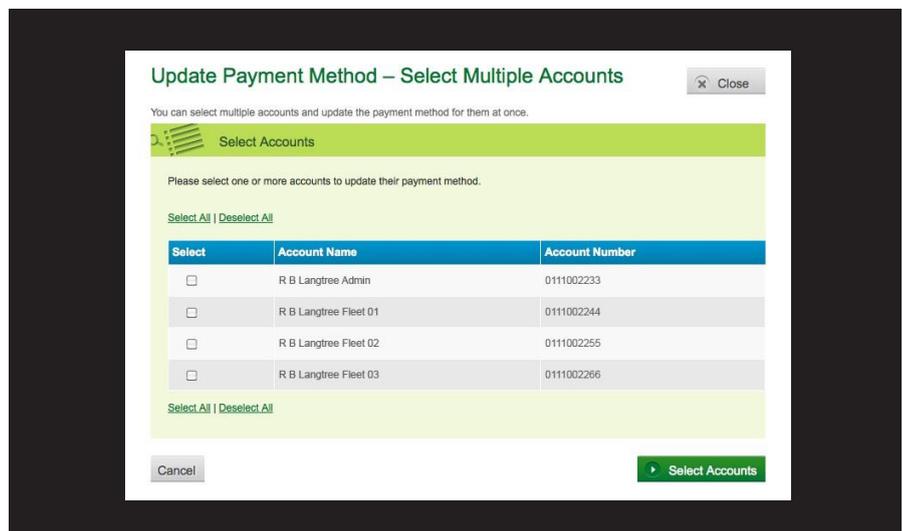
- + You can check the current balance of your BP Plus account by viewing the Account Summary panel on the right hand side of the screen
- + If you need to change accounts, make your selection from the drop down box in top right corner of the screen.

Important notes

- + Once you change your ongoing payment method to credit card, you will not be able to make further payments from your nominated bank account.
- + If you ever need to change back to your bank account, you will need to download and complete the Direct Debit Account Details form or contact the BP Customer Service Centre on 1300 1300 27 who can guide you through the steps to re-establish a direct debit from your nominated bank account.
- + Credit card transactions will attract a service fee, which will be charged on your next month's invoice.
- + Do you also have a separate BP Gift Card account? (i.e. Do you purchase BP Gift Cards in bulk?) If so, should you choose to change your BP Plus account's ongoing payment method to credit card this new payment method **will not** carry over to your BP Gift Card account. Instead, you will now need to pay your BP Gift Card account via EFT.

➤ Changing the payment method on multiple accounts

You can quickly and easily set your credit card as the ongoing payment method for several accounts by changing them all at once.



| Select | Account Name | Account Number |
|--------------------------|-----------------------|----------------|
| <input type="checkbox"/> | R B Langtree Admin | 0111002233 |
| <input type="checkbox"/> | R B Langtree Fleet 01 | 0111002244 |
| <input type="checkbox"/> | R B Langtree Fleet 02 | 0111002255 |
| <input type="checkbox"/> | R B Langtree Fleet 03 | 0111002266 |



Video Tutorials & PDF Guides

To learn more about the individual functions available on BP Plus Online, we recommend you view our suite of video and PDF tutorials, available at **bpplus.com.au**

- + 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

