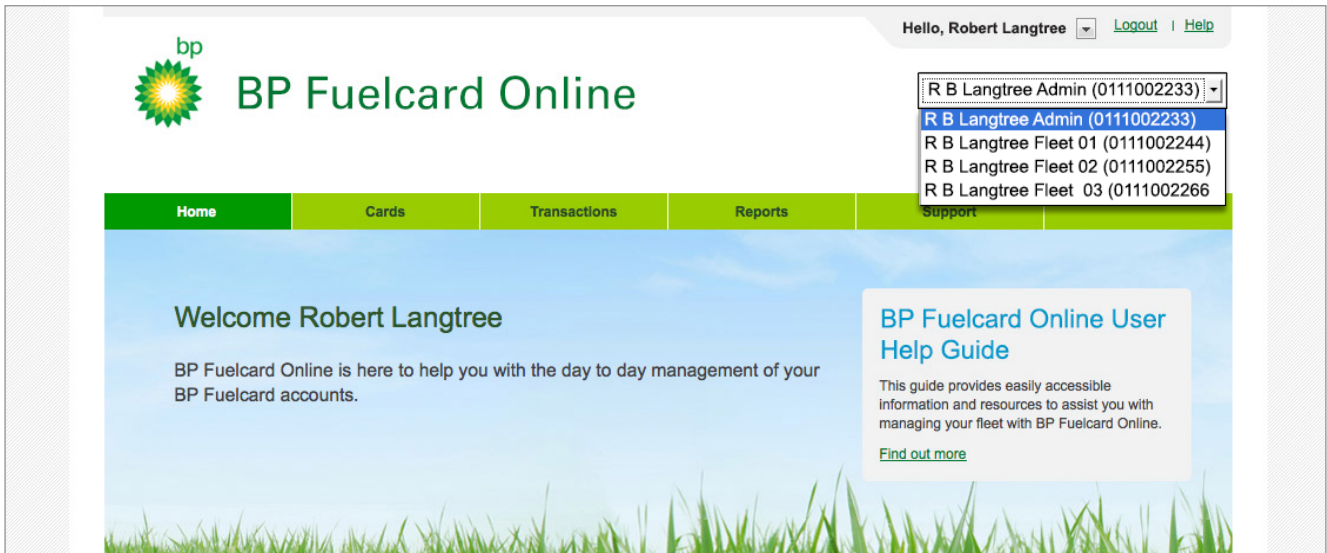




How To - Manage your account on the BP Fuelcard Online portal



This is a guide to help you understand how to Manage your Account on BP Fuelcard Online

View the video tutorial

These 'How to' video tutorials and PDFs are available at bpfuelcard.co.nz

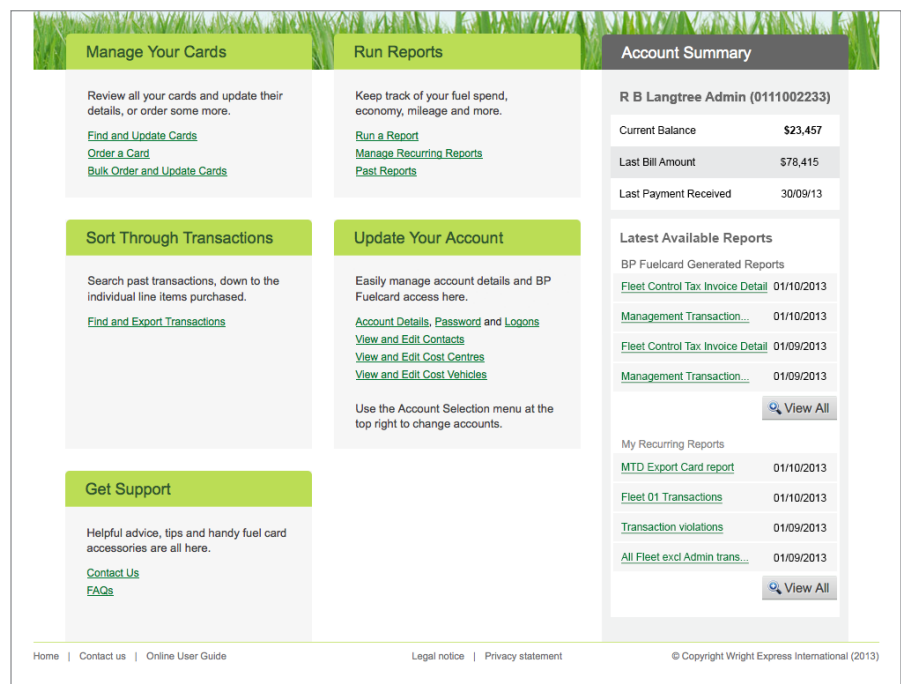


Accessing and Viewing account information

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

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.

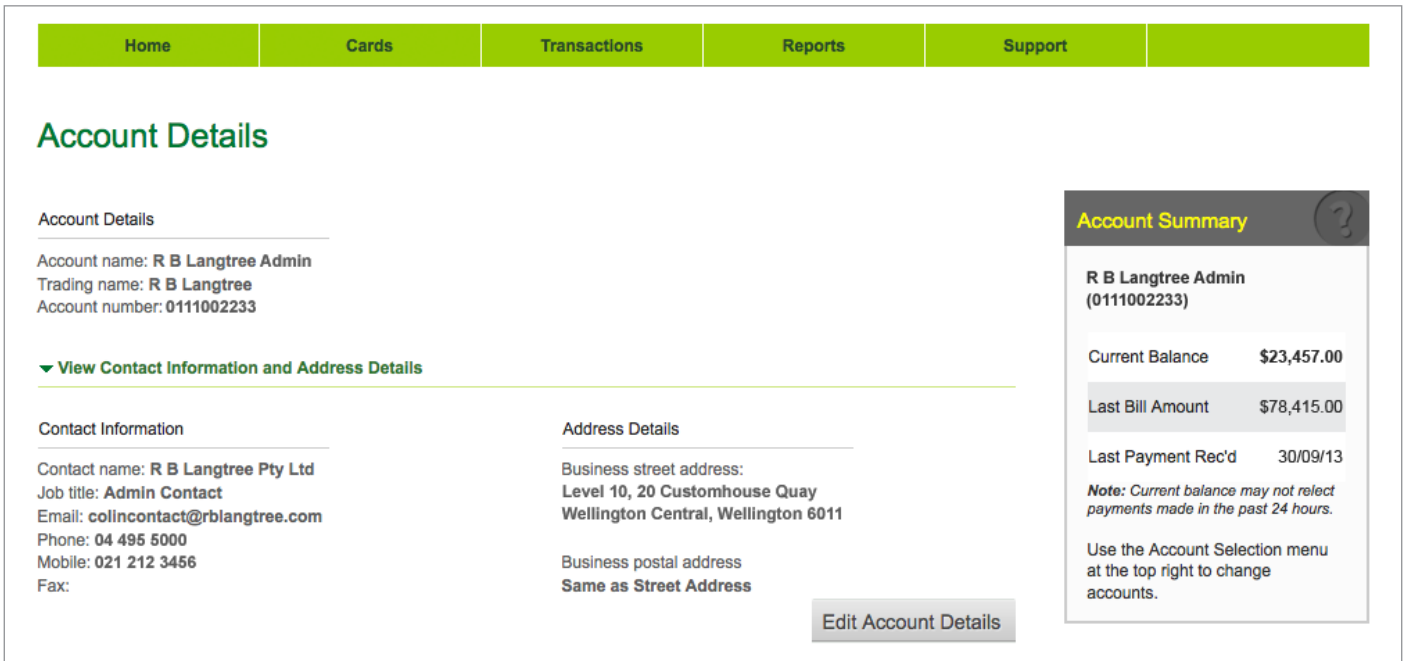
+ **Change Your Password or Request a Login**

Use the quick links here to carry out these tasks - or the same links in the top right hand corner of every screen.

+ **Connect to Xero**

Use the quick link here 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.

Editing account details



Account Details

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

View Contact Information and Address Details

Contact Information	Address Details
Contact name: R B Langtree Pty Ltd Job title: Admin Contact Email: colincontact@rblangtree.com Phone: 04 495 5000 Mobile: 021 212 3456 Fax:	Business street address: Level 10, 20 Customhouse Quay Wellington Central, Wellington 6011 Business postal address Same as Street Address

Account Summary

R B Langtree Admin (0111002233)

Current Balance: **\$23,457.00**
 Last Bill Amount: **\$78,415.00**
 Last Payment Rec'd: **30/09/13**

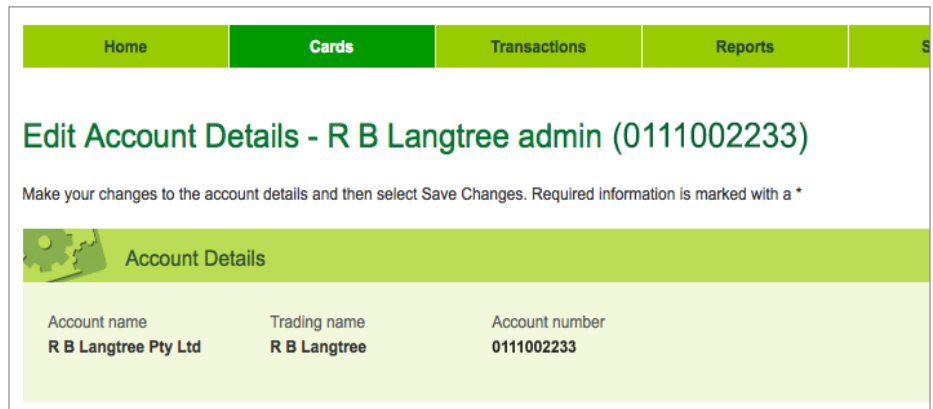
Note: Current balance may not reflect payments made in the past 24 hours.

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

Edit 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
4. Click **Save Changes**



Edit Account Details - R B Langtree admin (0111002233)

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

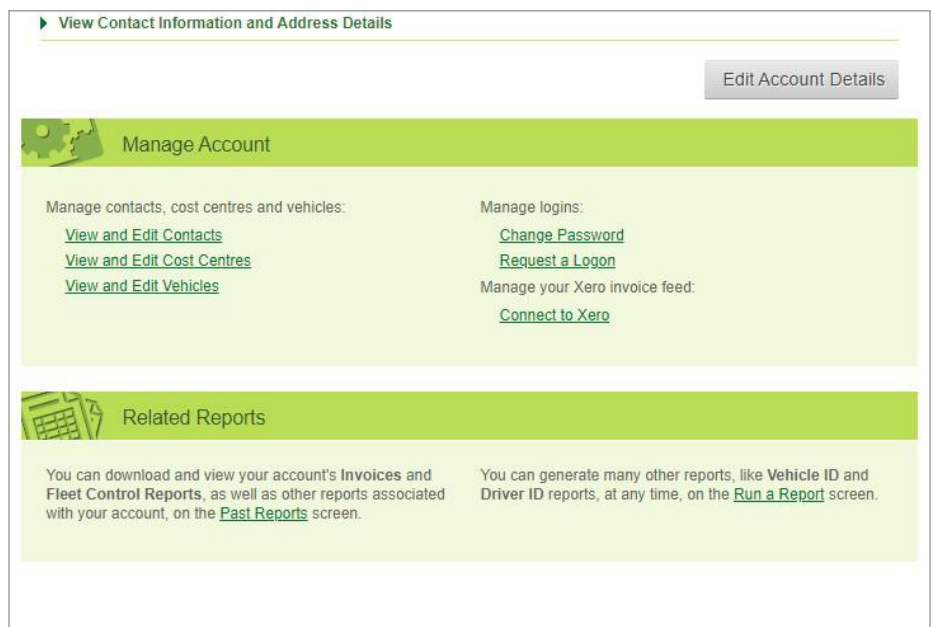
Account Details

Account name	Trading name	Account number
R B Langtree Pty Ltd	R B Langtree	0111002233

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.



Video Tutorials & PDF Guides

A suite of instructional video tutorials and PDFs are available on **bpfuelcard.co.nz** and in the BP Fuelcard Online User Help Guide.

- + Introduction to using BP Fuelcard 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

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Or contact your
Sales Manager

