

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.

CFN
COMMERCIAL
FUELING
NETWORK

ird Reload Home

Security

THIS SALE \$ 22.94 GALLONS

Account & Card Info

CFN Participant Account Logon

Participant ID:

Account Number:

Password:

[Site Locator](#)

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

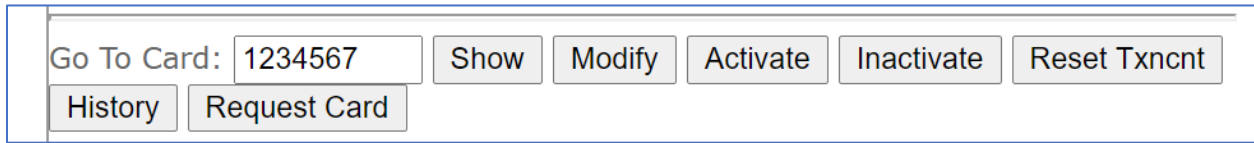
Energie Fuel & Lakeview Petro #344

Welcome to the CFN Main Search Menu, please select one of the following:

- [Transactions](#)
- [Authorizations](#)
- **[Cards](#)**
- [Account Summaries](#)
- [Update Profile](#)

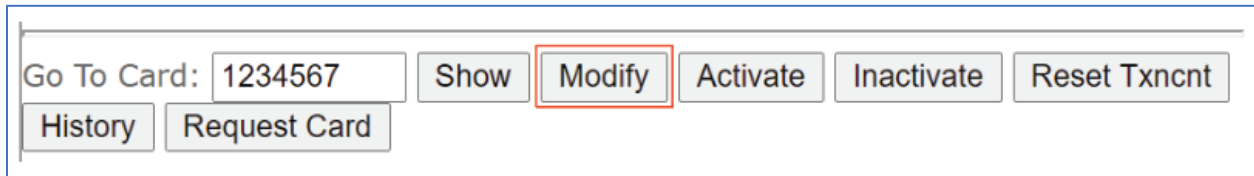
©2016 Commercial Fueling Network 650-356-3000 or toll free 800-899-2236

3. In the Card Menu's "Go To Card" text field, enter the last 7 digits of the card if you have a Single Card System or the 7-digit Virtual Driver Number if you have a Floating PIN System.



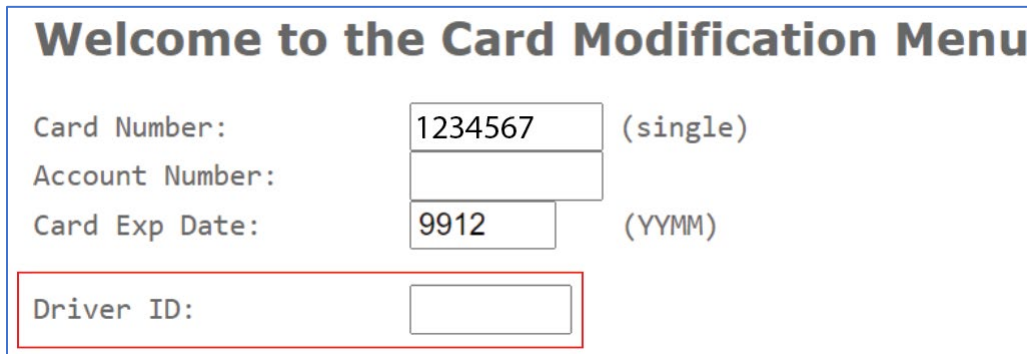
Go To Card:

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



Go To Card:

5. In the Card Modification Menu, locate the Driver ID (PIN) row. The PIN that is shown in the Driver ID row is the current PIN to the card.



Welcome to the Card Modification Menu

Card Number: (single)
Account Number:
Card Exp Date: (YYMM)
Driver ID:

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:
 - a. The new PIN does not start with a zero (0), and
 - b. 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.

Reason Updated:

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

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:

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.