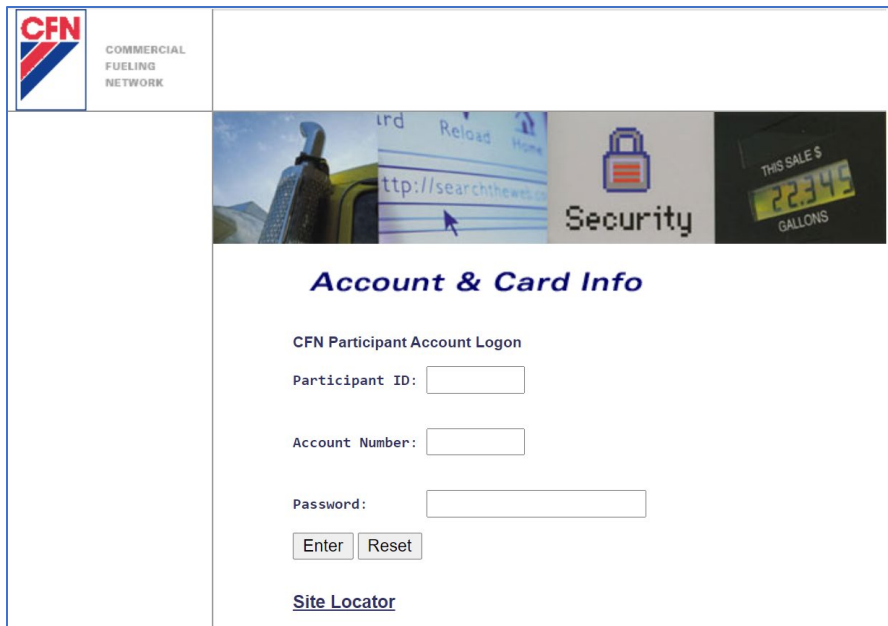


How to Change a PIN Number

The purpose of this document is to share the process of changing a Driver ID, also commonly known as a PIN, for a card.

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



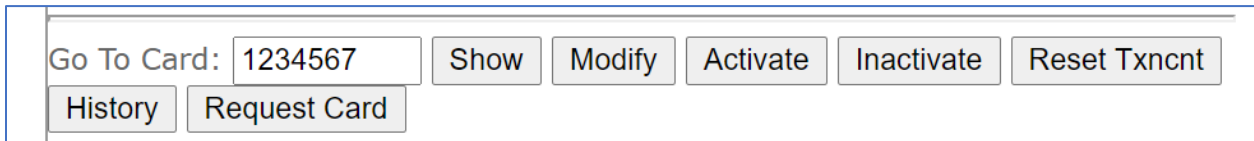
The screenshot shows the CFN (Commercial Fueling Network) login page. The header includes the CFN logo and the text "COMMERCIAL FUELING NETWORK". Below the header is a banner image with a fuel nozzle, a computer screen showing a URL, a padlock icon with the word "Security", and a fuel pump display showing "22.345 GALLONS". The main section is titled "Account & Card Info" and contains the "CFN Participant Account Logon" form. The form has three input fields: "Participant ID:", "Account Number:", and "Password:". Below the "Password:" field are "Enter" and "Reset" buttons. At the bottom of the form is a link for "Site Locator".

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

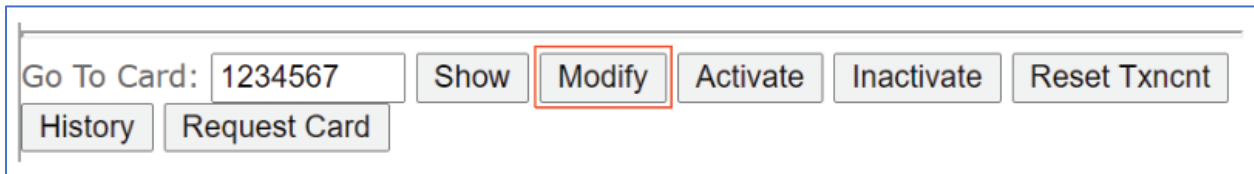


The screenshot shows the CFN Main Search Menu. At the top, it says "Energie Fuel & Lakeview Petro #344". Below this is a heading: "Welcome to the CFN Main Search Menu, please select one of the following:". There is a list of links: "Transactions", "Authorizations", "Cards", "Account Summaries", and "Update Profile". The "Cards" link is highlighted with a red box. At the bottom, there is a copyright notice: "©2016 Commercial Fueling Network 650-356-3000 or toll free 800-899-2236".

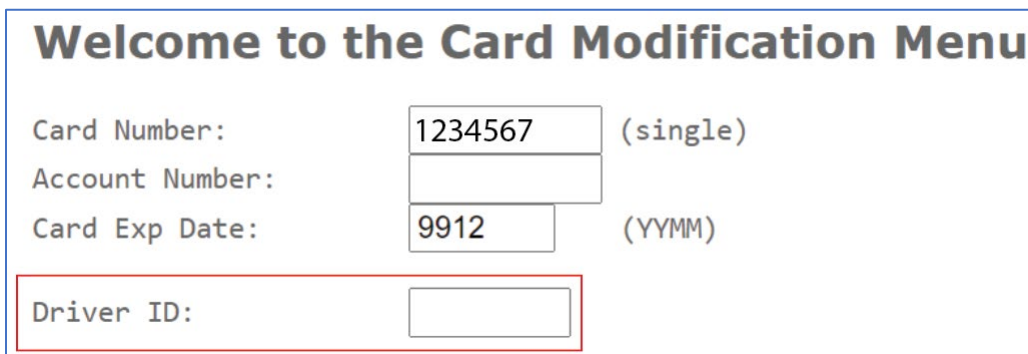
3. In the Card Menu, enter the last 7 digits of the card in the “Go To Card” Text field



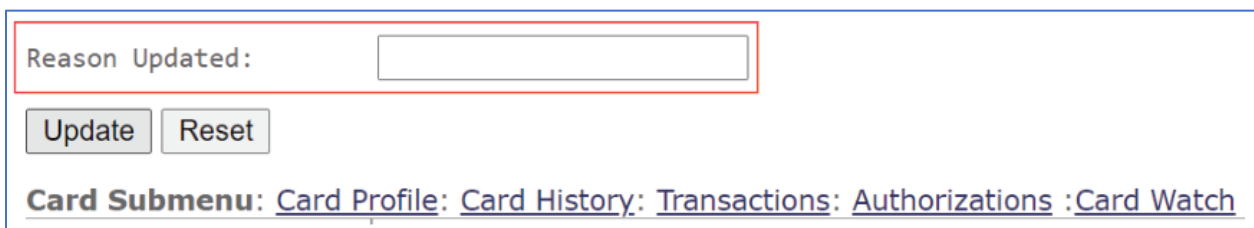
4. Once you have entered the card number, click on the “Modify” button.



5. In the Card Modification Menu, locate the Driver ID (PIN) row.



6. In the text field next to the Driver ID row, input the new 5-digit PIN here, so long as the new number follows two (2) criteria:
- The new PIN does not start with a zero (0), and
 - The new PIN is not shared by another card in the same account.
7. Once the new 5-digit Driver ID or PIN has been entered, locate the Reason Updated row.



8. In the text field next to the Reason Update row, enter the name of the person who requested this change, whether it be you or the employee designated to handle the fuel cards.
9. Once the name has been entered in the text field, click on the “Update” button.

Reason Updated:

Jane Doe

Update

Reset

Card Submenu: [Card Profile](#): [Card History](#): [Transactions](#): [Authorizations](#) :[Card Watch](#)

10. The next screen will show a confirmation that the PIN has been changed for the card. It will share the following information:
 - a. **Card:** The last 7 digits of the card
 - b. **Jobber:** the number associated with your fuel card issuer
 - c. **Status:** Shares if the card is valid or invalid for use
 - d. **Profile:** The number associated with the selected hours and days that the card is allowed to make transactions, as assigned by the fuel card provider
 - e. **Account:** The number that is associated with the account this card is under
 - f. **Date Updated:** The year, month, and day that this update has been executed, in a YYYYMMDD format
 - g. **Time Updated:** The hour, minute, and second that this update has been executed
 - h. **POS Restricted:** “No” means that multiple transactions within a short timeframe cannot be executed, while “yes” means that multiple transactions can be executed within that same timeframe
 - i. **Expire Date:** The year and month that the card will expire, in a YYMM format
 - j. **PinData:** the new 5-digit PIN that the card has been now assigned

IMPORTANT NOTE: The preceding zero (0) of the new 5-digit PIN is NOT part of the new PIN.