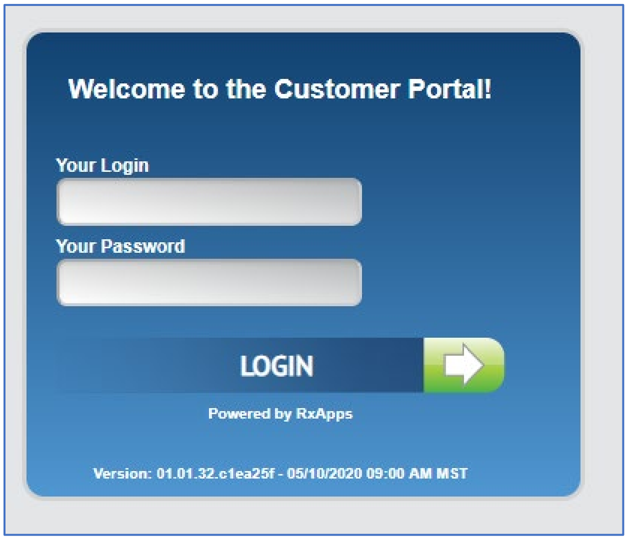
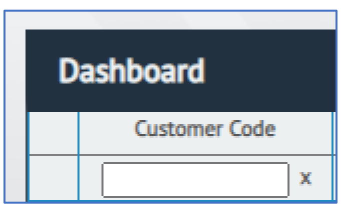
How to Download and View Transactions from Viewfuel

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

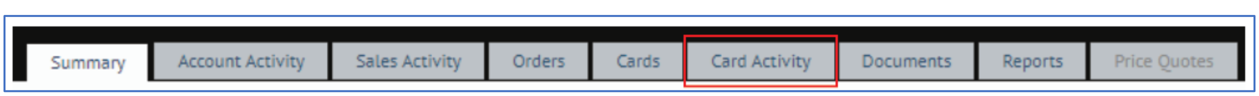


2. If you have more than one account number, enter the master account number in the Customer Code text field in the leftmost column. (If you do not have more than one account, please skip to Step 3.)



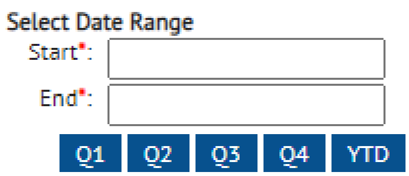
3. In the "Customer Code" column, click on the account number that you want to see the transactions of.

4. Find and click on the gray "Card Activity" tab.



5. Scroll all the way down and click on the "Export" button, located at the bottom left corner.

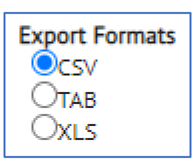
6. In the Fuel Cards Export Utility pop-up, find the "Select Date Range" text fields.



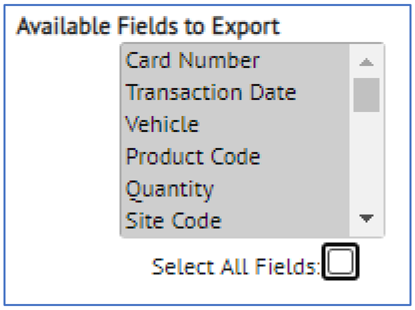
7. For both "Start" and "End" text fields, either manually enter the dates in MM/DD/YYYY format or click on the text fields to drop down the calendar to select the day with the help of a visual.

IMPORTANT NOTE: You can also choose to select quarterly reports and an option called Year to Date (YTD). The YTD option takes all the transactions from the first day of the year to today's date.

8. Find the "Export Formats" section. Click on the file type that you wish the transactions download as. The CSV format is selected by default.



9. Directly below is the “Available Fields to Export” section. To select multiple fields, hold Control and click on the desired fields. If desired, you can select the “Select All Fields” checkbox.



10. Once the fields are selected, click on the “Export” button at the bottom-right corner.