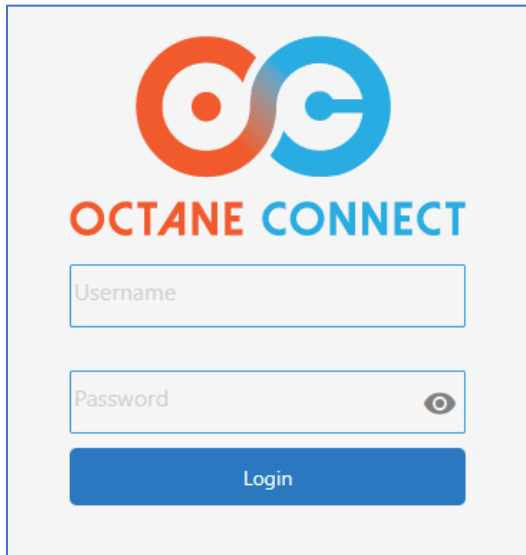


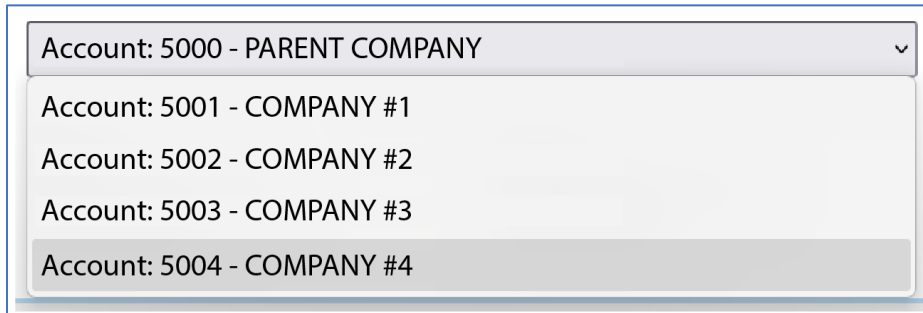
How to Download and View Transactions from Octane

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



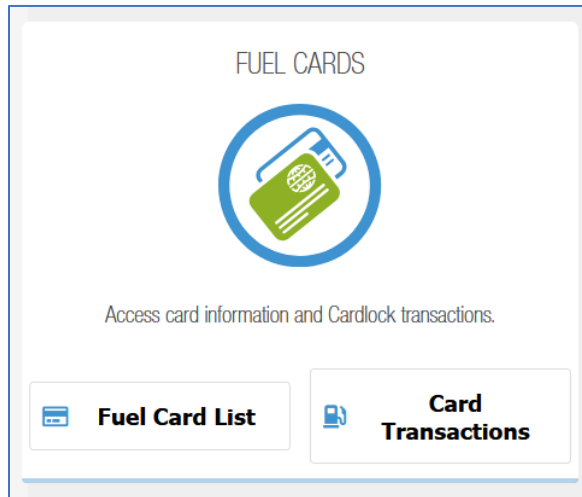
The screenshot shows the Octane Connect login interface. At the top is the Octane Connect logo, which consists of two interlocking circles, one orange and one blue. Below the logo, the text "OCTANE CONNECT" is displayed in orange and blue. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a blue "Login" button.

2. If you have multiple accounts, look at the Account Information section. Click on the Account dropdown menu and click on the appropriate account. If you don't have multiple accounts skip to Step 3.

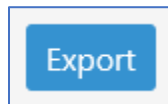


The screenshot shows a dropdown menu with five options. The first option is "Account: 5000 - PARENT COMPANY" and is currently selected. The other options are "Account: 5001 - COMPANY #1", "Account: 5002 - COMPANY #2", "Account: 5003 - COMPANY #3", and "Account: 5004 - COMPANY #4". A small downward arrow is visible on the right side of the first option.

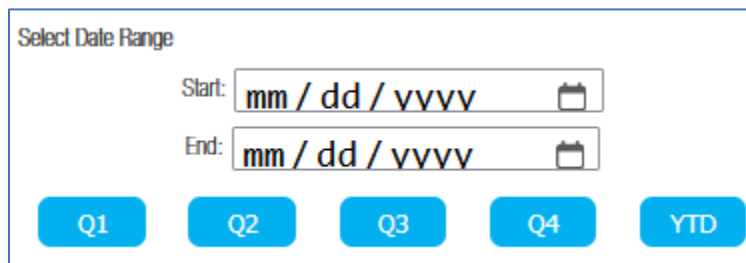
3. Locate and click on the gray “Card Transactions” button.



4. In the bottom right corner, click on the blue “Export” button.



5. In the “Fuel Cards” pop-up, find the “Select Date Range” text fields.



6. 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 current year to today’s date.

7. Find 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.

Available Fields To Export

Transaction Date

Transaction Number

Card Number

Card Holder Name

Select All Fields:

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

Export Cancel

9. If needed, open the downloaded spreadsheet in Excel and delete the following columns to remove any unnecessary information:

- Column C: Sequence
- Column G: Site Code
- Column I: Posted
- Column J: Transaction Number
- Column K: Pump Code
- Column L: Fuel Type
- Column M: Original Site
- Column O: Keyboard
- Column Q: Network
- Column S: Network Site Name
- Column AA: MPG
- Column AB: Modify Date
- Column AC: Is Retail
- Column AD: Is Domestic
- Column AE: Is Remote
- Column AF: Is Foreign
- Column AH: Customer Code
- Column AJ: Charge Code
- Column AK: Cancel Date
- Column AL: Name Type ID
- Column AM: Street *(Optional)*
- Column AN: City *(Optional)*
- Column AO: State Code *(Optional)*
- Column AP: Zip *(Optional)*