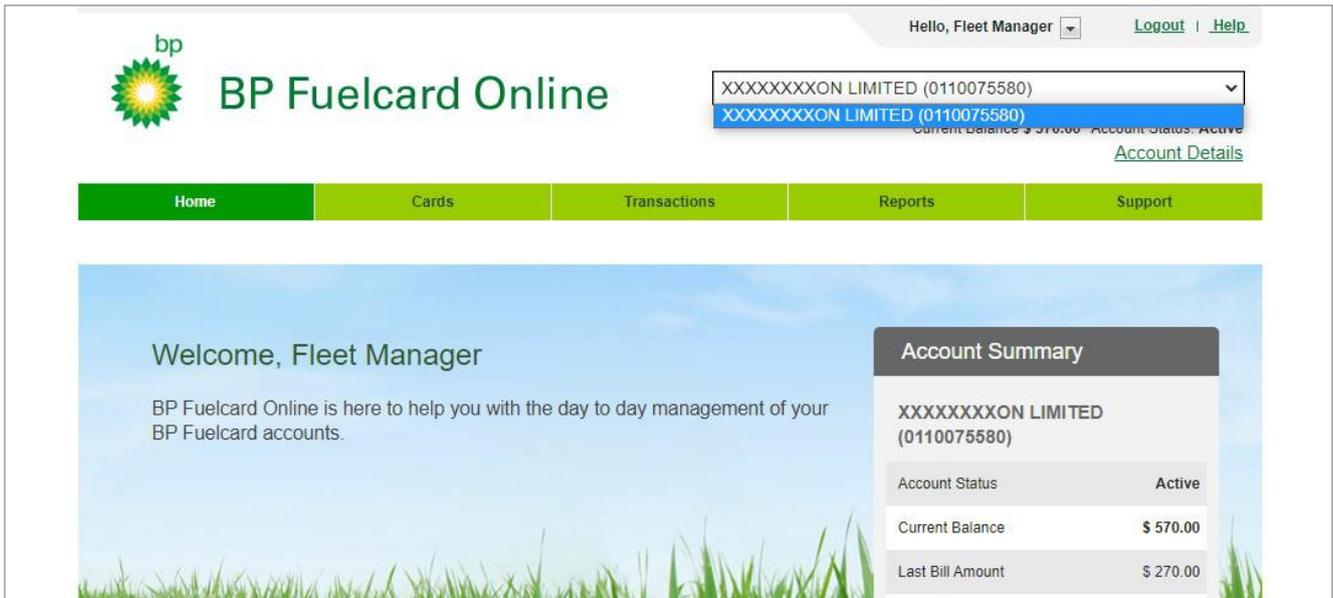




How-to manage your account on the bp Fuelcard Online portal

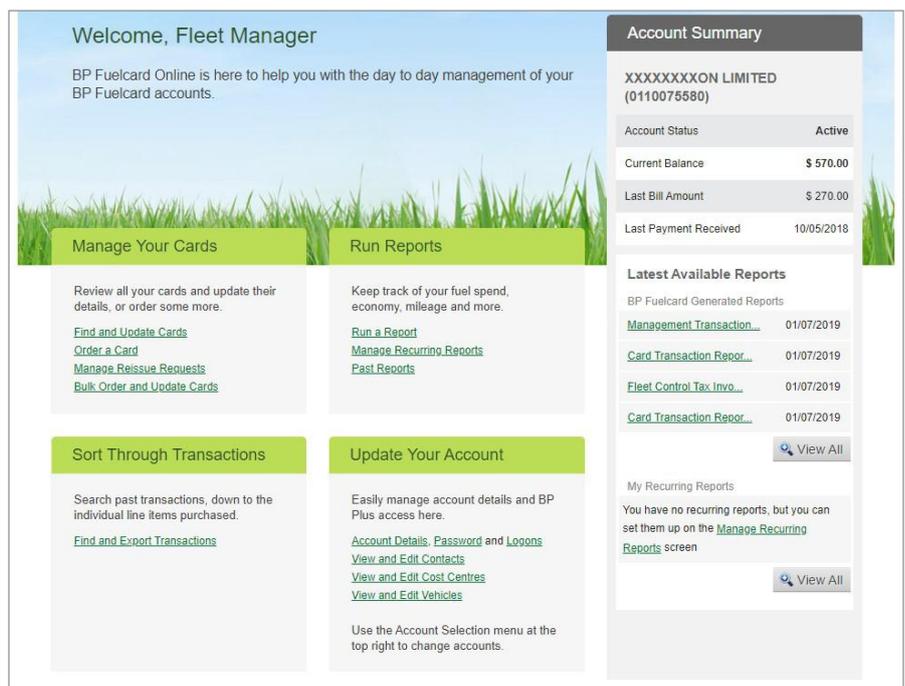


➤ Accessing and Viewing account information

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** will 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 Fuelcard Online

Hello, Fleet Manager Logout | Help

XXXXXXXXON LIMITED (0110075580)

Current Balance \$ 570.00 Account Status: **Active**
Account Details

Home Cards Transactions Reports Support

Account Details

Account Details

Account Name: Contact Name
Trading Name: XXXXXXXXON LIMITED
Account number: 0110075580

[View Contact Information and Address Details](#)

Contact Information

Contact Name: Contact Name
Job title:
Email: nobody@wexinc.co.nz
Phone: 1234 5678 9012
Mobile: 1234 5678 9032
Fax: 1234 5678 9012

Address Details

Business street address:
Address 1 Address 2 Address 3 City , 0622

Business postal address:
Same as Street Address

[Edit Account Details](#)

Account Summary

XXXXXXXXON LIMITED (0110075580)

Account Status	Active
Current Balance	\$ 570.00
Last Bill Amount	\$ 270.00
Last Payment Received	10/05/2018

Note: Current balance may not reflect payments made in the past 48 hours.

Use the Account Selection menu at the top right to change accounts.

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.

+ Change Your Password or Request a Login

Use the quick links here to carry out these tasks.

+ Connect to Xero

Use the quick link to connect your account to Xero. Doing this will mean that all of your fuel expenses and tax invoices will be processed directly to your Xero account, to help save you time.

+ View and Edit Vehicles

Manage your vehicles, including setting or updating odometers.

Manage Account

Manage contacts, cost centres and vehicles:

- [View and Edit Contacts](#)
- [View and Edit Cost Centres](#)
- [View and Edit Vehicles](#)

Manage logins:

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

Manage your Xero invoice feed:

- [Connect to Xero](#)

Related Reports

You can download and view your account's **Invoices** and **Fleet Control Reports**, as well as other reports associated with 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.



Editing account details

Home	Cards	Transactions	Reports	Support
------	-------	--------------	---------	---------

Account Details

Account Details

Account Name: Contact Name
 Trading Name: XXXXXXXXON LIMITED
 Account number: 0110075580

View Contact Information and Address Details

<p>Contact Information</p> <p>Contact Name: Contact Name Job title: Email: nobody@wexinc.co.nz Phone: 1234 5678 9012 Mobile: 1234 5678 9032 Fax: 1234 5678 9012</p>	<p>Address Details</p> <p>Business street address: Address 1 Address 2 Address 3 City , 0622</p> <p>Business postal address: Same as Street Address</p>
---	--

[Edit Account Details](#)

Account Summary

XXXXXXXXXON LIMITED (0110075580)

Account Status	Active
Current Balance	\$ 570.00
Last Bill Amount	\$ 270.00
Last Payment Received	10/05/2018

Note: Current balance may not reflect payments made in the past 48 hours.

Use the Account Selection menu at the top right to change accounts.

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
4. Click **Save Changes**

Edit Account Details - XXXXXXXXON LIMITED (0110075580)

Make your changes to the account details and then select Save Changes. Required information is marked with a *

Account Details

Account name	Trading name	Account number
Contact Name	XXXXXXXXXON LIMITED	0110075580

Contact Information

Contact name * Including area codePhone

Updating your contact email address

Follow steps 1 to 4 above to update your account email address, then follow the instructions below:

1. Under Manage Account, click **View and Edit Contacts**
2. Select the **Contact Name** that you wish to edit
3. Click **View and Edit Details**
4. Update contact email
5. Click **Save Changes**

View Contact Information and Address Details

[Edit Account Details](#)

Manage Account

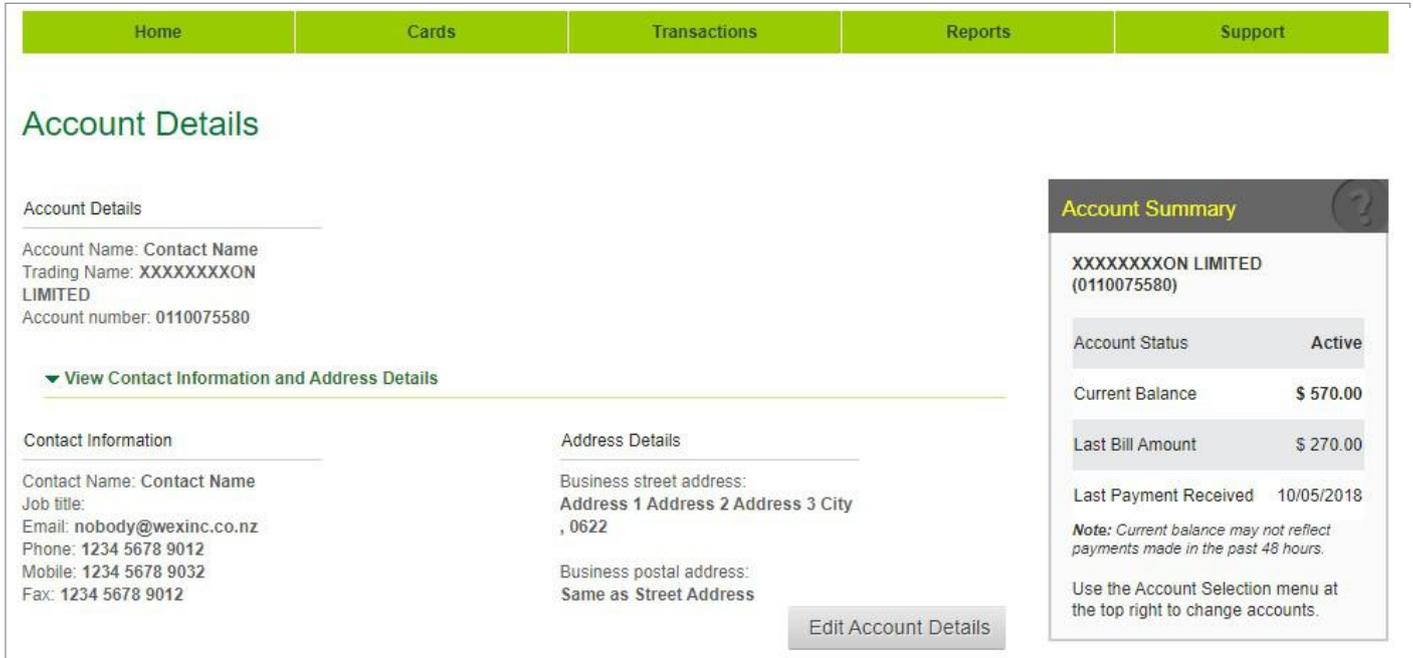
Manage contacts, cost centres and vehicles: View and Edit Contacts View and Edit Cost Centres View and Edit Vehicles	Manage logins: Change Password Request a Logon Manage your Xero invoice feed: Connect to Xero
---	---

Related Reports

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

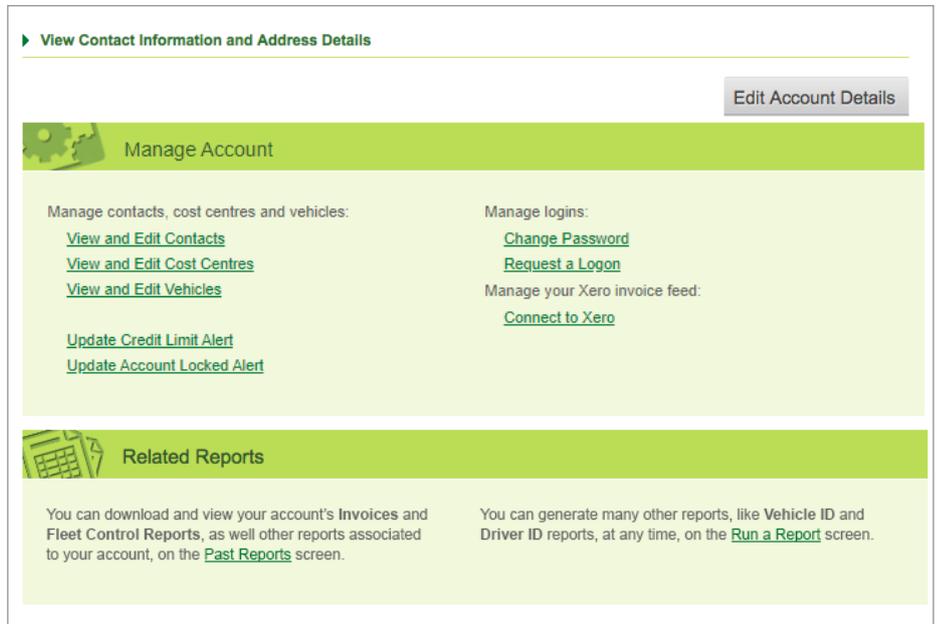
You can generate many other reports, like **Vehicle ID and Driver ID reports**, at any time, on the [Run a Report](#) screen.

> 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.



For more information contact bp

bp Fuelcard Virtual Assistant
bp Fuelcard Online
Portal



Email your enquiry to
BPFuelcard@bp.co.nz



Or contact your
Sales Manager

