

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

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Home	Cards	Transactions	Reports	Support
Welcome, Fle	et Manager		Account Sur	mmary
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Welcome, Flee BP Fuelcard Online is BP Fuelcard accounts	et Manager s here to help you with the day t s.	to day management of you	Account Sur XXXXXXXXON (0110075580) Account Status Current Balance	nmary I LIMITED Active \$ 570.00

### 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
- Hore detailed information is consolidated on the Account Details screen.



### Account management features

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				Current Balance \$ 570.00 Account Status: Active Account Details		
Home	Cards	Transactions	Reports	Support		
Account Details						
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Account Details				Account Summary		
ccount Name: Contact Name rading Name: XXXXXXXON IMITED				XXXXXXXXON LIMITED (0110075580)		
account number: 0110075580				Account Status Active		
View Contact Information and Ad	dress Details			Account Status Active Current Balance \$ 570.00		
View Contact Information and Ad Contact Information	dress Details	15 Details		Account Status Active Current Balance \$ 570.00 Last Bill Amount \$ 270.00		
View Contact Information and Ad Contact Information Contact Name: Contact Name ob title: imail: nobody@wexinc.co.nz thone: 1234 5678 9012	dress Details Addre Busine Addre , 0622	ss Details ss street address: ss 1 Address 2 Address 3 City		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.		

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.





## Editing account details

Home	Cards	Transactions	Reports	Su	pport
Account Details					
Account Datails				Account Summan	(-
				Account Summary	
rading Name: XXXXXXXXON IMITED Account number: 0110075580				XXXXXXXXON LIMIT (0110075580)	ED
<ul> <li>View Contact Information and Address</li> </ul>	Details			Account Status	Active
				Current Balance	\$ 570.00
Contact Information		Address Details		Last Bill Amount	\$ 270.00
Contact Name: Contact Name Job title: Email: nobody@wexinc.co.nz		Business street address: Address 1 Address 2 Address , 0622	3 City	Last Payment Receive Note: Current balance m	ed 10/05/2018 nay not reflect
hone: 1234 5678 9012 Jobile: 1234 5678 9032 Fax: 1234 5678 9012		Business postal address: Same as Street Address	Edit Assount Dataila	Use the Account Select the top right to change	est 48 hours. Ction menu at accounts.
<ul> <li>and Address Details</li> <li>Edit using the Edit Account Debutton</li> <li>Click Save Changes</li> </ul>	etails	Account name Trading i Contact Name XXXXXX	name Account num (XXON LIMITED 0110075580	ber	
		Contact name Contact Name	* Including area codePhone 1234 5678 9012		
Updating your contact	,	View Contact Information and Addres	ss Details		
email address				Edit	Account Detail
ollow steps 1 to 4 above to upda our account email address, then ollow the instructions below:	ate 🔛	Manage Account			
. Under Manage Account, click View and Edit Contacts	,	Manage contacts, cost centres and vehicle <u>View and Edit Contacts</u> <u>View and Edit Cost Centres</u> <u>View and Edit Vehicles</u>	es: Manage log <u>Change  </u> <u>Request</u> Manage you	ins: <u>Password</u> <u>a Logon</u> Jr Xero invoice feed:	
. Select the <b>Contact Name</b> tha wish to edit	it you		Connect	to Xero	
. Click View and Edit Details	TE	Related Reports			
. Update contact email	F	You can download and view your account Fleet Control Reports, as well as other n	's Invoices and You can ger eports associated Driver ID re	nerate many other reports, like ports, at any time, on the <u>Ru</u> r	e Vehicle ID and n a Report screen
	V	vitri your account, on the Past Reports sc	reen.		

- 4. Update contact email
- 5. Click Save Changes



## > Easy access to account reports

Home	Cards	Transactions	Reports	Support
			Ac	count Summary
Account Name: Contact Name Frading Name: XXXXXXXXON IMITED Account number: 0110075580	d Address Details		X (C A	XXXXXXXON LIMITED 1110075580) Account Status Activ
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 Cit , 0622 Business postal address: Same as Street Address Edit	y L Account Details	ast Bill Amount \$ 270.0 ast Bill Amount \$ 270.0 ast Payment Received 10/05/201 lote: Current balance may not reflect ayments made in the past 48 hours. lise the Account Selection menu at ne top right to change accounts.
e <b>Related Reports</b> secti count Details screen pro cess to all the reports rel count.	on on the vides easy ating to this	ew Contact Information and Address Details	5	Edit Account Deta
Access your bp general Invoices and Statement Generally browse all rep <b>Past Reports</b> Or <b>Run a Report</b> of you	ted s ports in Ir choice.	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 Update Account Locked Alert	Manage logins: <u>Change Passwa</u> <u>Request a Logo</u> Manage your Xero <u>Connect to Xero</u>	ord Vn i invoice feed: 2
Did you know? We recommend you view t video tutorial on 'How To R to learn about the powerful	he separate	Related Reports Ou can download and view your account's Invo Ieet Control Reports, as well other reports as o your account, on the <u>Past Reports</u> screen.	ices and You can generate n sociated Driver ID reports, a	nany other reports, like Vehicle ID and it any time, on the <u>Run a Report</u> screen.

How-to manage your account

bp Fuelcard Online



# 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



