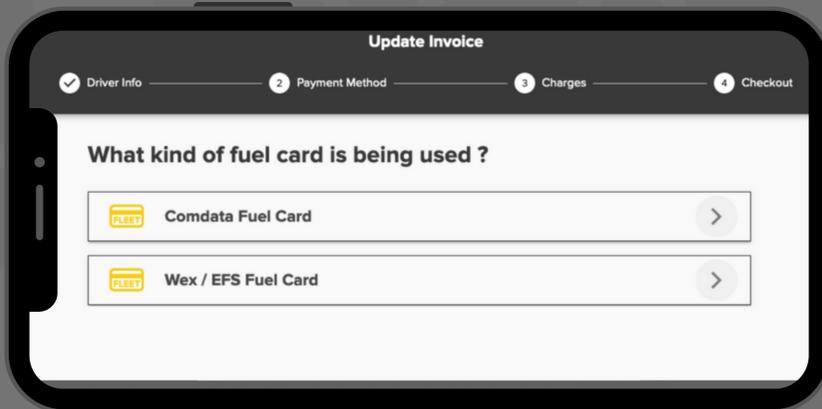


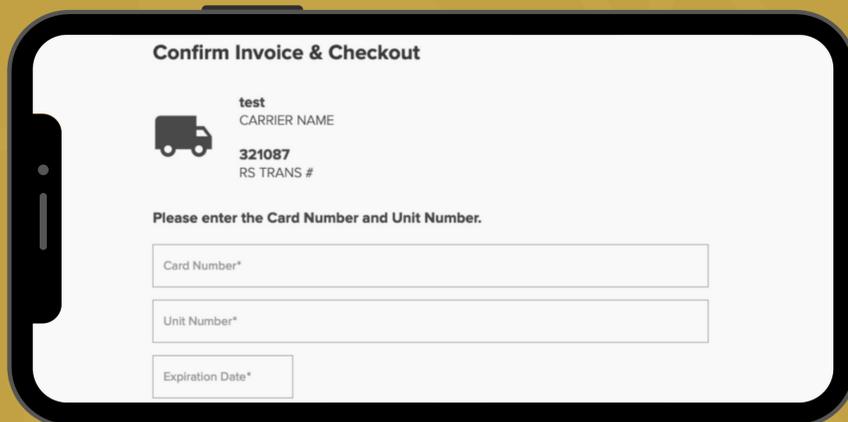
## STEP 1



Once Comdata fuel cards are activated for your location, select Fuel Card Payment Method. This will let you choose the appropriate fuel card.

**Note:** Please verify with the driver that the card has been enabled for non-fuel purchases by the account holder. If not, another form of payment will be required.

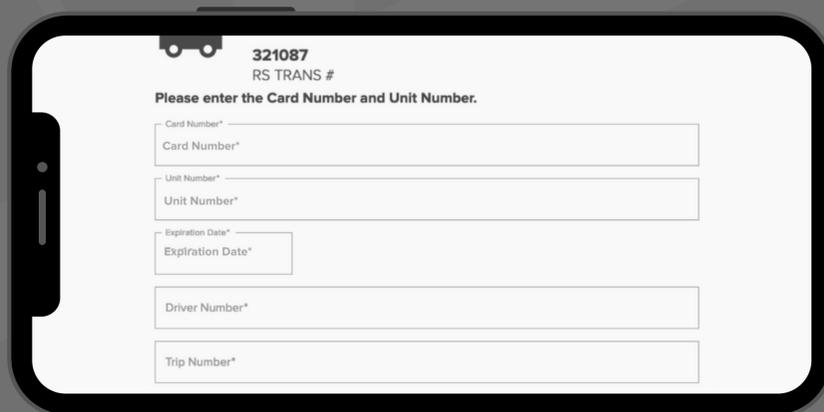
## STEP 2



On the Confirm Invoice & Checkout screen, you'll be prompted to enter the card number, unit number, and expiration date.

**Note:** Card numbers are 16 digits long. Some older fuel cards only clearly show the last 10 digits of the card number. For these, please enter 560017 in front of the 10 digits provided (example: 5600171234567890).

## STEP 3

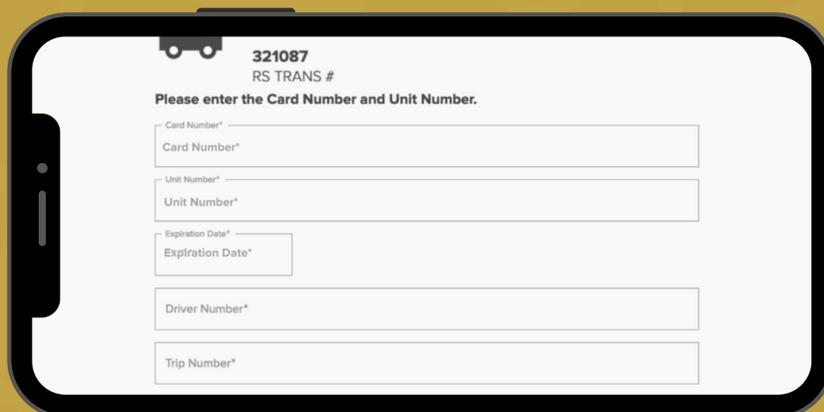


After clicking Checkout Customer, additional prompts for driver information may be displayed if required by the account holder:

**Possible prompts include:**

- Hub Reading
- Trailer Number
- Trailer Hub Reading
- Trailer Hours
- Trip Number
- Driver's License Number
- Driver's License State
- PO Number

## STEP 4



Once the additional information is entered, click Checkout Customer again. If the data matches the values expected by the account holder, the payment will be processed. If the data is incorrect, you will be prompted to correct the value.

**Note:** If the driver says a rejected value is correct as entered or the driver doesn't know the value to enter, the driver will need to contact the card account holder to get the right information.

Have questions? We're here to help!