



## Introduction to using BP Plus Online

The screenshot shows the BP Plus Online user interface. At the top, it says 'Hello, Robert Langtree' with a dropdown menu, 'Logout', and 'Help' links. Below this is a box for 'R B Langtree Admin (0111002233)' and account details: 'Current balance \$23,457 Available credit \$76,543'. A link for 'Account Details' is provided. The main navigation bar includes 'Home', 'Cards', 'Transactions', 'Reports', 'Payments', and 'Support'. The central area welcomes Robert Langtree and explains the portal's purpose. A 'BP Plus Online User Help Guide' box offers additional resources. The bottom section features three main modules: 'Manage Your Cards' (with links for finding, ordering, and updating cards), 'Run Reports' (with links for running reports, managing recurring reports, and past reports), and 'Account Summary' (showing current balance, credit limit, available credit, and last bill amount). At the very bottom, there are buttons for 'Sort Through Transactions' and 'Update Your Account'.

The BP Plus Online portal is a reporting and management tool that helps you manage your fleet's fuel and vehicle expenses online - saving you time and effort in your busy day. It's easy – go on, have a go!

### ➤ Video Tutorials & PDF Guides

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



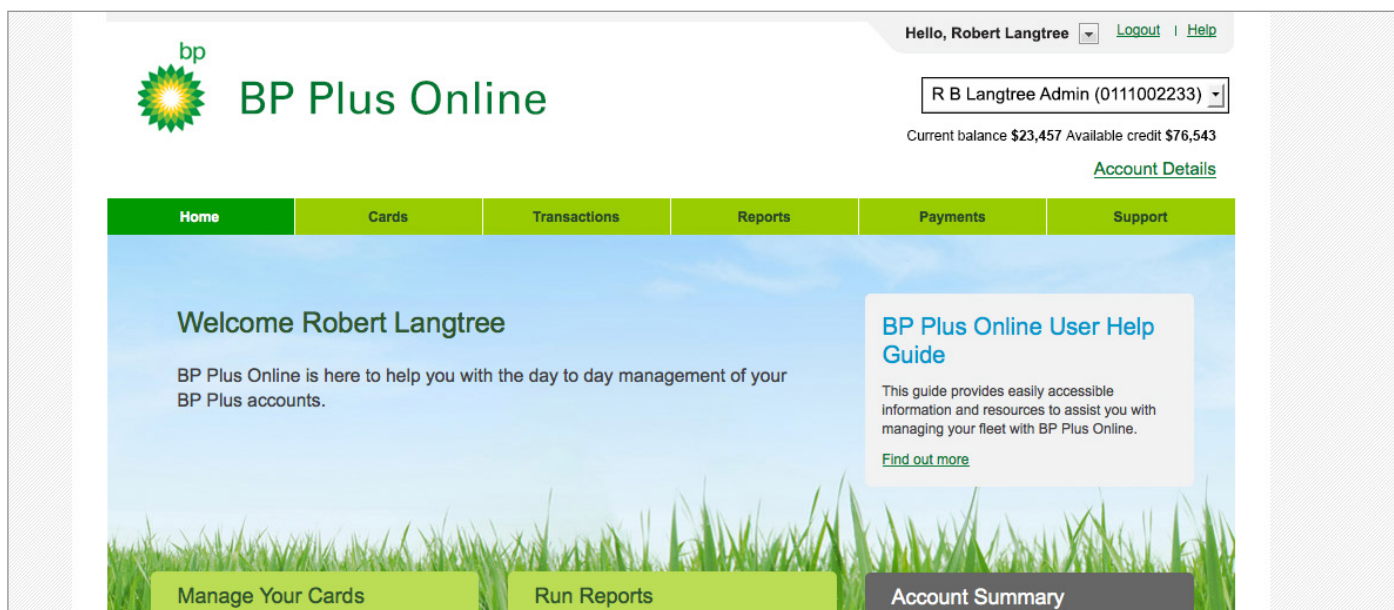
### ➤ Get started

- + Go to **bpplus.com.au**
- + Login by entering your username and password.
- + Get started on BP Plus Online!

The screenshot shows the BP Plus Fuel Card application page. It features a large image of a BP Plus credit card. Below the image, there's a section titled 'BP Plus Fuel Card' with the tagline 'Business. The clever way.' and an 'Apply now' button. A 'Check eligibility' link is also present. To the right, there's a sidebar with a green background containing a list of links: 'Features and Benefits', 'Fuel Savings Calculator', 'BP Plus Partners', 'Why BP', 'Retrieve application', 'Request login', and 'BP home'. At the bottom of the sidebar is a 'BP Plus Online Login' button.



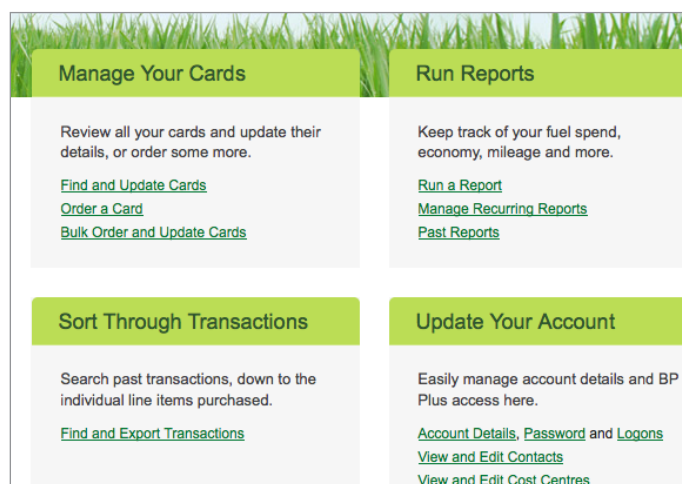
### > Convenient navigation



### Wherever you are on the site, accessing what you need to do is quick and easy!

Access the most frequently used functions easily from the main menu or from the panels on the homepage:

- + Managing your cards
- + Running reports
- + Sorting through transactions
- + Updating your account
- + Payments
- + Getting support

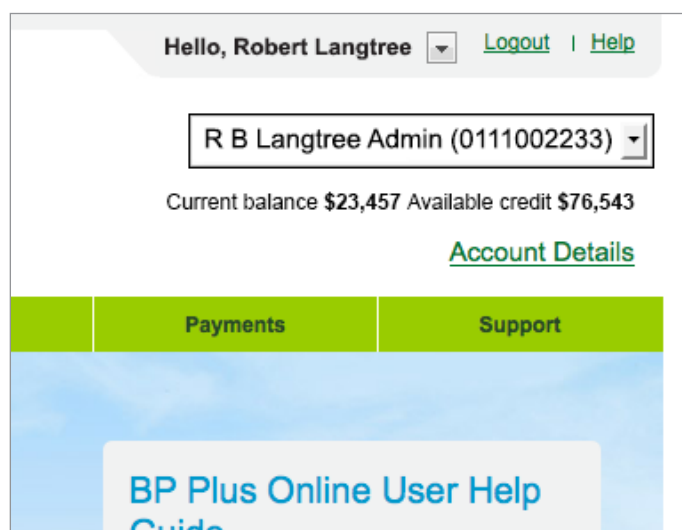


### > Your accounts are just a click away!

Select the account you want from the dropdown in the top right hand corner of the screen, which displays all the accounts you have been given access to in alphabetical order.

All information on the portal now relates to this account, including:

- + Current balance and available credit, displayed under the account selection dropdown
- + Summary of the account on the right of the homepage
- + Access full account details by clicking the **Account Details** link. This opens a page that gives access to all account-related tasks such as editing contacts, cost centres and vehicles.





### > Key features

#### Simple card management:

- + Ease of ordering and updating cards – which can be done either one at a time or in bulk.
- + Ability to restrict purchases on cards by setting purchase limits for product type, volume, dollars or time.

### Bulk Order and Update Cards

**Select Bulk Card Operation**

**\* Bulk Card Operation**

☒ **Bulk card order** *Order multiple cards at once*

☐ **Bulk card edit** *Edit details of multiple cards in Excel*

☐ **Bulk card status** *View and update status of multiple cards in Excel*

**Upload Bulk Card Order**

1 [Download the Bulk Card Order template](#)

### Run a Report

Choose suitable settings for your report and select Run Report. Required information is marked with a \*.

**Report Type**

**\* Report type**

☒ Bulk Card Activity  
☒ **Cards**  
☐ Cost Centres  
☐ Emissions  
☐ Fleet  
☐ Fleet Control  
☐ Fuel Consumption  
☐ Invoice  
☐ Odometer

**\* Report detail**

☐ Export Card List - Spreadsheet  
☒ **Export Card List - PDF Document**

**Report Filters** *Use filters to limit the report to a specific date range or account etc.*

#### A powerful range of free reporting options to help you with:

- + Monitoring unusual activity across your fleet
- + Viewing transactions and card details
- + Managing your cost centres
- + and much much more

#### Flexible payment options, including:

- + Using a credit card to make payments online and
- + Making 'one-off' payments whenever you want and
- + The option to set alerts that will let you know when you are nearing your credit limit

### Make a Payment

To make a payment to reduce the balance of your BP Plus account, please select your payment type, enter in the amount to pay and, if making a payment via a credit card, please enter your credit card details. Required information is marked with a \*.

**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

**Credit Card Details**



## 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 Virtual Assistant  
BP Plus Online Portal



Email your enquiry to  
[AUcustcare@bp.com](mailto:AUcustcare@bp.com)



Contact your  
Sales Manager

