

ViewFuel Customer Portal Users Guide

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Introduction

This document is a User's Guide outlining the functions and features of your petroleum related online account. Supreme Oil Company provides all data.

Requirements

To access this service you only need a web browser (tested browsers are Internet Explorer 7 or greater or Firefox 2 or greater) and a Login ID with a provided temporary initial password assigned by Supreme Oil Company.

This site is optimized for 1024x768 screen resolution. To open and view documents, such as statements and invoices, you must have a standard PDF viewer installed, such as Adobe Reader. Instructions for downloading this free software are provided at the end of this document.

Data

The data presented in the online account will be updated at least once daily and most likely several times daily. This may include documents that are presently faxed or mailed, such as

- Fuel Invoices
- Cardlock Invoices
- Lube Invoices
- Statements
- EFT Advice
- Sales History
- Open Orders
- Re-orders
- Credit Card Payments
- Export Cardlock, Cards, Sales, and AR to Excel
- Vehicle Card Data

Features

You will be able to access your documents and then Print, Email, Fax, and save them to disk. In most cases these are the actual documents that would have been mailed, emailed, faxed or otherwise delivered to you.

Security

Supreme Oil Company will issue you a login and password. Your login is fixed; it will consist of the prefix of two letters, plus your account code at Supreme Oil Company.

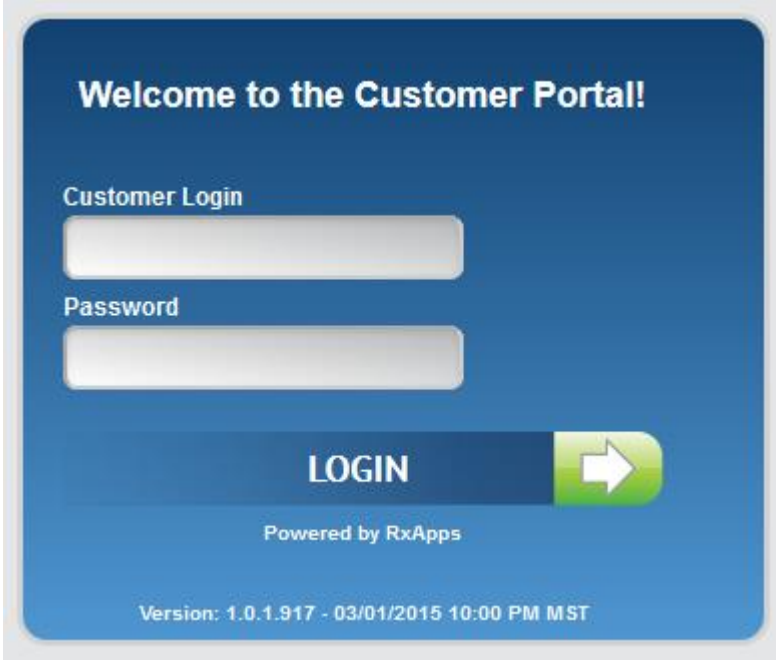
You will be given a temporary password that works only on your account.

All transactions done via this web site are secure transactions. Notice the security settings on your web browser. Some browsers show secure transaction with a 'locked' icon.

Getting Login Information

You will be provided a username and temporary password. Use this for the initial access view of your online account detail. If you don't have your login and password yet, contact Supreme Oil Company. Your password will be reset to this temporary password if needed.

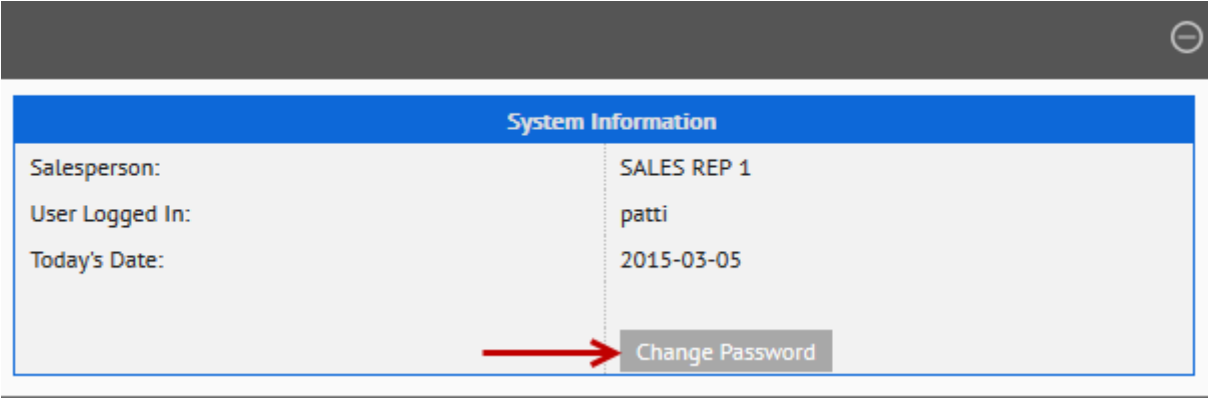
Note: Password needs to be between 8 and 20 characters and should have both numbers, and lower and upper case letters. Supreme Oil Company does not have the ability to lookup or give back your password.



The image shows a login screen with a blue background. At the top, it says "Welcome to the Customer Portal!". Below that, there are two input fields: "Customer Login" and "Password". A large "LOGIN" button with a green arrow is positioned below the fields. At the bottom, it says "Powered by RxApps" and "Version: 1.0.1.917 - 03/01/2015 10:00 PM MST".

Changing Password

The password may be changed at any time by following the "Change Password" button toward the bottom of the "System Information" section.

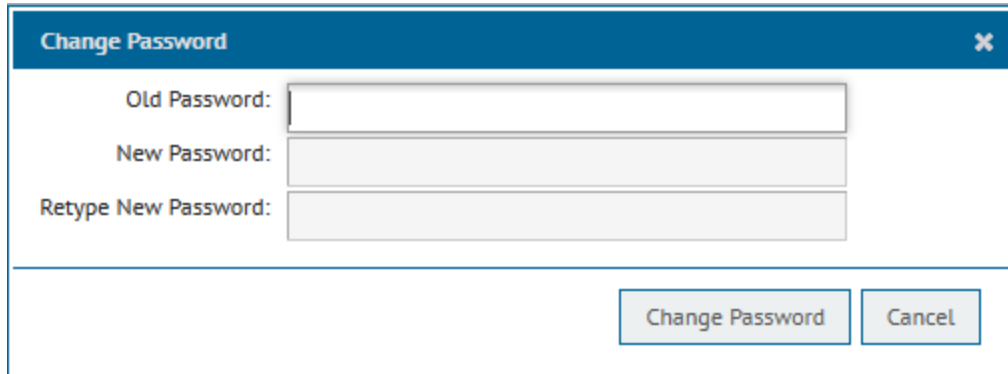


The image shows a screenshot of the "System Information" section. It contains the following information:

Salesperson:	SALES REP 1
User Logged In:	patti
Today's Date:	2015-03-05

At the bottom of the section, there is a "Change Password" button, which is highlighted with a red arrow.

When the button is clicked a new window will display requesting password information. Enter the old password, and then the new password twice. Click on the "Change Password" button to commit the change. For future logins, use the new password.



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three input fields: "Old Password:", "New Password:", and "Retype New Password:". At the bottom right, there are two buttons: "Change Password" and "Cancel".

Forgotten Login/Password

If password is forgotten, contact Supreme Oil Company to have the password reset to the temporary password.

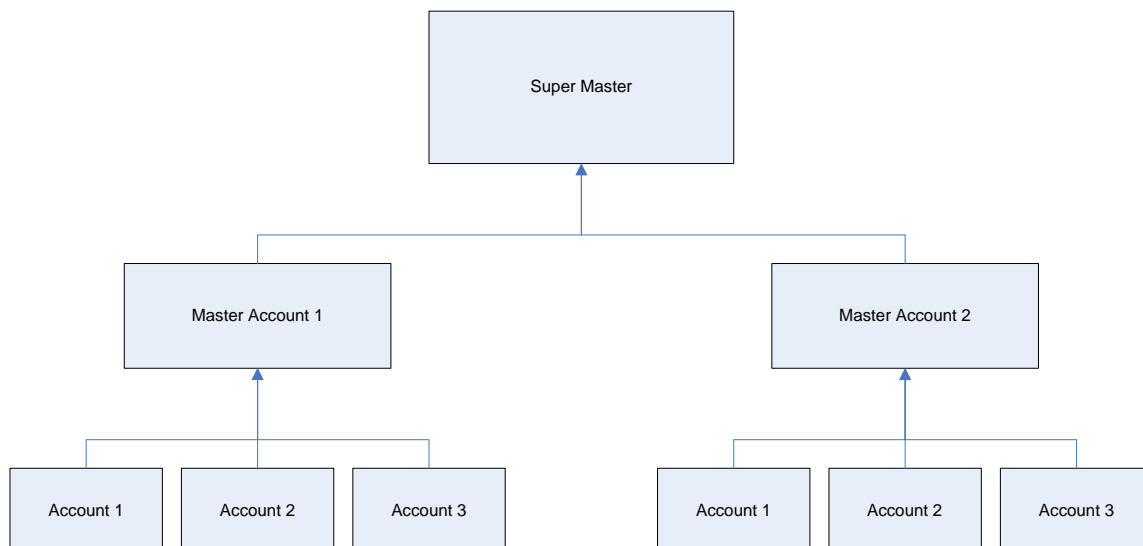
Account Access

There are three different types of accounts or account access. There is Account, Master Account, and Super Master Account.

Account: This account access is for users that have only one account. When logging in to a single account, the data present will be for only that one account.

Master Account: The Master Account is for users that have two or more accounts. When logging in to a Master Account, the data displayed will be for all pertaining accounts.

Super Master Account: The Super Master Account is for users that have more than one Master Account. When logging in to a Super Master Account, the data displayed will be for all Master Accounts, and Sub-Accounts.



Layout

Account Overview Section

Account: 1016		Account Overview		System Information	
DERO TRUCKING (1016) (RIALTO/2703 N LOCUST AVE) 2703 N LOCUST AVE RIALTO, CA 92377	BILL TO (1016) (RIALTO/2703 N LOCUST AVE) 2703 N LOCUST AVE RIALTO, CA 92377	Open A/R: \$328,134.00 On Order: \$1,755.79 Cardlock: \$-17,583.70 Last Month: \$50,578.60 MTD Purchases: \$0.00		Salesperson: SALES REP 1 User Logged In: pami Today's Date: 2015-05-05	Change Password

The top section of the main screen displays company and other general data. It also shows the salesman information associated with that account.

Account: 1016	
DERO TRUCKING (1016) (RIALTO/2703 N LOCUST AVE) 2703 N LOCUST AVE RIALTO, CA 92377	BILL TO (1016) (RIALTO/2703 N LOCUST AVE) 2703 N LOCUST AVE RIALTO, CA 92377

1 – This column displays customer information such as:

- Customer Code
- Company Name
- Billing Address

Note: If billing and shipping address is different both will be displayed in this section.

Account Overview	
Open A/R:	\$328,134.00
On Order:	\$1,755.79
Cardlock:	\$-17,583.70
Last Month:	\$50,578.60
MTD Purchases:	\$0.00

2 – This column displays account information such as:

- Open A/R balance
- Current amount on order
- Current cardlock activity
- Last month's charges
- MTD (Month to Date) purchases

3

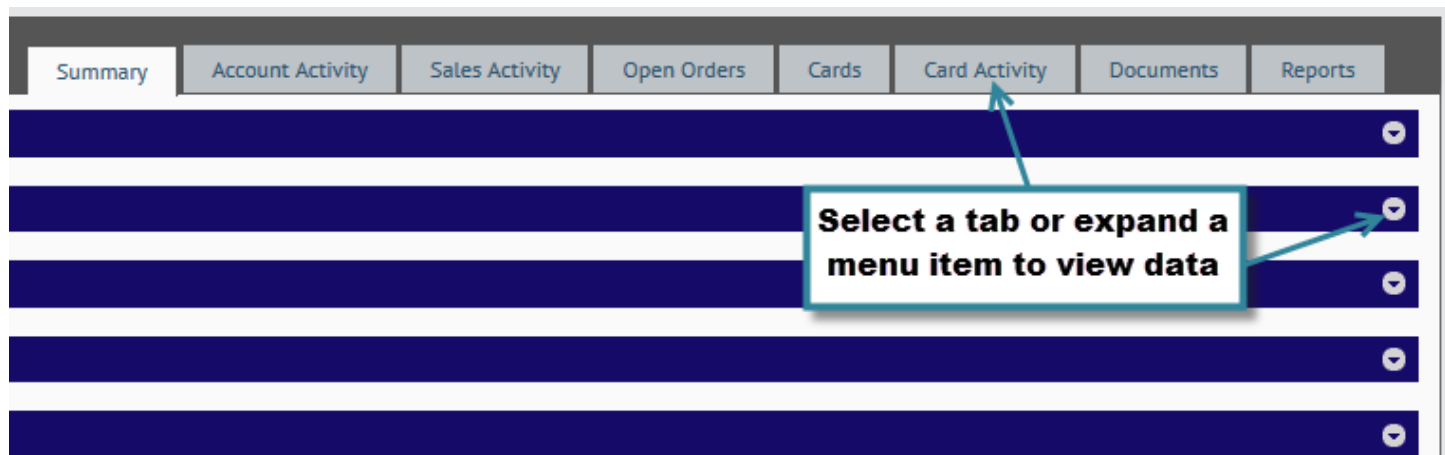
System Information	
Salesperson:	SALES REP 1
User Logged In:	patti
Today's Date:	2015-03-05
	Change Password

3 – This column displays system information such as:

- Salesman Name
- User currently logged in
- Current date
- “Change Password” button

Data Section

The data section is set up to show a summary of all available data. Access to different sections is available by clicking on the tabs on top of this section or expanding any of the menu items.



Summary

The summary section allows the user to easily select an individual or multiple items to view by either expanding the menu bars or selecting a tab.



Menu bars allow you to open multiple sections at once while the "tab" view only focuses on the specific module selected.

Account Activity			
Activity Date	Delivery Date	Due Date	Type
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	
9/13/2016	9/13/2016	9/28/2016	INVOICE
9/13/2016	9/13/2016	9/28/2016	INVOICE
9/7/2016			PAYMENT
9/6/2016	9/6/2016	9/21/2016	INVOICE
9/2/2016	9/2/2016	9/17/2016	INVOICE
9/2/2016	9/2/2016	9/17/2016	INVOICE
8/32/2016	8/32/2016	9/16/2016	INVOICE
8/31/2016	8/31/2016	9/14/2016	INVOICE
8/31/2016	8/31/2016	9/14/2016	INVOICE

Export

Expanded menu bar view

Sales Activity	
Last Purch	Name
<input type="text"/> x	<input type="text"/>
03/05/2015	ULTRA LOW SULFUR DIESEL FUEL 2
03/05/2015	REGULATORY COMPLIANCE FEE
03/02/2015	ULTRA LOW SULFUR DIESEL FUEL 2
03/02/2015	REGULATORY COMPLIANCE FEE
02/28/2015	ULTRA LOW SULFUR DIESEL 2 C/L
02/28/2015	ULTRA LOW SULFUR DIESEL 2 C/L
02/28/2015	ULTRA LOW SULFUR DIESEL 2 C/L

Menu Bar View

All data display areas are referred to as "Grids". Grids mimic the Microsoft Excel functionality allowing you to sort, filter, or search on any column.

Account Activity										
Activity Date	Delivery Date	Due Date	Type	Amount	Balance	Activity Num	Reference	Source	Document	
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	
04/15/2013	04/15/2013	04/29/2013	INVOICE	4,169.18	0.00	896528	CL	Cardlock		Download
04/30/2013	04/30/2013	05/10/2013	INVOICE	77,697.30	0.00	898422	CL	Cardlock		Download
04/30/2013	04/30/2013	05/15/2013	INVOICE	100,619.00	0.00	901426	CL	Cardlock		Download
05/01/2013	12/31/1969	05/01/2013	CRD ADJ	-3.00	0.00	0	W/O RCF FE	Cash		
05/01/2013	05/01/2013	05/01/2013	CRDMEND	-16.08	0.00	902079	CL	Cardlock		Download
05/14/2013	12/31/1969	12/31/1969	PAYMENT	-4,166.18	0.00	0	237920	Cash		
05/15/2013	05/15/2013	05/29/2013	INVOICE	105,827.00	0.00	90493	CL	Cardlock		Download
05/21/2013	12/31/1969	12/31/1969	PAYMENT	-178,301.00	0.00	0	258201	Cash		Download

Easily filter, sort, or search by any column

Grids also offer other features such modal window views and advanced filter or search option.

Modal window view allows you to view each record in nicely formatted window.

The screenshot shows a 'View Record' modal window overlaid on a table of account activity. The modal window displays the following details for a record:

Activity Date	05/01/2013
Delivery Date	05/01/2013
Due Date	05/01/2013
Type	CRDMEMO
Amount	-16.08
Balance	0.00
Activity Num	902079
Reference	CL
Source	Cardlock
Document	Download

At the bottom of the modal window, there are navigation arrows and a 'Close' button. A red callout box points to the 'View Record' button in the table below.

Easily navigate through individual records with the new modal window view option

Click to launch modal window view

The new advanced search option lets you enter various search combinations making it easier to find what you're looking for.

The screenshot shows the 'Search...' modal window overlaid on the 'Account Activity' table. The search window contains the following fields:

- A dropdown menu set to 'all'.
- A plus sign (+) for adding filters.
- Two filter rows, each with a dropdown for 'Activity Date', a dropdown for 'equal', and a text input field.
- A 'Reset' button and a 'Find' button with a magnifying glass icon.

A red callout box points to the search window, and another red callout box points to the search icon in the table's toolbar.

New search feature allows more than one filter

Click to launch advanced search feature

Account Activity

Both Account Activity menu bar and tab display activity information related to the account. The only difference is that the tab option provides a broader view and displays more records.

Account Activity										
Activity Date	Delivery Date	Due Date	Type	Amount	Balance	Activity Num	Reference	Source	Document	
04/15/2013	04/15/2013	04/29/2013	INVOICE	4,169.18	0.00	896528	CL	Cardlock	Download	
04/30/2013	04/30/2013	05/10/2013	INVOICE	77,697.30	0.00	898422	CL	Cardlock		
04/30/2013	04/30/2013	05/15/2013	INVOICE	100,619.00	0.00	901426	CL	Cardlock	Download	
05/01/2013	12/31/1969	05/01/2013	CRD ADJ	-3.00	0.00	0	W/O RCF FE	Cash		
05/01/2013	05/01/2013	05/01/2013	CRDMEMO	-16.08	0.00	902079	CL	Cardlock	Download	
05/14/2013	12/31/1969	12/31/1969	PAYMENT	-4,166.18	0.00	0	237920	Cash		
05/15/2013	05/15/2013	05/29/2013	INVOICE	105,827.00	0.00	904936	CL	Cardlock		
05/21/2013	12/31/1969	12/31/1969	PAYMENT	-178,301.00	0.00	0	238201	Cash	Download	
05/31/2013	05/31/2013	06/14/2013	INVOICE	109,189.00	0.00	909004	CL	Cardlock		
06/04/2013	12/31/1969	12/31/1969	PAYMENT	-105,827.00	0.00	0	239587	Cash		
06/09/2013	06/09/2013	06/09/2013	INVOICE	66.69	0.00	909801	CL	Cardlock	Download	
06/11/2013	06/11/2013	06/11/2013	INVOICE	2,009.81	0.00	909867	CL	Cardlock		
06/15/2013	06/15/2013	06/29/2013	INVOICE	103,906.00	0.00	912591	CL	Cardlock		
06/18/2013	12/31/1969	12/31/1969	PAYMENT	-				Cash		
06/25/2013	12/31/1969	12/31/1969	PAYMENT					Cash		
06/30/2013	06/30/2013	07/14/2013	INVOICE	118,047.00	0.00	916159	CL	Cardlock		
07/03/2013	12/31/1969	12/31/1969	PAYMENT	-103,906.00	0.00	0	242542	Cash		
07/15/2013	07/15/2013	07/29/2013	INVOICE	110,822.00	0.00	920396	CL	Cardlock		
07/16/2013	12/31/1969	12/31/1969	PAYMENT	-118,047.00	0.00	0	244218	Cash		
07/30/2013	12/31/1969	12/31/1969	PAYMENT	-110,822.00	0.00	0	245669	Cash		
07/31/2013	07/31/2013	08/14/2013	INVOICE	121,211.00	0.00	924086	CL	Cardlock		
08/15/2013	08/15/2013	08/29/2013	INVOICE	100,623.00	0.00	927556	CL	Cardlock		
08/21/2013	12/31/1969	12/31/1969	PAYMENT	-121,211.00	0.00	0	247940	Cash		

Tab view displays more records

In the Account Activity section all A/R history for the past 2 years will be available.

Activity Date	Delivery Date	Due Date	Type	Amount	Balance	Activity Num	Reference	Source	Document
9/13/2016	9/13/2016	9/28/2016	INVOICE	2,864.70	2,864.70	74064	CL	Cardlock	
9/13/2016	9/13/2016	9/28/2016	INVOICE	32,655.10	32,655.10	72850	CL	Cardlock	
9/7/2016			PAYMENT	-164,439.00	0.00	0	570670	Cash	
9/6/2016	9/6/2016	9/21/2016	INVOICE	28,224.80	28,224.80	494366	*FUEL*	Sales	Download
9/2/2016	9/2/2016	9/17/2016	INVOICE	28,709.60	28,709.60	494159	*FUEL*	Sales	Download
9/2/2016	9/2/2016	9/17/2016	INVOICE	202.99	202.99	493683		Sales	Download
8/31/2016	8/31/2016	9/16/2016	INVOICE	29,074.40	29,074.40	493657	*FUEL*	Sales	Download
8/31/2016	8/31/2016	9/14/2016	INVOICE	56,205.30	56,205.30	282067	CL	Cardlock	
8/31/2016	8/31/2016	9/14/2016	INVOICE	8,799.38	8,799.38	282068	CL	Cardlock	

- 1- All invoices for the past 2 years can be downloaded by clicking on the "Download" button under the document column.
- 2- Payment and adjustment activity is displayed in this section; however no links or viewable documents are available for these.
- 3- Export feature allows you to download account activity data in the following formats: .csv, .xls, .txt.

Open items/unpaid invoices will display in "red"

9/9/2016			PAYMENT		-179,697.82	0	0	3694	Cash
9/7/2016	9/7/2016	11/6/2016	INVOICE		30,708.34	30,708.34	494423	*FUEL*	Sales
9/3/2016	9/3/2016	11/2/2016	INVOICE		31,650.06	31,650.06	283829	*FUEL*	Sales
9/1/2016	9/1/2016	10/31/2016	INVOICE		31,755.07	31,755.07	283652	*FUEL*	Sales
8/31/2016	8/31/2016	10/30/2016	INVOICE		30,957.43	30,957.43	493914	*FUEL*	Sales
8/31/2016	8/31/2016	8/31/2016	CRDMEMO		-31,375.66	0	493913		Sales
8/31/2016	8/31/2016	10/30/2016	INVOICE		31,375.66	0	493734	*FUEL*	Sales

Account Activity Export

To use the export function click on the "Export" link at the bottom of the grid; this will pop up the export utility window.

- 1- **File Destination:** Select if the AR data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
- 2- **Dates:** Enter "start" and "end" dates for the export, or choose Q1 (First Quarter), Q2 (Second Quarter), Q3 (Third Quarter), Q4 (Fourth Quarter) or YTD (Year-to-date).
- 3- **Export Formats:** Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
- 4- **Available Fields:** As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
- 5- **Export:** Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

Sales Activity

The Sales Activity section shows history of purchases by item. Each item will be displayed by “Last Purchase Date” along with product name and product code.

Use this screen to view items purchased and quantities purchased based on the previous order, year to date and last year quantities.

Sales Activity						
Last Purch	Name	Prod Code	Pack Code	Last Qty	Ytd Qty	Ly Qty
02/28/2015	CA ULS DSL - CLEAR	DFPP		0	196.59	225.72
02/28/2015	CA USL DSL - CLEAR	DFSIDE		0	132.313	152.729
02/28/2015	UNL 87 EHTNAOL 10.0% BLEND	G87PP		0	55.57	7.82
02/28/2015	UNL 87 ETHANOL 10.0% BLEND	G87SIDE		0	7.353	14.015
02/28/2015	MID 89 ETHANOL 10.0% BLEND	G89SIDE		0	16.042	35.211
02/28/2015	REGULATORY COMPLIANCE FEE	RCF	E	0	1	1
02/15/2015	CA ULS DSL - CLEAR	DFPP		0	133.101	225.72
02/15/2015	CA USL DSL - CLEAR	DFSIDE		0	54.994	152.729
02/15/2015	UNL 87 EHTNAOL 10.0% BLEND	G87PP		0	58.81	7.82

1 Export 2 Reorder Page 1 of 1 View 1 - 28 of 28

The Sales Activity screen also provides an export and reorder feature.

1- Export: This feature allows you to export your sales data to Excel, csv, or text file.

Sales Summary Export Utility
✕

File Destination a

Download

Email

Export Formats c

CSV

TAB

XLS

Select Date Range b

Start*:

End*:

Q1
Q2
Q3
Q4
YTD

Available Fields

Id

Prod Code

Pack Code

Name

Last Purch

Last Qty

Select All Fields: d

e

- a. File Destination: Select if the Sales data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
- b. Dates: Enter “start” and “end” dates for the export, or choose Q1 (First Quarter), Q2 (Second Quarter), Q3 (Third Quarter), Q4 (Fourth Quarter) or YTD (Year-to-date).
- c. Export Formats: Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.

- d. Available Fields: As a default none of the fields are selected. Click on the “Select All Fields” box to select all fields or click on individual items to select only certain fields
- e. Export: Once all information has been entered, click on the “Export” button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

2 – Reorder: Users can submit an order request online. The Reorder option presents a form which needs to be completed with a valid phone and email address in contact information. The order may not be processed without them. Use the Special Instructions field to send a note to the order desk and/or dispatch.

Reorder Form
✕

Contact Name*:

Contact Phone Number*:

Contact Email Address*:

P.O. Number:

Special Instructions:

a

Item ID	Pack Code	Description	Last Order Date	Last Order Qty	Quantity
G87SIDE		UNL 87 ETHANOL 10.0% BLEND	2/28/2015	7.353	<input style="width: 50px;" type="text" value=""/>
DFSIDE		CA USL DSL - CLEAR	2/28/2015	132.313	<input style="width: 50px;" type="text" value=""/>
RCF	E	REGULATORY COMPLIANCE FEE	2/28/2015	1	<input style="width: 50px;" type="text" value=""/>
DFPP		CA ULS DSL - CLEAR	2/28/2015	28.7	<input style="width: 50px;" type="text" value=""/>
G87PP		UNL 87 EHTNAOL 10.0% BLEND	2/28/2015	47.4	<input style="width: 50px;" type="text" value=""/>
G89SIDE		MID 89 ETHANOL 10.0% BLEND	2/28/2015	16.042	<input style="width: 50px;" type="text" value=""/>
DFDV		CA ULS DSL - CLEAR	11/30/2014	46.498	<input style="width: 50px;" type="text" value=""/>
G87DV		UNL 87 ETHANOL 10.0% BLEND	10/15/2014	13.41	<input style="width: 50px;" type="text" value=""/>
DFDPP		CA ULS DSL - DYED	6/15/2014	10.039	<input style="width: 50px;" type="text" value=""/>
G91SIDE		PREM 91 ETHANOL 10.0% BLEND	9/30/2013	5.379	<input style="width: 50px;" type="text" value=""/>

b

c

- Contact Form: To make the order request valid the form must be filled out with the customer's information.
- Product Section: Enter the quantities in the "Quantity" column for the products you would like to order.
- Order Button: Once your selection is complete click on the "Order" button to submit your order request.

Open Orders

The Open Orders section shows current orders that have been placed. Click on the "Download" button under the "Actions" column to display order detail in PDF format.

Note: If there are no Open Orders to show, the Open Order tab will not be present.

Open Orders			
Invoice Number	Delivery Date	Salesman Code	Actions
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	
213175	07/15/2014	67	
216396	05/15/2014	67	Download
781498	05/20/2014	67	
788857	08/20/2014	67	
104705	09/30/2014	67	

Cards

In the Cards section information such as, card number, card holder, last sale date, issue date, authorized products, maximum gallons, and cancelled date is provided. If the card has been cancelled, there will be a green "+" under the "Actions" column, otherwise if the card is active the "Actions" section will display a red "X" and a pencil icon.

Note: The Cards section is only available for card holders. If you are not a card holder, this section will be absent.

Cards													
Card Number	Name	Issue Date	Expire Date	Cancel Date	Reason	Security	Max Gallons	Auth Pri	Charge Code	Networ1	Emboss1	Emboss2	Actions
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	
7705037	78-165	9/6/2016				12462	250	DO		CFN			3 X Pencil
8747524	UNIT 9964	9/6/2016				2462	250	DO		PP			4 X Pencil
7705036	78-137	8/32/2016				12298	250	DO		CFN			X Pencil
7705032	65-131	8/32/2016				12055	250	DO		CFN			X Pencil
7705033	78-107	8/32/2016				12453	250	DO		CFN			X Pencil
7705035	78-127	8/32/2016				11045	250	DO		CFN			X Pencil
8747309	CARD 8	8/32/2016				2444	250	DO		PP			X Pencil
8747310	CARD 9	8/32/2016				2405	250	DO		PP			X Pencil
8747308	CARD 7	8/32/2016				2436	250	DO		PP			X Pencil

- Export: This feature allows you to export your sales data to Excel, csv, or text file. Click on the link to access the export utility window.

- a. File Destination: Select if the Card data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
- b. Cards: Select the type of card data desired for the export. Options are Active, Canceled, or All Cards.
- c. Export Formats: Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
- d. Available Fields: As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
- e. Export: Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

- 2- New Card Request: The New Card Request option is only available to current card holders. This link will only be present if that function has been enabled by Supreme Oil Company. The New Card Request feature provides an online form to request a new card.

New Card Form a ✕

Contact Name*:

Contact Phone Number*:

Contact Email Address*:

Track Odometer: No

Track Misc: No

Description:

Allowed Products: Midgrade, Regular Unleaded, Premium, Diesel, Oil, All (Excludes Red Diesel), Red Diesel

Allowed Times:

Allowed Days:

Allowed Quantity*:

Allowed Quantity Criteria*:

Desired Network*:

Card System*:

Pin # (optional):

b Order Cancel

- a. Form: Fill out the form provided. Note that any fields with a red asterisk (*) are required and must be filled out accordingly.
- b. Order: Once the form has been filled out click on the "Order" button to submit the request.

Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

3 – Card Disable Request: If the red "✕" is clicked it will bring up the "Disable Card Request" form. Fill out the form with the information requested, then click on the "Submit" button to submit the request. Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

4 – Change Card Settings Request: If the pencil icon “

Edit Card: 8553509 a ✕

Contact Name*:

Contact Phone Number*:

Contact Email Address*:

Track Odometer:

Track Misc:

Description:

Allowed Products:
Regular Unleaded
Premium
Diesel
Oil
ALL (Excludes Red Diesel)
Red Diesel

Allowed Times:

Allowed Days:

Allowed Quantity*:

Allowed Quantity Criteria*:

Desired Network*:

Card System*:

Pin # (optional):

b

- a. Form: Fill out the form provided. Note that any fields with a red asterisk (*) are required and must be filled out accordingly.
- b. Request Change: Once the form has been filled out click on the “Request Change” button to submit the request.

Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

Card Activity (Cardlock Transactions)

The Card Activity section displays the latest activity on any cards. This module has a unique feature where it works simultaneously with the "Cards" section. If a card is selected under the "Cards" menu bar, the data will display below in the "Card Activity" grid. The data that shows will change as different cards are selected. All card activity can also be viewed under the "Card Activity" tab.

Card Number	Name	Issue Date	Expire Date	Cancel Date	Reason	Security	Max Gallons	Auth Prc	Charge Code	Network	Emboss1	Emboss2	Actions
<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	
8747310	CARD 9	8/32/2016				2405	250	DO		PP			
8747308	CARD 7	8/32/2016				2436	250	DO		PP			
8747686	LUIS	8/30/2016				910	250	DO		PP			
8747685	JOSE	8/30/2016				7731	250	DO		PP			
8747297	SPARE UNL 2	8/30/2016				2456	250	UDO		PP			
8747679	CARD 1	8/30/2016				1809	250	UDO		PP	Y		
8747684	SALVADOR	8/30/2016				2316	250	DO		PP			
8747683	CARD 2	8/30/2016				7925	250	DO		PP			

Export + New Card Page 1 of 10 View 1 - 30 of 296

Transaction D	Transaction N	Site	Original	Fuel Typ	Product	Card Number	Name	Vehicle	Odomet	Keyboar	Quantity	Federal Ta	State Tax (Misc Tax (Sales Tax (Total Amoi	Invoice Num
<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x	<input type="checkbox"/> x
09/07/2016 14	2196	12		4	DF2CART	8747685	JOSE	0	119146	119	18.0000	0.00	0.00	0.00	0.00	0.00	72850
09/07/2016 14	2196	12		4	DF2CART	8747685	JOSE	0	119146	119	18.0000	0.00	0.00	0.00	0.00	0.00	0
09/06/2016 14	2099	12		4	DF2CART	8747685	JOSE	0	119073	4	5.4000	0.00	0.00	0.00	0.00	0.00	72850
09/06/2016 14	2099	12		4	DF2CART	8747685	JOSE	0	119073	4	5.4000	0.00	0.00	0.00	0.00	0.00	0
09/06/2016 14	2097	12		4	DF2CART	8747685	JOSE	0	119073	119	11.8000	0.00	0.00	0.00	0.00	0.00	72850
09/06/2016 14	2097	12		4	DF2CART	8747685	JOSE	0	119073	119	11.8000	0.00	0.00	0.00	0.00	0.00	0
09/05/2016 12	1999	12		4	DF2CART	8747685	JOSE	0	119536	118	15.0000	0.00	0.00	0.00	0.00	0.00	72850
09/05/2016 12	1999	12		4	DF2CART	8747685	JOSE	0	119536	118	15.0000	0.00	0.00	0.00	0.00	0.00	0
09/03/2016 17	1903	12		4	DF2CART	8747685	JOSE	0	119439	118	26.1000	0.00	0.00	0.00	0.00	0.00	72850

Export Page 1 of 1 View 1 - 14 of 14

3 – Export: This feature allows you to export your sales data to Excel, csv, or text file. Click on the link to access the export utility window.

- a. File Destination: Select if the Card Activity data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
- b. Enter "start" and "end" dates for the export, or choose Q1(First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD(Year-to-date).
- c. Export Formats: Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
- d. Available Fields: As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
- e. Export: Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

Documents

The Documents section presents monthly Statements, Tax Recap and other special documents in PDF format which are generated automatically per Supreme Oil Company.

Date Of Doc	Type Of Doc	Actions
02/28/2015	Statement	1 Download
01/31/2015	Statement	Download
12/31/2014	Statement	Download
11/30/2014	Statement	Download
10/31/2014	Statement	Download
09/30/2014	Statement	Download
08/31/2014	Statement	Download
07/31/2014	Statement	Download
06/30/2014	Statement	Download

1 - Click on the "Download" button to download and view the document.

Vehicle Cards

Many customers have cards assigned to a particular vehicle - This section displays vehicle information along with any fuel cards associated with it.

Vehicle Code	Vehicle Description	Comment	Last Odometer Date	Last Odometer Reading	Charge Code Override	Chn Vehicle Card	Pac Pride Vehicle Card	License State	License Plate	Vin	Max Gallons	Max Gallons Type	Override Card Number
11001	F-350 CARGO	WHITE CARGO TRUCK	10/01/2014	10564	45DFG57	98HAB7AA	321D4562AB	AZ	MSA-A21	19UYA31581L000000	20	REG	12345678
11002	F-250 TRUCK	BLUE TRUCK	10/01/2014	12364	45DFG56	98HAB7CC	321D4562AC	AZ	MSA-A22	19UYA31581L000022	20	REG	12345679
11003	F-150 TRUCK	SMALL WHITE TRUCK	10/02/2014	118002	45DEG56	98HG898B	321D4562AD	AZ	MSA-A23	19UYA31581L000033	20	REG	12345680

Select a Vehicle Card to view transaction activity associated with it.

Vehicle Activity

This section displays card activity by Vehicle Card.

Transaction Date	Transaction Number	Site	Original Site	Fuel Type	Product	Card Number	Name	Vehicle	Odometer	Keyboard	Quantity	Federal Tax (%)	State Tax (%)	Misc Tax (%)	Sales Tax (%)	Total Amount	Invoice Number	
09/13/2016 19:06:00	7	99	3C	9	CPST	8214160	BOB S	0	0	0	-608.8000	0.00	0.00	0.00	0.00	-110.81	-110.81	74154
09/13/2016 19:00:00	5	99	3C	9	CPST	8214161	LOUIS	0	0	0	-174.0000	0.00	0.00	0.00	0.00	-31.67	-31.67	74154
09/13/2016 15:23:00	3	99	3E	9	CPST	8318399	SPARE	0	533246	0	-170.3000	0.00	0.00	0.00	0.00	-32.27	-32.27	73471
09/13/2016 05:43:00	1	99	AH9	9	CPST	8038662	CARD 25	0	0	0	-25.2000	0.00	0.00	0.00	0.00	-4.78	-4.78	74722
09/13/2016 05:37:00	2	99	3E	9	CPST	8408716	CHRIS VEDDER	0	599764	0	-162.0000	0.00	0.00	0.00	0.00	-30.70	-30.70	73471
09/13/2016 00:00:00	-4352	8888		12	RCF	8748642	JEFF FIELD RED	0	47554	0	1.0000	0.00	0.00	0.00	0.00	3.00	73984	
09/13/2016 00:00:00	-6240	8888		12	RCF	8747953	CHRIS	0	210744	0	1.0000	0.00	0.00	0.00	0.00	3.00	73541	
09/13/2016 00:00:00	-6889	8888		12	RCF	8747678	OFFICE 10	0	0	0	1.0000	0.00	0.00	0.00	0.00	3.00	72946	
09/13/2016 00:00:00	-8028	8888		12	RCF	8747676	OFFROAD 10 RED	0	112500	0	1.0000	0.00	0.00	0.00	0.00	3.00	74201	

Click on a Vehicle card under the "Vehicle Card" section to view any transaction activity associated with it. Please not that all fuel card activity regardless of network or type will display under the "Card Activity" tab.

Reports

The reports tab presents the option to access and run different reports. Some of the reports available are:

- IFTA(International Fuel Tax Agreement)
- Card Summary by Card and Product
- Cardlock Totals by Card
- Cardlock Totals by Department
- Cardlock Totals by Fuel Type
- Cardlock Totals by Vehicle.

If there is a special type of report the user would like to have available on their account, contact Supreme Oil Company to have it set up.

The screenshot shows the 'Report Generator' interface. It is divided into two main sections: 'Report Criteria' on the left and 'Report Destination' on the right.

1. A red box with the number '1' points to the 'Report:' dropdown menu, which is currently set to 'Cardlock Card Summary by Card ...'.

2. A red box with the number '2' points to the 'Card Number:' input field.

3. A red box with the number '3' points to the 'End*:' input field.

4. A red box with the number '4' points to the 'Report Destination' section, which includes radio buttons for 'Download' (selected) and 'Email'.

5. A red box with the number '5' points to the 'Saved Settings' section, which includes a 'Setting Select:' dropdown menu.

6. A red box with the number '6' points to the 'Run Report' and 'Reset Report' buttons at the bottom of the form.

Other visible elements include 'Start*:' and 'Vehicle:' input fields, and buttons for 'Q1', 'Q2', 'Q3', 'Q4', and 'YTD' under the 'End*:' field.

- 1- **Report:** Click on the drop down menu to select the report you want to run.
- 2- **Report Criteria:** The option to run the report for a specific card number or vehicle is available under this section. Just enter the required information under the "Card Number", and "Vehicle" section. Otherwise, to run the report for all available data, leave the two fields blank.
- 3- **Transaction Date:** Select the date ranges for the desired data by entering the date. There is also an option to select the date by quarters. Choose Q1 (First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD (Year-to-date). Clicking any of the buttons mentioned will automatically adjust the date.
- 4- **Report Destination:** Select if the report will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
- 5- **Saved Settings:** In this section the option to save report settings is provided. This allows the user to select certain settings for the report and then save the settings to use them again when ever needed. To save settings select "New" from the drop down menu under "Saved Settings". Enter a name or title in the "Save Name" slot to save the report under that name, and then click on the "Save" button. Access the settings previously saved by clicking on the drop down arrow under "Saved Settings", and selecting the desired report.
- 6- Once all the information has been entered, click on the "Run Report" button, and the report will pop up in a PDF format or it will be delivered to the email address provided. The "Reset Report" button will clear all entries previously entered.

Report Descriptions

Cardlock Card Summary by Card & Product

This report presents a list of cards grouped with product dispensed, and totaled by gallons and dollars amount by card and product for the two week billing period.

Totals By Card

Transactions broken down by tax authority: Total quantity purchased by each card, the average price paid, the total Federal Excise Tax (FET), State Excise Tax (SET), Miscellaneous Excise Tax (MET), total State Sales Tax (SST) and the total dollar amount.

Totals by Fuel Type

Total Transactions grouped by fuel type. Provides a quick look at the average price paid, total gallons, total taxes, and total dollar amounts by each product purchased by your company.

Totals by Department

Total Transactions grouped by Department. Departments are defined by the client and often considered to be “charge codes” or coded to provide an aide to accounting departments. A concise look at the total gallons purchased by department, along with the total taxes and total dollar amounts due.

Totals by Vehicle

Drivers have the option of entering a code, using the misc/keyboard option on the fuel card, at the point of fueling to indicate a vehicle code. Report lists vehicle code long with taxes and average dollar amounts in a compact list.

IFTA Report & Summary

The IFTA report is a quarterly report that breaks down the information by state and vehicle. The vehicle number is generated using the misc/keyboard option on your fuel cards. The IFTA Summary Report is a quick glance at the quarterly total gallons and cost by state and vehicle.

Payments

There are 3 tabs related to payments:

1. Make Payment – this section allows user to pay an open invoice.
2. Payment Activity – this section will display any payments that have been processed as well as any pending payments.
3. Register Accounts – this sections consists of two sub-tabs which can be used to register a credit card or a bank account. Registering an account allows the user to store their payment information which can be used for payments in the future. This is helpful if payments will be made often using the same credit card or bank account.

Make Payment

The Make Payment tab is used to submit payments. This section is made up of several components.

The screenshot displays the 'Make Payment' interface with several key sections:

- 1 - SSL Enabled Plugin:** A status bar at the top indicating 'SSL Enabled Plugin' and 'http connection'.
- 2 - Open Invoices:** A table listing open invoices with columns for Invoice Number, Invoice Date, Due Date, Invoice Amt, Balance, Description, Pay Type, and Payment Id. The table contains 7 rows of invoice data.
- 3 - Payment Options:** A section below the table with 'Payment Date' (06/24/2016), 'Total Amount Paid' (0.00), and 'Payment Amount' (0).
- 4 - Submit Payment:** A button labeled 'Submit Payment'.
- 5 - Customer Profile Id:** A section with fields for 'Customer Profile Id', 'Payment Profile Id', 'Result Code', 'Message Code', and 'Message'.

Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt	Balance	Description	Pay Type	Payment Id
Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490458	7/20/2016	9/18/2016	28,741.95	28,741.95	*FUEL*		0101066072027073
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490629	7/24/2016	9/22/2016	30,817.51	30,817.51	*FUEL*		0101066072428396
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490810	7/26/2016	9/24/2016	30,676.30	30,676.30	*FUEL*		0101066072629292
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490743	7/27/2016	9/25/2016	30,732.68	30,732.68	*FUEL*		0101066072730149
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491072	7/28/2016	9/26/2016	29,422.53	29,422.53	*FUEL*		0101066072830877
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491178	7/29/2016	9/27/2016	30,434.89	30,434.89	*FUEL*		0101066072931487
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491223	7/31/2016	9/29/2016	30,675.81	30,675.81	*FUEL*		0101066073131514

1 – SSL Enabled Section: This section will become active when a payment is submitted and will display connection activity.

2 – Open Invoice Grid: This section displays the open invoices and allows the user to select which invoice to pay, the amount, and by what method. There are 4 payment options available.

3 – Payment Date: This control allows you to select a date for payment.

4 – Submit Payment Button – Once all payment sections have been properly filled, click on the “Submit Payment” button to submit your payment.

5 – This grid will display messages related to the payment once it has been submitted.

Payment options available are:

- Registered card – If same card is going to be used to pay invoices the user has the option to register the card under the “Register Accounts” tab. Once registered the card information is stored and can be used without having to enter the information each time.
- Registered bank account - If same bank account is going to be used to pay invoices the user has the option to register the bank account information under the “Register Accounts” tab. Once registered the bank information is stored and can be used without having to enter the information each time.
- One-time payment using a credit card – This option can be used if the card is not registered.
- One-time payment using a bank account – This option can be used if the bank account is not registered.
- EFT – Electronic Funds Transfer is an option that has to be previously arranged and setup between the payee and the payers bank.

Open Invoices						
	Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt	
-	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490438	7/20/2016	9/18/2016	28,741.95	
<input type="button" value="Pay By Registered Credit Card"/> <input type="button" value="Pay By Registered Bank Account"/> <input type="button" value="Pay By Credit Card One Time"/> <input type="button" value="Pay By Bank Account One Time"/> <input type="button" value="Pay By EFT"/> <input type="button" value="Clear Payment Item"/>						

To make a payment select the invoice you would like to pay by clicking on either the “Pay in Full” option or “Other Amount”. If the “Other Amount” option is selected an amount must be entered in the input field provided.

Open Invoices						
	Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt	
-	Pay in full <input type="radio"/> Other amt <input checked="" type="radio"/> 28741.95	490438	7/20/2016	9/18/2016	28,741.95	
<input type="button" value="Pay By Registered Credit Card"/> <input type="button" value="Pay By Registered Bank Account"/> <input type="button" value="Pay By Credit Card One Time"/> <input type="button" value="Pay By Bank Account One Time"/> <input type="button" value="Pay By EFT"/> <input type="button" value="Clear Payment Item"/>						
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490629	7/24/2016	9/22/2016	30,817.51	
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490810	7/26/2016	9/24/2016	30,676.30	

Next, select the method of payment.

Enter the “Payment Date” or leave as is for current date.

+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0				490629
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0				490810
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0				490743
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0				491072
+	Pay in full <input type="radio"/> Other amt <input type="radio"/> 0				491178

Payment Date: 06/24/2016	Total Amount Paid: 0.00	Payment Amount: 28,741.95
-----------------------------	----------------------------	------------------------------

Click on the “Submit” button to submit the payment.

Submit Payment

SSL Enabled Plugin http connection

Pay Batch Code: Acknowledgement Email: Total Balance: \$ 888,806.01

Open Invoices

Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt	Balance	Description	Pay Type	Payment Id
Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490438	7/20/2016	9/18/2016	28,741.95	28,741.95	"FUEL"		0101066072027075
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490629	7/24/2016	9/22/2016	30,817.51	30,817.51	"FUEL"		0101066072428396
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490810	7/26/2016	9/24/2016	30,676.30	30,676.30	"FUEL"		0101066072629292
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	490743	7/27/2016	9/25/2016	30,732.68	30,732.68	"FUEL"		0101066072730149
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491072	7/28/2016	9/26/2016	29,422.53	29,422.53	"FUEL"		0101066072830877
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491178	7/29/2016	9/27/2016	30,434.89	30,434.89	"FUEL"		0101066072931487
+ Pay in full <input type="radio"/> Other amt <input type="radio"/> 0	491223	7/31/2016	9/29/2016	30,675.81	30,675.81	"FUEL"		0101066073131514

Payment Date: 06/24/2016 Total Amount Paid: 0.00 Payment Amount: 0 Submit Payment

Customer Profile Id **Payment Profile Id** **Result Code** **Message Code** **Message**

Page 1 of 2

The section label "5" will display progress or any errors if the payment fails to go through. Once the payment goes through successfully it will appear under the "Payment Activity" tab.

Payment Activity

This tab contains information about any payments that have been submitted or pending.

Pay History Id	Pay History Date	Ar Id	Pay Id	Pay Record Type	Pay Type	Pay Item Name	Pay Item Description	Pay Amt	Pay Effective Date	Pay Auth Transaction Id	Pay Status	Pay Notes
189	2016-06-03 16:45:45	0101066072027075	206	AR	CREDITCARD			100.00	2016-06-03 00:00:00	2259371726	PROCESSED	Authorization message: Ti
188	2016-05-23 05:05:10	0101066072027075	205	AR	CREDITCARD			100.00	2016-05-23 00:00:00	2258918855	PROCESSED	Authorization message: Ti
187	2016-05-23 04:51:24	0101066072027075	204	AR	CREDITCARD			100.00	2016-05-23 00:00:00	2258918712	PROCESSED	Authorization message: Ti
186	2016-05-23 04:49:18	0101066072027075	203	AR	CREDITCARD			100.00	2016-05-23 00:00:00		ERROR	
185	2016-05-22 15:03:53	0101066072027075	202	AR	CREDITCARD			100.00	2016-05-22 00:00:00		ERROR	
184	2016-05-22 14:23:10	0101066072027075	201	AR	CREDITCARD			100.00	2016-05-22 00:00:00	2258895379	PROCESSED	Authorization message: Ti
180	2016-04-13 05:58:31	0101066072027075	197	AR	CREDITCARD			100.00	2016-04-13 00:00:00	2255165943	PROCESSED	Authorization message: Ti
159	2016-03-19 01:00:01	0101066072027075	174	AR	CREDITCARD			11.00	2016-03-19 00:00:00	2253253662	PROCESSED	Authorization message: Ti
153	2016-03-02 04:29:14	0101066072027075	170	AR	CREDITCARD			100.00	2016-03-02 00:00:00	2252149700	PROCESSED	Authorization message: Ti
152	2016-02-26 11:38:56	0101066072027075	169	AR	CREDITCARD			100.00	2016-02-26 00:00:00	2251858394	PROCESSED	Authorization message: Ti
46	2016-02-01 01:37:52	0101066072027075	48	AR	CREDITCARD			100.00	2016-02-01 00:00:00	2250007704	PROCESSED	Authorization message: Ti

Refresh Show info Page 1 of 1

Payment Pending	Ar Id	Pay Id	Pay Record Type	Pay Type	Pay Item Name	Pay Item Description	Pay Amt	Pay Effective Date	Pay Auth Transaction Id	Pay Status	Pay Notes

There are two grid in this section.

Payment History will display a list of any payments that have been processed. Payment Pending will display any future payments or any payment that has not been processed.

Register Accounts

This tab is made up of two sub-tabs and it's intent is to allow the user to register and store credit card or bank account information.

To register a credit card go to the Credit Cards tab and fill out the credit card form provided.

Add Credit Card

Customer Credit Card Registration

First Name*:

Last Name*:

Company:

Billing Address 1*:

Zip/City/State*:

Country*:

Credit Card*:

Credit Card Number*:

Expiration Date (MM-YYYY)*: -

Credit Card Security*:

Usage Purpose*:

Merchant Account:

Phone*:

Fax:

E-mail*:

Billing Address 2:

Once the form has been filled out click on the "Add" button to add the card to the Credit Card Queue.

Credit Card Queue

Once the card appears in the "queue" click on the "Submit" button to register the card.

Once the card is registered it will appear under the Registered Credit Cards grid at the top.

Registered Credit Cards							Actions
Credit Card Last Four	Credit Card Type	Customer Profile Id	Payment Profile Id	Credit Card Usage Purpose	Warehouse Code	Merchant Id	
8940	Visa	39032579	3558967	unknown	4	1	
1881	Visa	39032579	3561688	Sample Test Card	4	1	

Once the card is on the list it can be used to make payments with.

Registering a bank account is the same process as registering a credit card but instead select the "Bank Account" tab and fill out the form provided with valid bank information.

Add Bank Account

Customer Bank Account Registration

First Name*:	<input type="text"/>	Phone*:	<input type="text"/>	
Last Name*:	<input type="text"/>	Fax:	<input type="text"/>	
Company*:	<input type="text"/>	E-mail*:	<input type="text"/>	
Billing Address 1*:	<input type="text"/>		Billing Address 2*:	<input type="text"/>
Zip/City/State*:	<input type="text"/>	<input type="text"/>	AL <input type="text"/>	
Country*:	United States <input type="text"/>			



	Routing Number	Account Number
Routing Number*:	<input type="text"/>	
Bank Account Number*:	<input type="text"/>	
Re-enter Account Number*:	<input type="text"/>	
Bank Name*:	<input type="text"/>	
Account Type*:	Checking <input type="text"/>	
ACH E-Check Type*:	WEB <input type="text"/>	
Name on Account*:	<input type="text"/>	
Usage Purpose*:	<input type="text"/>	
Merchant Account:	Authorize.net <input type="text"/>	

Technical Support

Please contact Supreme Oil Company for Support related to your online data.

Contact : <Jobber Contact>

Phone : <Jobber Phone>

Email : <Jobber Email>

NOTE:

Adobe Acrobat Reader can be downloaded for free by following this link:

<http://www.adobe.com/products/acrobat/readstep2.html>