

Paying your bp Fuelcard account by credit card



You can now make a once off or recurring payment to your bp Fuelcard account by American Express, Mastercard and VISA.*

Setting up a credit card payment is easy and could help you to make the most of your credit card's reward scheme or interest free days.

Getting set-up

When you log in to **bp Fuelcard Online** you will now find two options for making credit card payments under the new 'Payments' menu.

One-off payments

Make a Payment

To make a payment to change the balance of your BP Fuelcard account, please select to pay and, if making a payment via a credit card, please enter your credit card details

Payment Amount and Method

Payment amount: \$
Payment method:
 Your Stored Bank Details / Credit Card Payment
 Credit card

Please note in most cases, this payment method takes less than a minute. If you could be due to processing delays of up to 24 hours.

Please click the button below to be redirected to a new page where you will submit Credit Card Service Fees. Please see the box located to the right for a full list of

Making a one-off credit card payment.

Use a credit card to make a one-off payment to help reduce the balance on an account.

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 page for your records.

Important information

- Please allow 48 hours for your payment to register and your current balance to be updated.
- The balance of your invoice – less any one-off payments you've made - will still be directly debited as per your ongoing payment method.

Recurring payments

Update Payment Method

Current Payment Method

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

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

New Payment Method

Payment method for ongoing payments: Account:

Setting up a recurring credit card payment.

Set up a credit card as an ongoing payment method for an 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 to update your payment method.
4. Email or print the payment method updated confirmation page for your records.

Important information

- Changing your ongoing payment method to credit card will cancel any further payments from your previously nominated bank account.
- To re-establish a direct debit from a nominated bank account download and complete the Direct Debit Account Details form or contact the bp Customer Service Centre on 0800 800 027.

Multiple accounts payments

Update Payment Method – Select Multiple Accounts

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
<input type="checkbox"/>	R B Langtree Admin	0111002
<input type="checkbox"/>	R B Langtree Fleet 01	0111002
<input type="checkbox"/>	R B Langtree Fleet 02	0111002

Setting a recurring credit card payment across multiple accounts.

Paying more than one account by credit card? Quickly and easily set your credit card as the ongoing payment method for several accounts at once.

Helpful hints

- + bp Fuelcard Online is a secure website that holds an SSL Certificate for your payment security.
- + You can check the current balance of your bp Fuelcard 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.

bp Fuelcard

For more information, contact bp at: customerenquiries@se1.bp.com

*Credit card transactions using a VISA card will incur a surcharge of 0.90% and Mastercard 1.07% which will be charged on your following month's invoice.

Pay using an American Express Card and pay no Card service fees - offer terms and conditions apply and can be found at www.bp.co.nz/amexofferconditions

