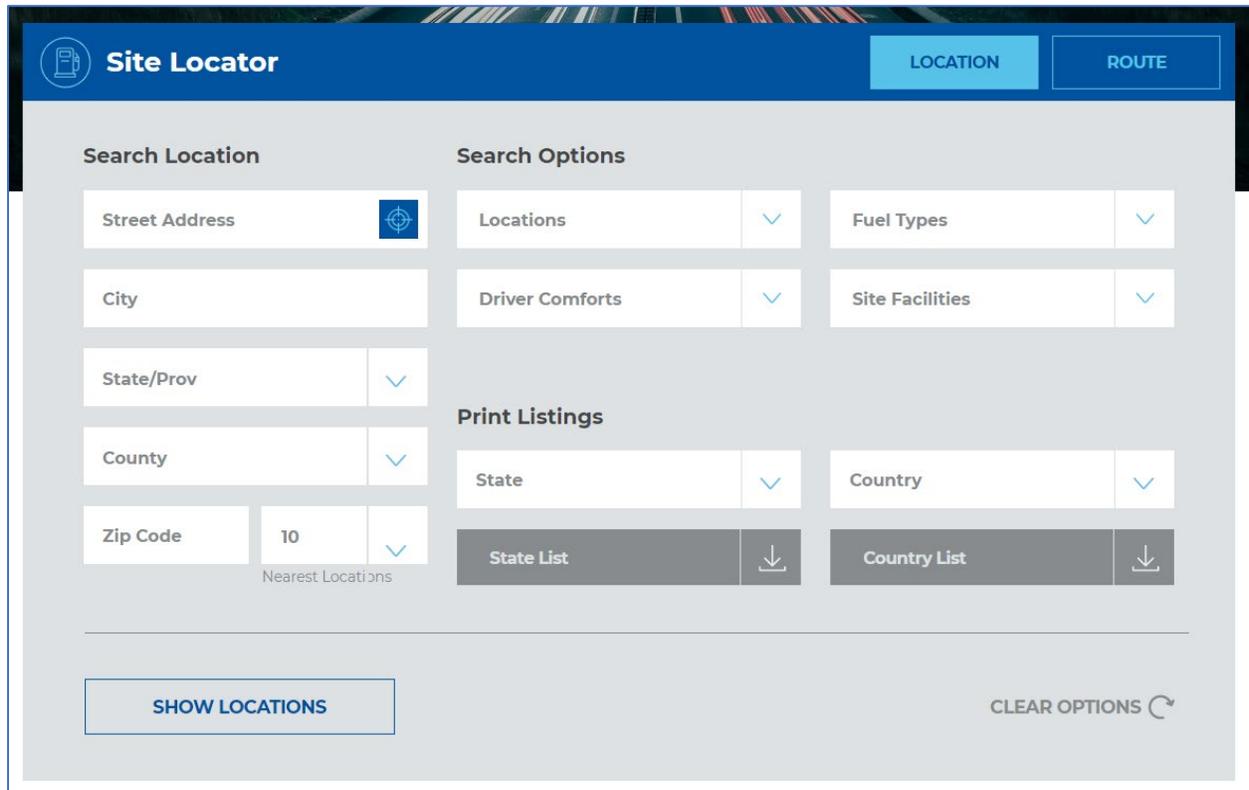


# How to Generate a List of Stations in a State using the CFN Site Locator Website

1. Visit the [cfnfleetwide.com/site-locator/](https://cfnfleetwide.com/site-locator/) website.

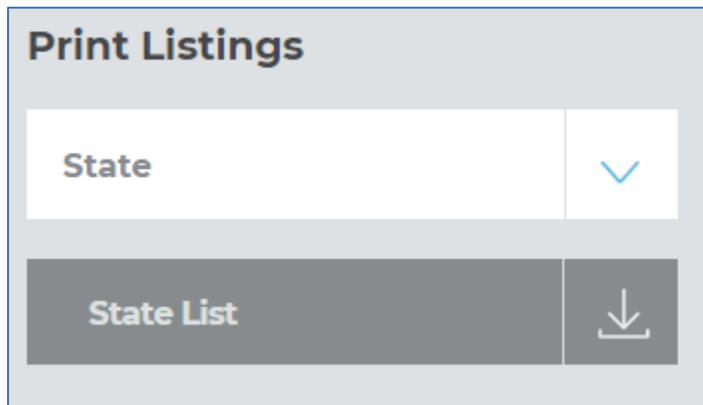


The screenshot shows the 'Site Locator' web application. At the top, there is a blue header with a fuel pump icon and the text 'Site Locator'. To the right of the header are two buttons: 'LOCATION' and 'ROUTE'. Below the header, the interface is divided into several sections:

- Search Location:** Contains input fields for 'Street Address' (with a location pin icon), 'City', 'State/Prov' (dropdown), 'County' (dropdown), and 'Zip Code' (with a dropdown showing '10'). Below the 'Zip Code' field is the text 'Nearest Locations'.
- Search Options:** Contains dropdown menus for 'Locations', 'Driver Comforts', 'Fuel Types', and 'Site Facilities'.
- Print Listings:** Contains dropdown menus for 'State' and 'Country', and two buttons: 'State List' and 'Country List', each with a download icon.

At the bottom of the search area, there is a 'SHOW LOCATIONS' button on the left and a 'CLEAR OPTIONS' button with a refresh icon on the right.

2. Under the "Print Listings" section, locate the State section.

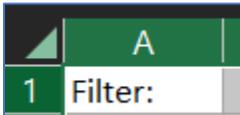


This is a close-up view of the 'Print Listings' section from the previous screenshot. It features a dropdown menu labeled 'State' with a blue downward arrow. Below it is a grey button labeled 'State List' with a white download icon.

3. Click on the blue dropdown arrow, found on the right side of the white “State” box, and click on the state that you want the list of fuel stations that accept our fuel card.
4. Once the desired state is selected, click on the gray “State List” box. This will generate a .csv (comma-separated values) file that can be edited using Microsoft Excel.

Note: The process can stop here. If you would like to edit the report to make it more readable and accurate, please continue by following the steps below.

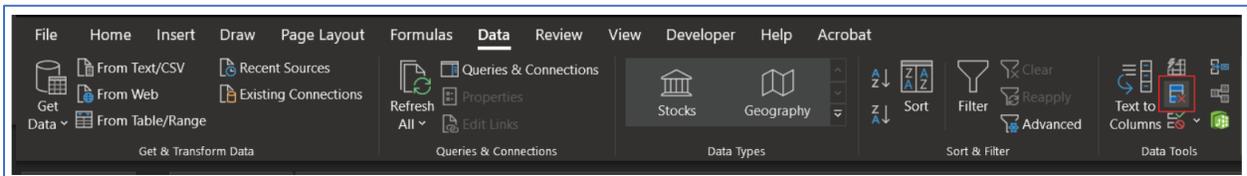
5. Open the file on Microsoft Excel.
6. Highlight the first three rows by click on rows 1-4 on the left side of the screen and delete.
7. Click on the gray triangle on the upper-left hand corner to select all cells. All cells will be highlighted in gray.



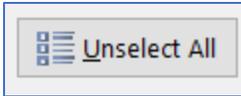
8. Adjust the columns so the width of each column can make the text legible by clicking in between two column headers twice.
9. Highlight and delete the following columns:
  - a. G: Hwy
  - b. H: Exit
  - c. M: BioDiesel
  - d. N: E85
  - e. O: Maint
10. The new column headers should now be as seen below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	State	Zip	Store Name	Brand	Address	24Hr	18-Whl	Gas	Diesel	P@P	Phone	Site #	CFN ID

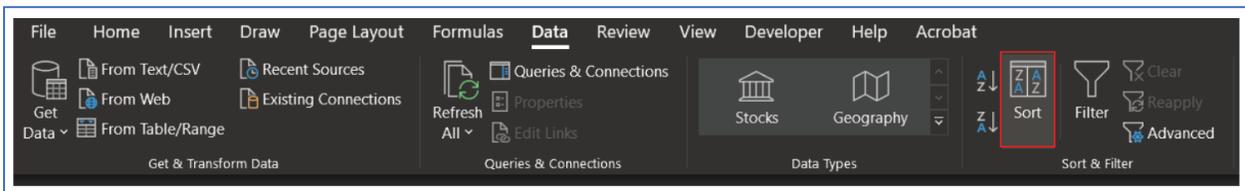
11. On Excel’s Ribbon, click on Data > Data Tools > Remove Duplicates



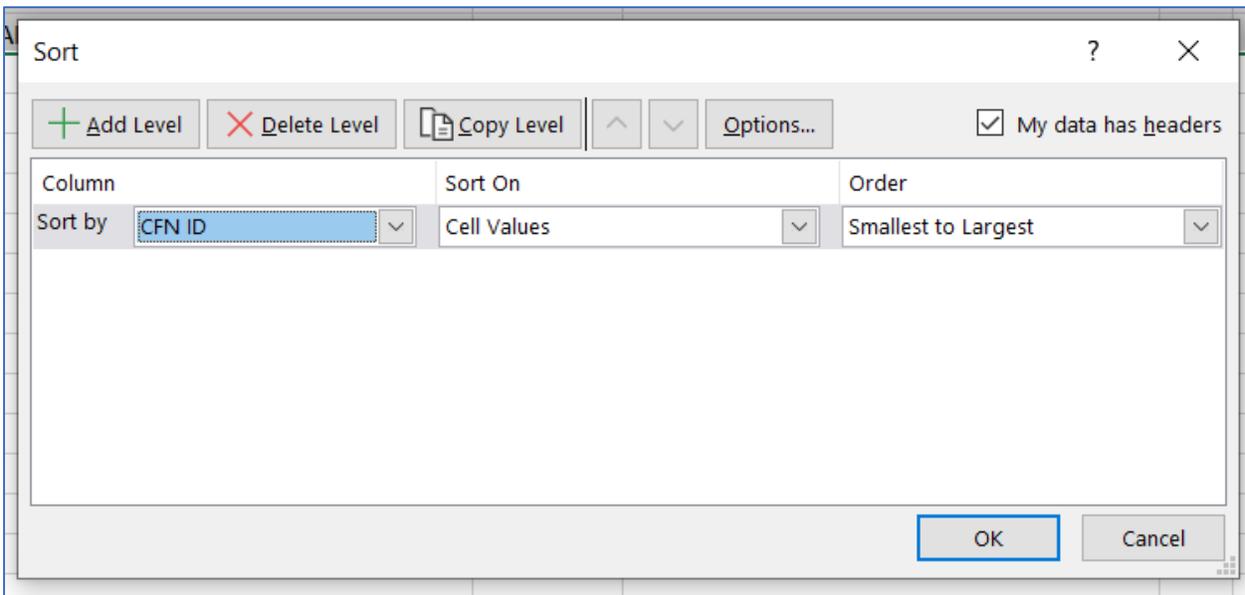
12. For the first round, leave all default checkboxes filled and pressed OK.
13. A pop-up window will show to display how many duplicate values were removed if any along with the number of remaining unique values.
14. Repeat Step 11. In the Remove Duplicates pop-up window, click on the Unselect All button.



15. Check off the CFN ID option. It will be highlighted gray once it is checked off.
16. Click on the OK button once again.
17. A pop-up window will show to display how many duplicate values were removed if any along with the number of remaining unique values.
18. Repeat Step 11 one last time. In the Remove Duplicates pop-up windows, click on the Unselect All button.
19. Check off the Address option. It will be heighted gray once it is checked off.
20. Click on the OK button one last time.
21. A pop-up window will show to display how many duplicate values were removed if any along with the number of remaining unique values.
22. Now that the list is free of any duplicated sites, sort the list of fuel stations by CFN stations and non-CFN stations. Select all the cells that have information.
23. Go to Data > Sort & Filter > Sort



24. In the Sort pop-up window, sort by CFN ID from smallest to largest. Click the OK button.



25. The list is now sorted by CFN IDs. To differentiate between CFN stations by non-CFN stations, look at Column N: CFN IDs. **The stations that give you access to wholesale prices on gas and diesel has 4 or less numbers as their IDs; 5 or more digits on CFN IDs are non-CFN stations, but are still part of the network that accept your fuel card.**
26. Highlight the rows of fuel stations that have a CFN ID that have 4 or less digits. We highly suggest directing your driver(s) to these stations to help you save money.