Accepting Comdata Fuel Card Payments

STEP 1

STEP 2

RoadSync

~	Driver Info ——	2 Payment Method	3 Charges	4 Checko
	What ki	nd of fuel card is being use	ed ?	
	FLEET	comdata Fuel Card		>
	FLEET V	Vex / EFS Fuel Card		>

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.

Confirm	n Invoice & Checkout
	test CARRIER NAME 321087
Please ent	RS TRANS #
	ber [‡]
Card Numb	
Card Numb	er*

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

321087 RS TRANS #
Please enter the Card Number and Unit Number.
Card Number*
Unit Number*
Expiration Date*
Driver Number*
Trip Number*

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

Possible prompts include:

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

STEP 4

321087 RS TRANS #
Please enter the Card Number and Unit Number.
Card Number*
Unit Number*
Expiration Date*
Driver Number*
Trip Number*

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!





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