



ONLINE ACCOUNT ACCESS

Helpful Hints

Welcome to PetroCard's new Online Account Access portal! This document is intended to help you navigate the upgraded system. Let's get started.

Logging In

Our Online Account Access portal is now accessed by email and password, not usernames.

Account Access

FLEET CARDS & MOBILE FUELING

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

Multiple Account Users Only

If you have multiple accounts, you will be asked to select an account number. Users with only one account will be taken directly to the Dashboard.

Select the account you would like to access from the drop-down menu. You can also type in the name or account number.

Account Number

Select an account number before proceeding.

Your Account Number(s)

NEXT

Missing an account or need to remove an account from your list?

Contact your company's System Administrator to add or remove an account from your dropdown selection.

If you are the System Administrator, please submit your request to our Customer Service Department at service@petrocard.com or by calling [800.950.3835](tel:800.950.3835).

The Home Page

Welcome to the Online Account Access Dashboard! Here you will find an overview of your account activity. If applicable, use the drop-down menu to view an additional account. For help navigating this site, click Book a Training.

Click the three dots to Contact Support, change your password, or logout.

PETROCARD'S ONLINE ACCOUNT ACCESS DASHBOARD

Welcome to PetroCard's New Online Account Access portal. Here are some helpful tools to help you get to know the new site:

- Account Access FAQ Guide - Click and download the guide to review step-by-step details on how to order cards and download reports.
- Schedule a training session - Schedule a group or individual session with your Account Manager to walk you through your account by clicking the Book a Training button.

Requests processed on this site will be completed within 1 business day. For any lost and stolen cards, please immediately contact Customer Service 1.800.850.3833.

Your Invoice: \$585.08
Recent Invoice: Last Invoice C775760, Payment Due 07/15/21
Pending Orders: 0
Orders In Progress: 7

Total Monthly Gallon Usage Report (2020 vs 2021)

Network	Type	Total Cards	Not Used Last 30 Days
CFN	Single	7	6
CFN	Driver	4	4
PPA	Driver	8	8
PPA	Single	22	20
WEX	Driver	3	2
CFN	Vehicle	6	3
PPA	Vehicle	3	3
WEX	Vehicle	2	2

RECENT TRANSACTIONS

Transaction Date	Product	Quantity	Total Amount

Important messages from PetroCard will appear here.

Click on the invoice ID number or select from the drop-down menu to download the PDF.
 Click Pay My Bill to submit a payment online.

Quickly view monthly purchase activity.

Shows your total active cards by card type and networks. Also lists the number of cards not used within last 30 days.

Card Maintenance - Edit Cards

Use this page to add, edit, review, or invalidate existing cards.

PetroCard
MORE THAN JUST FUEL

PetroCard Inc-Flee

Dashboard Card Maintenance Report Account

EDIT CARDS

Dashboard / Card Maintenance / Edit Cards

Download Card List Upload Card Order Create New Card Order

Search for a specific card or group of cards using the filters below. Select the red button to create a new card order—you can also upload your card order in an excel document. Use this page to edit or invalidate existing cards.

Search: Filter by:

Search # or Desc Card Type Card Network Card Status Submit Reset

Select All	Number	Template / Network Type	Description	Status	PIN	Vehicle Type
<input type="checkbox"/>	TCN-479517	PPA Si... PPA - Single	Jennie Tes	IN PROCESS	12345	TRUCK
<input type="checkbox"/>	TCN-359335	PPA Si... PPA - Single	Jennie Tes	IN PROCESS	12345	TRUCK
<input type="checkbox"/>	TCN-353370	PPA Si... PPA - Single	Jennie Tes	IN PROCESS	1234	TRUCK
<input type="checkbox"/>	3028974003236	WEX D... WEX - Driver	Hanson, J	ACTIVE	3236	TRUCK
<input type="checkbox"/>	2458164009000	WEX D... WEX - Driver	Fleet CS 9	ACTIVE	9000	TRUCK

Action Apply

1 2 3 4 5 6 7 8 9 10 > >> 10 records per page

Filters allow you to find a specific card or selection quickly. Make sure to click Submit.

For larger bulk card orders, please reach out to our team for a quick training or see How to Order New Card instructions.

Select to create a new card order based off your templates.

To deactivate multiple cards at once, check the box next to the cards that are no longer needed, select Deactivate from the drop-down menu labeled Action, then hit Apply at the bottom of the screen.

Click the red "i" to view Card Template Details.

Click the three dots to View/Edit or Delete a single card.

Scroll the red bar to view additional card settings and make edits.

Card Maintenance - Edit Cards - Card Template Details

To make card ordering easy, we've created card templates by Network and Card Type. If you have changes or would like to request a new template, please reach out to Customer Service or your Account Manager.

EDIT CARDS
Dashboard / Card Maintenance / Edit Cards

Download Card List Upload Card Order + Create New Card Order

Search: Filter by:

Search card number Card Type

Action Apply

Number Template

0209 CFN Ve

0542 CFN Ve

0545 CFN Ve

0546 CFN Ve

CFN - Veh

ACTIVE

INACTIVE

ACTIVE

INACTIVE

INACTIVE

INACTIVE

Card Template Details

Card Template Name

CFN Vehicle G

Template Name	CFN Vehicle G
Network	CFN
Type	G
Card Type	Vehicle
Vehicle Type	T
Fuel Profile	
Max. Gallons per Fill	250
Max. Gallons per Period	250
Period	Daily
Strict Control	Unavailable
Disallow Retail Purchase From The Zip Codes	

Click on the drop-down menu to view details of additional templates.

When you click on the red "i" under Template/Network Type, this pop-up screen will appear showing full card template details.

Card Maintenance - Edit Cards - Edit Items

There are two easy ways to edit cards. You can make changes to the cards listed with any editable fields. Everytime you click Save you will receive an email case ticket. To make edits to an individual card, click on the 3 red dots.

The screenshot displays the PetroCard interface for card maintenance. At the top, there are search and filter options. Below is a table of card entries with columns for Number, Template / Network Type, Description, Status, PIN, and Vehicle Type. A red callout points to the three red dots in the first column of the table, stating: "Click the 3 red dots to edit the individual card." Another red callout points to the bottom of the table, stating: "Make changes to any item on the Edit Cards screen. Save Changes will pop up at the bottom to submit." A third red callout points to a green "SAVE CHANGES" button at the bottom of the screen, stating: "Screen will pop up after you click the 3 red dots to allow you to edit the individual card." An inset window shows the "Edit Items" modal for card number 3028974003236, with fields for Description, Tax Exempt Doc, Cost Center, PIN, Vehicle Type, and various miscellaneous fields. A "SAVE" button is visible at the bottom of the modal.

Number	Template / Network Type	Description	Status	PIN	Vehicle Type
4553226	CFN Single 1	test432	ACTIVE	89151	TRUCK
2947809	PPA Single 1	test432	ACTIVE		TRUCK
4553025	CFN Single 1	test21	ACTIVE	90537	CAR
2947764	PPA 21	test21	ACTIVE	1702	CAR
	CFN Single 1	Tact	ACTIVE		CAR

Card Maintenance - How to Order Cards

There are multiple ways to order new cards: Create New Card Order, Upload Card Order, or Duplicate.

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Account Maintenance

EDIT CARDS

Dashboard / Card Maintenance / Edit Cards

Download Card List | Upload Card Order | Create New Card Order

Search for a specific card or group of cards using the filters below. Select the red button to create a new card order—you can also upload your card order in an excel document. Use this page to edit or invalidate existing cards.

Search: [Search Card # or Desc] Filter by: [Card Type] [Card Network] [Card Status] [Submit] [Reset]

Number	Template / Network Type	Description	Status	PIN	Vehicle Type
[Duplicate] 1 [Duplicate]	CFN - Driver	Jennie 2	IN PROCESS	45482	-

For bulk card orders (over 20 cards), please use the Upload Card Order option. This allows you to download the specific card template profile in Excel to modify descriptions and upload it back into the portal.

Select to create a new card order. You can order a single card or multiple cards from your existing templates.

Select the existing card that you want to duplicate and click the Duplicate icon. Enter how many duplicate cards you need.

PLEASE NOTE: To place a bulk card order using the Upload Card Order option, we highly recommend booking a training session first.

Card Maintenance - New Card Order

The screenshot shows the PetroCard 'NEW CARD ORDER' interface. At the top left is the PetroCard logo with the tagline 'MORE THAN JUST FUEL.'. To the right is a dropdown menu for 'PetroCard Inc-Fleet Sales - 0...' and the text 'PetroCard Inc-Fleet Sales'. Below this is a navigation bar with 'Dashboard', 'Card Maintenance', 'Report', and 'Account Maintenance'. The main heading is 'NEW CARD ORDER' with a breadcrumb trail 'Dashboard / Card Maintenance / New Card Order'. A progress indicator shows three steps: '1 Cards', '2 Delivery Method', and '3 Confirmation'. The main form area has a table with columns: 'Template / Network Type', 'Description', 'PIN', 'Vehicle Type', and 'Fuel Pro'. The first row shows a trash icon, a double-page icon with a '1', a 'Select Template' dropdown, a 'Description' input field, a 'PIN' input field with 'Auto', and a 'Vehicle Type' dropdown. Below the table is an 'Add New Card' button. At the bottom are 'BACK' and 'NEXT' buttons. Five red callout boxes provide instructions: 1. 'Select one of your existing card templates to start your order.' points to the 'Select Template' dropdown. 2. 'Click to view card template setups.' points to the double-page icon. 3. 'Click Add New Card to add an additional card type to your order.' points to the 'Add New Card' button. 4. 'Click next to continue on to Delivery Method.' points to the 'NEXT' button. 5. 'To duplicate an order, click the double page icon and enter the number of copies you want made.' points to the double-page icon.

Select one of your existing card templates to start your order.



Template / Network Type *	Description	PIN *	Vehicle Type ⓘ	Fuel Pro
1 <input type="text" value="Select Template"/> ⓘ	<input type="text"/>	<input type="text" value="Auto"/>	<input type="text"/>	

To duplicate an order, click the double page icon and enter the number of copies you want made.

Add New Card

Click to view card template setups.

Click Add New Card to add an additional card type to your order.

BACK NEXT

Click next to continue on to Delivery Method.

Card Maintenance - New Card Order - Delivery Method

NEW CARD ORDER
Dashboard / Card Maintenance / New Card Order

1 Cards — 2 Delivery Method — 3 Confirmation

Delivery to My Address Pickup at PetroCard Kent, WA Office

Please select from the address below or add a new one.

New Address Below

ADD NEW ADDRESS

Address Name	Attention To
<input type="text"/>	<input type="text"/>
Address	City
<input type="text"/>	<input type="text"/>
State	ZIP Code
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text"/>	

Special Instructions

I'd like to receive the list of pins with my order

Our system allows you to save your delivery addresses. Add your new addresses on the Delivery Addresses page under Account Maintenance.

Select whether you want to have your cards delivered or if you want to pick them up from our Kent, WA office.

If not selected, PINs will not be mailed with cards, but they will be available online to download.

Card Maintenance - New Card Order - Confirmation

NEW CARD ORDER

Dashboard / Card Maintenance / New Card Order



We received your order CO-60e8d37d416a5

Our team will process them in a few business days

[Go back to List of Cards](#)

You've completed your card order!

Card Maintenance - Card Orders

This page lists current and past card order details and their status. You can also view orders in progress on the Dashboard.

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PetroCard Inc-Fleet Sales - 0... PetroCard Inc-Fleet Sales

Dashboard Card Maintenance Report Account Maintenance

CARD ORDERS

Dashboard / Card Maintenance / Card Orders

Review current and past card order details and their status.

Search Order Number All Status --/--/---- --/--/---- Submit Reset

Order Number	Account Name	Account Number	Number Of Cards	Network	Created On	Status
100299	PetroCard Inc-Fleet Sales	000061684	1	1 PPA	09/16/2021 at 1:01 pm	NEW
100286	PetroCard Inc-Fleet Sales	000061684	1	1 CFN	09/16/2021 at 11:31 am	NEW
100228	PetroCard Inc-Fleet Sales	000061684	1	1 CFN	09/14/2021 at 10:41 am	NEW
100193	PetroCard Inc-Fleet Sales	000061684	1	1 CFN	09/10/2021 at 1:34 pm	NEW
100062	PetroCard Inc-Fleet Sales	000061684	1	1 PPA	08/30/2021 at 1:34 pm	NEW

« { 1 } »

Filter through orders to find a specific one.

Easily check card order status.

Report - On Demand Report - Transaction Detail Report

This "Go-To" report details everything you need to know about your fuel transactions. Download Excel formats to allow for pivot tables and data uploads into other systems.



PetroCard Inc-Fleet Sales - 00-0061684

Dashboard Card Maintenance Report

TRANSACTION DETAIL REPORT

Dashboard / Report / On Demand Report / Transaction Detail Report

to filter and create pivot tables to view all the detail on your driver's transaction. You can also filter by transaction date or invoice period and further refine your selection by the card or vehicle range.

Select either Transaction Date or Invoice Date.

Date Type

Transaction Date

Date Range

10/01/2021 - 10/31/2021

This field will change based on your selection under Date Type.

Based on your Date Type selection, you will select from these options.

Card Range

All

to

All

Vehicle Range

All

to

All

Sort By

Transaction Date

Include All Accounts

Run Report

Sort your results by Transaction Date, Card Number, Location, or Product.

If you have multiple accounts, toggle the button to include all of them in your report.

Date Range

09/01/2021 - 09/17/2021

September 2021						
MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Invoice Date

CT75760 - 07/15/21
CT75760 - 07/15/21
CT69961 - 06/30/21
CT61666 - 06/15/21
CT56138 - 05/31/21
CT47711 - 05/15/21
CT42070 - 04/30/21
CT34094 - 04/15/21
CT38380 - 03/31/21

Report - On Demand Report - Fuel Summary Report

Download this report for a quick look at your fuel spend.

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Dashboard Card Maintenance Report

FUEL SUMMARY REPORT

Dashboard / Report / On Demand Report / Fuel Summary Report

This report provides a base overview of your fuel purchases. It can be detailed or just a summary of yo

Date Type
Transaction Date

Date Range
--/--/---- --/--/----

Card Range
All to All

Vehicle Range
All to All

Sort By
All

Report Display
Detail

Include All Accounts

Run Report

Callout 1: Select either the Transaction or Invoice Date and then the Invoice Date or Transaction Range.

Callout 2: If you select Invoice Date under Data Type, a drop-down will appear here allowing you to choose an invoice date.

Callout 3: To filter your search, select the card or vehicle range.

Callout 4: Choose between a detailed report or a simple summary.

Callout 5: If you have multiple accounts, toggle the button to include all of them in your report.

Report - On Demand Report - Billing Sort Report

Use this report to view past invoiced transactions from within selected dates.

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PetroCard Inc-Fleet Sales - 0... PetroCard Inc-Fleet Sales

Dashboard Card Maintenance Report

BILLING SORT REPORT

Dashboard / Report / On Demand Report / Billing Sort Report

This report is intended to make filing your expenses easier. Choose between two different report display summary, for a report limited to total quantity per cost center.

Date Type
Transaction Date

Sort By
All

Include All Accounts Page Break Between Cost Center / Misc Key

Date Range
--/--/---- --/--/----

Report Display
Detail

Run Report

Callout 1: If you select Invoice Date under Data Type, a drop-down will appear here allowing you to choose an invoice date.

Callout 2: Toggle to generate a report in which each Cost Center/Misc Key is on its own page.

Callout 3: Choose between a detailed report or a simple summary.

Callout 4: If you have multiple accounts, toggle the button to include all of them in your report.

Report - On Demand Report - List Driver or Vehicle Report

Use this report to view your card list by type: driver, vehicle, or both.

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Dashboard Card Maintenance Report Account Maintenance

LIST DRIVER OR VEHICLE REPORT

Dashboard / Report / On Demand Report / List Driver or Vehicle Report

This report allows you to view your card list by type: driver, vehicle, or both. View PINs assigned. Sort by card number, card description, network, cost center, or tax type.

Card Type
Select Card Type

Download Format
Select Download Format

Card Status
Select Card Status

Sort By
Select Sort By

Include All Accounts

Run Report

Sort your results by Card Number, Card Description, Network, Cost Center, or Tax Type.

Choose between a CSV or PDF file.

If you have multiple accounts, toggle the button to include all of them in your report.

Report - On Demand Report - Exception Report

Use this report to locate any abnormal purchases—check for fraud, purchases on weekends, after hours, etc.

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PetroCard Inc-Fleet Sales - 0... PetroCard Inc-Fleet Sales

Dashboard Card Maintenance Report Account Maintenance

EXCEPTION REPORT

Dashboard / Report / On Demand Report / Exception Report

This report helps isolate any purchases being made outside of set restrictions. View activity based on date, time, product, and number of transactions during the selected period of time.

Date Type
Select Date Type

Date Range
--/--/----- --/--/-----

Please select a search criteria. Only the selected criteria will be used to filter the returned data.

Trans per Day Product Group Day of Week

Trans Per Day
0

Time of Day
14:54 to 14:54

Run Report

Sort by Transaction Date or Invoice Date

You must select a search criteria to filter the return data.

Time of day default is Pacific Standard Time.

Report - On Demand Report - Tax Summary Report

Use this report to help simplify your tax reporting processes.



PetroCard Inc-Fleet Sales - 0...

PetroCard Inc-Fleet Sales

Dashboard Card Maintenance Report Account Maintenance

TAX SUMMARY REPORT

Dashboard / Report / On Demand Report / Tax Summary Report

Tax reporting has never been simpler. This report can be detailed or just a summary of invoiced transactions within a selected date range filtered by tax type. Narrow your search even further by selecting the fuel type as well.

Tax types can be built for each vehicle and will appear here as a filter option.

Date Type
Transaction Date

Date Range
--/--/---- --/--/----

Tax Type
All

Fuel Type
All

Select Summary under Report Display to break out fuel purchases by state and fuel type.

Report Display
Detail

Include All Accounts

If you have multiple accounts, toggle the button to include all of them in your report.

Run Report

Filter results further by selecting a specific fuel type.

Report - On Demand Report - Owner Operator Report

Use this report to view a detailed list of transactions separated by owner/operator.

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Dashboard Card Maintenance Report Account Maintenance

OWNER OPERATOR REPORT

Dashboard / Report / On Demand Report / Owner Operator Report

This report breaks out transactions by owner operator/driver. Simply select the invoice date needed.

Invoice Date

Invoice Date

Run Report

Select the Invoice Date to view the desired report.

Report - Scheduled Report - Daily Transaction Report

Use this report to have a summary of each day's transactions sent to your inbox and stay on top of purchases.

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Dashboard Card Maintenance Report Account Maintenance

DAILY TRANSACTION REPORT

Dashboard / Report / Scheduled Report / Daily Transaction Report

These reports are used to upload/import into your company's maintenance and/or accounting systems showing your daily transactions. Save time, labor and resources by using these reports to import your company's systems instead of hand-keying transactions in manually. [Click here for instructions.](#)

File Format Option: **Sample Format:** [View Sample Report](#)

Email address to receive the report:

Separate input with commas

Email Addresses To Receive The Report
No scheduled report

Select the file format in which you would like to receive your report.

Add multiple recipients by entering several email addresses and separating them with a comma.

Click View Sample Report to see a sample of each report format under the drop-down menu.

Emails will show up here to confirm they've been added.

Report - Scheduled Report - Exception Report

Get notified anytime a transaction is made that falls outside of your set restrictions.

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PetroCard Inc-Fleet Sales - 00-0061684

PetroCard Inc-Fleet Sales
00-0061684

Dashboard | Card Maintenance | **Report** | Account Maintenance

EXCEPTION REPORT

Dashboard / Report / Scheduled Report / Exception Report

Scheduled Reports are used to notify you of Driver or Vehicles fueling outside of their set restrictions. Any time a driver of vehicle is added to this report automatically. [Click here for instructions.](#) All reports will be emailed/ faxed

Time Range
1:56 PM to 1:56 PM [View Sample Report](#)

Day Range
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Trans Per Day
0

Email addresses to receive the report:
Add email
Separate input with commas

ADD TO LIST

Email Addresses To Receive The Report

No scheduled report

Callout 1: Enter the number of transactions allowed per day. Once vehicles or drivers reach this limit you will be alerted.

Callout 2: Click View Sample Report to see a sample in a new pop-up window.

Callout 3: Enter the Time Range and toggle days to set restriction periods.

Callout 4: Add multiple recipients by entering several email addresses and separating them with a comma.

Callout 5: Emails will show up here to confirm they've been added.

Report - Scheduled Report - Invoiced Transaction Report

Use this report to have your monthly invoice sent straight to your inbox.

The screenshot shows the PetroCard web interface for configuring an Invoiced Transaction Report. At the top left is the PetroCard logo with the tagline 'MORE THAN JUST FUEL.'. The top right shows the user's account name 'PetroCard Inc-Fleet Sales' and a dropdown menu. The main navigation bar includes 'Dashboard', 'Card Maintenance', 'Report', and 'Account Maintenance'. The page title is 'INVOICED TRANSACTION REPORT' with a breadcrumb trail: 'Dashboard / Report / Scheduled Report / Invoiced Transaction Report'. Below the title is a brief description: 'Upload/import your transaction information into your company's maintenance and/or accounting system showing your transactions per invoiced period. Saving these reports to import your company's systems instead of hand-keying transactions manually. [Click here for instructions.](#)'

The configuration section includes:

- File Format Option:** A dropdown menu currently set to 'Select...'.
- Sample Format:** A dropdown menu currently set to 'Select...'.
- View Sample Report:** A red button next to the Sample Format dropdown.
- Email address to receive the report:** A text input field with the placeholder 'Add email'.
- Separate input with commas* (small text below the input field).
- ADD TO LIST:** A red button circled in red, located below the email input field.

At the bottom, there is a black header for 'Email Addresses To Receive The Report' and a table area that currently displays 'No scheduled report'.

Select the file format in which you would like to receive your report.

Click View Sample Report to see a sample of each report format under the drop-down menu.

Add multiple recipients by entering several email addresses and separating them with a comma.

Emails will show up here to confirm they've been added.

Report - Scheduled Report - Driver and Vehicle Records Monthly Audit Report

Use this report to ensure your card list is accurate and all vehicle information is up to date.

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PetroCard Inc-Fleet Sales - 0... **PetroCard Inc-Fleet Sales**

Dashboard Card Maintenance Report Account Maintenance

DRIVER AND VEHICLE RECORDS MONTHLY AUDIT REPORT

Dashboard / Report / Scheduled Report / Driver and Vehicle Records Monthly Audit Report

Receive a report that serves as a reminder to audit your Driver and Vehicle records once a month. A current 'Active' Driver and Vehicle record report will be emailed on the 10th day of every month. The list provided is not as detailed as our 'List Driver or Vehicle Report', however it serves as a quick reminder to conduct a monthly audit of your cards. You can view the full report under Reports or Card Manager. [Click here for instructions.](#)

Email address to receive the report:

Add email [View Sample Report](#)

Separate input with commas

ADD TO LIST

Email Addresses To Receive The Report

No scheduled report

Add multiple recipients by entering several email addresses and separating them with a comma.

Click View Sample Report to see a sample in a new pop-up window.

Emails will show up here to confirm they've been added.

Account Maintenance - Billing Information

Use this page to ensure your primary billing information is up to date.

The screenshot shows the PetroCard account maintenance interface. At the top, there is a navigation bar with the PetroCard logo and a dropdown menu for 'PetroCard Inc-Fleet Sales - 0...'. Below this is a secondary navigation bar with links for 'Dashboard', 'Card Maintenance', 'Report', and 'Account Maintenance'. The main heading is 'BILLING INFORMATION', with a breadcrumb trail 'Dashboard / Account Maintenance / Billing Information'. A note states: 'If your billing information has changed from what is displayed, please enter your primary Billing Address below. To change or add more paperless invoice recipients, enter the Email Addresses or Fax Numbers below.' The form is divided into two sections. The first section, 'Please update your billing information on file', contains fields for 'Billing Address', 'Attention to / DBA' (Sample McSampleson), 'Address' (1234 Sample St), 'City' (Kent), 'State' (WA), 'ZIP Code' (98032), and 'Phone Number' ((123) 123-1234). The second section, 'Update your Email Address or Fax Number below for paperless billing', features two columns: 'Email Addresses' and 'Fax Numbers'. The 'Email Addresses' column shows 'mcsampleson@shoogle.com' with a red minus icon. The 'Fax Numbers' column shows '1231231234' with a red minus icon. Below these columns are four buttons: 'Add Email Address', 'Add New Email Address', 'Add Fax Number', and 'Add New Fax Number'. At the bottom, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button circled in red.

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PetroCard Inc-Fleet Sales - 0... PetroCard Inc-Fleet Sales

Dashboard Card Maintenance Report Account Maintenance

BILLING INFORMATION

Dashboard / Account Maintenance / Billing Information

If your billing information has changed from what is displayed, please enter your primary Billing Address below. To change or add more paperless invoice recipients, enter the Email Addresses or Fax Numbers below.

Please update your billing information on file

Billing Address

Attention to / DBA
Sample McSampleson

Address 1234 Sample St **City** Kent

State WA **ZIP Code** 98032

Phone Number
(123) 123-1234

Update your Email Address or Fax Number below for paperless billing

Email Addresses	Fax Numbers
mcsampleson@shoogle.com	1231231234

Add Email Address Add New Email Address Add Fax Number Add New Fax Number

CANCEL SAVE

Add or remove contacts to receive paperless invoices. Click save.

Account Maintenance - Delivery Addresses

To be able to select frequently used Delivery Addresses when ordering cards, use this page to add, edit, or delete your locations.

The screenshot shows the PetroCard account maintenance interface. At the top left is the PetroCard logo with the tagline 'MORE THAN JUST FUEL'. To the right, there are dropdown menus for 'PetroCard Inc-Fleet Sales - 0...' and 'PetroCard Inc-Fleet Sales'. Below this is a navigation bar with 'Dashboard', 'Card Maintenance', 'Report', and 'Account Maintenance' (highlighted in red). The main heading is 'DELIVERY ADDRESSES' with a breadcrumb trail 'Dashboard / Account Maintenance / Delivery Address'. A red button labeled 'Add New Address' is in the top right. Below the heading is a text instruction: 'To select frequently used Delivery Addresses when ordering cards, please add, edit, or delete your locations. Billing Addresses that are saved on the Billing Information page will be saved here as well.' A table lists two addresses:

Address Name	Attention to	Address	City	ZIP Code	State	Phone Number
Jennie Hanson	Jennie jhanson@petrocard.com	730 Central Ave S	Kent	98032	Washington (WA)	1.800.950.3835
Abraham Godong		1505 Westlake Ave N	Seattle	98109	Washington (WA)	

At the bottom of the table, there are navigation controls: '< (1) >'. A red callout bubble points to the 'Add New Address' button, and another red callout bubble points to the 'Edit' and 'Delete' options in the dropdown menu for the first address.

Select to add a new delivery address to your list.

Click the three red dots to Edit or Delete a delivery address from your list.

Account Maintenance - User Maintenance

View what users have access to your account and their roles to manage the account online.

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Dashboard Card Maintenance Report Account Maintenance

User Maintenance

Dashboard / User Maintenance

Request New User

View approved Users on your account. To change the status of a user on your account, please contact Customer Service.

Search

Full Name	Email Address	Joined On	Last Login	
S360 Test Account	levanet@strategies360.com	08/10/2021 at 17:14 pm	09/14/2021 at 21:02 pm	Active
Cheng-chi Liu	cliu@petrocard.com	08/10/2021 at 17:14 pm	09/16/2021 at 19:10 pm	Active
View / Edit		09/07/2021 at 17:58 pm	09/14/2021 at 21:03 pm	Active
Jon Lyons		09/08/2021 at 13:43 pm	09/08/2021 at 17:25 pm	Active
Sales Demo	sales@petrocard.com	09/13/2021 at 22:30 pm	09/16/2021 at 21:00 pm	T&C Pending

« 1 »

Click and fill out the form on our Online Account Access page to request a new user.

Click the three red dots to View/Edit a user.