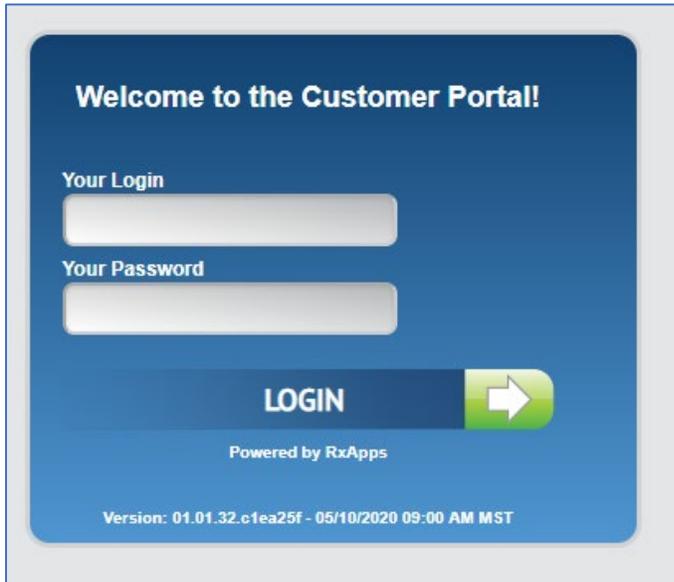


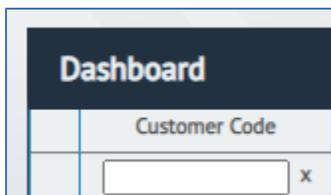
How to Change your Credentials for Viewfuel

1. Visit viewfuel.com and input your log-in credentials



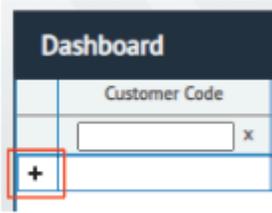
The screenshot shows a login page with a dark blue background. At the top, it says "Welcome to the Customer Portal!". Below that are two input fields: "Your Login" and "Your Password". A green "LOGIN" button with a white arrow is positioned below the password field. At the bottom, it says "Powered by RxApps" and "Version: 01.01.32.c1ea25f - 05/10/2020 09:00 AM MST".

2. If you have more than one account number, enter the master account number in the Customer Code text field in the leftmost column. (If you do not have more than one account, please skip to Step 3.)



The screenshot shows a "Dashboard" header. Below it is a table with a "Customer Code" column. The input field in this column contains a plus sign (+) and a close button (x).

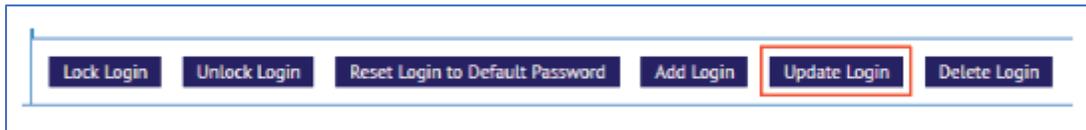
3. Click on the plus (+) symbol that is next to the desired account number to see the valid log-in credentials.



4. Find the person whose log-in credentials that you want to change. Go to the rightmost column called “Select” and click on the gray “Select” button in that person’s row.

Select
Select

5. The selected row should now be highlighted in yellow. Find and click on the blue “Update Login” button.



6. Make the necessary changes in the “Update Login for Customer” pop-up. Once finished, click on the gray “Update Login” button.



7. The log-in credentials have now been changed.