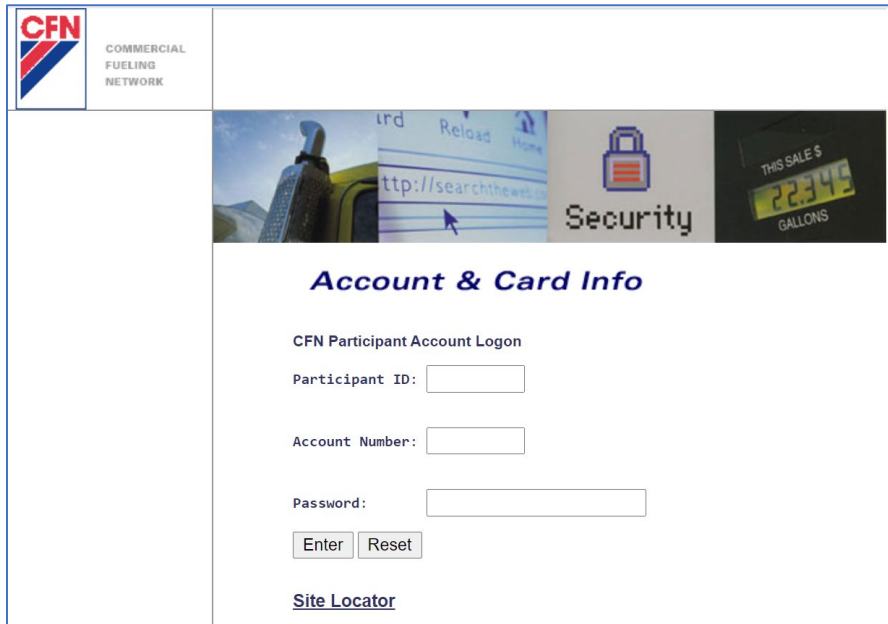


# How to Activate and Inactivate Cards

The purpose of this document is to teach the user how to activate and inactivate a card.

1. Go to <http://www.cfnnet.com/logonacct.html> and input your credentials.



The screenshot shows the CFN Commercial Fueling Network logo in the top left corner. Below it is a banner image featuring a fuel nozzle, a computer screen with a search bar, a padlock icon labeled 'Security', and a digital display showing 'THIS SALE \$ 22.349 GALLONS'. The main content area is titled 'Account & Card Info' and contains the following fields and buttons:

- CFN Participant Account Logon
- Participant ID:
- Account Number:
- Password:
- Buttons: Enter, Reset
- Link: [Site Locator](#)

2. In the CFN Main Search Menu, click on the “Cards” option.

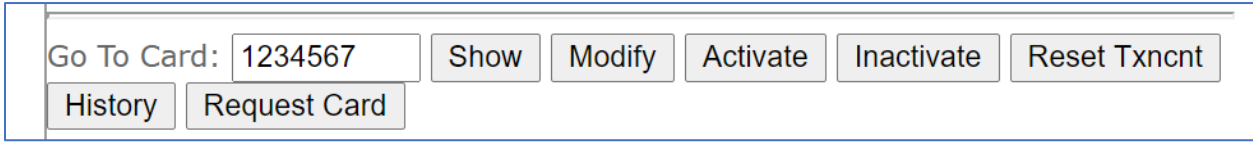


The screenshot shows the CFN Main Search Menu for 'Energie Fuel & Lakeview Petro #344'. The menu includes the following options:

- [Transactions](#)
- [Authorizations](#)
- [Cards](#) (highlighted with a red box)
- [Account Summaries](#)
- [Update Profile](#)

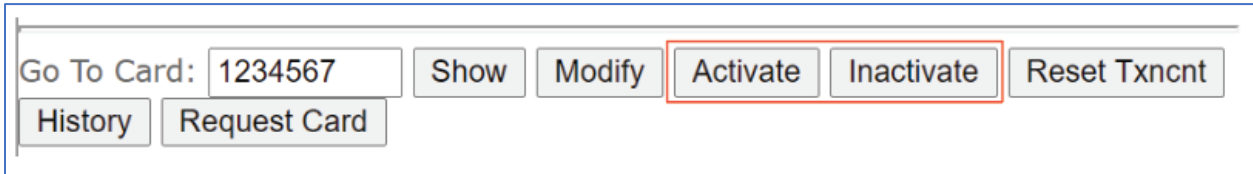
At the bottom, the copyright notice reads: ©2016 Commercial Fueling Network 650-356-3000 or toll free 800-899-2236

3. In the Card Menu, enter the last 7 digits of the card in the “Go To Card:” Text field



Go To Card: 1234567 Show Modify Activate Inactivate Reset Txncnt  
History Request Card

4. Once you have entered the card number, click on either the “Activate” or “Inactivate” buttons to make the card active or inactive.



Go To Card: 1234567 Show Modify Activate Inactivate Reset Txncnt  
History Request Card

5. In the next screen, you should see the information broken down into 11 sections:

Card	Status	Profile	Account	Date Updated	Time Updated	POS Restrict	Txn Count	Txn Date	Odom	ExpDate
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6. Under the Status column, the word “valid” or “invalid” is shown. This shares whether the card can be used or not.