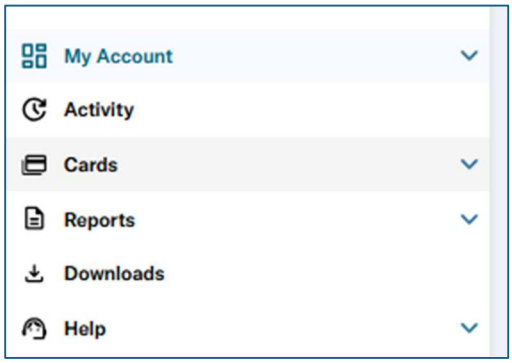
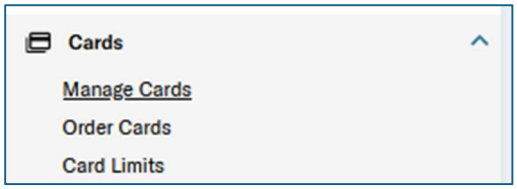
How to Change a Card's Transaction or Daily Gallon Limit using the Driven Portal

IMPORTANT NOTE: The Card Cycle is also the card's Daily Gallon Limit.

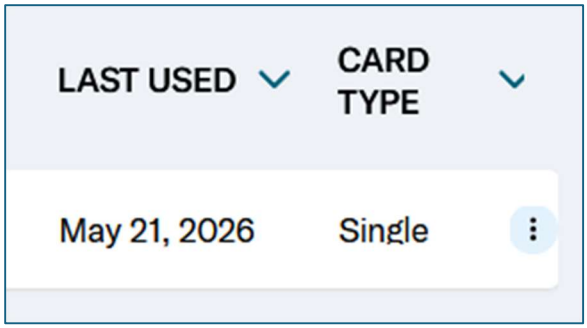
1. Log into the Driven Portal with your credentials.
2. In the left-hand menu, click on the Cards Dropdown Menu.



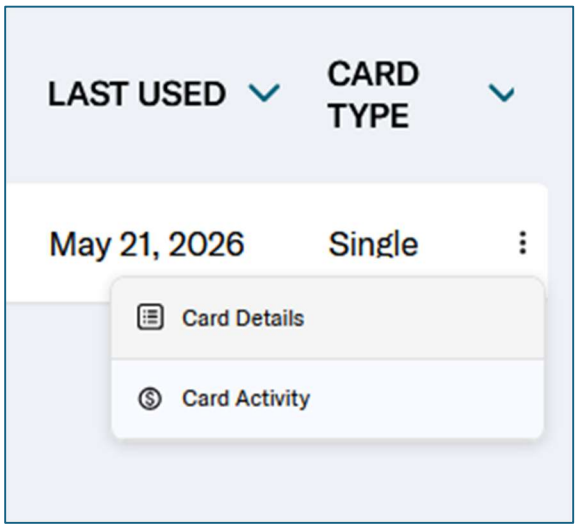
3. Click on Manage Cards.



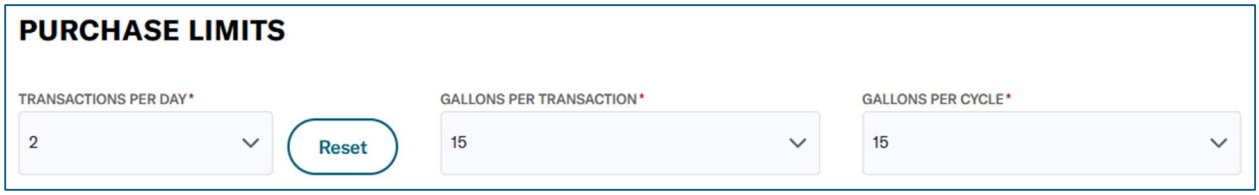
4. In the Manage Cards Screen, find the vehicle card or Single Card that you would like to change the Vehicle Number of. In the same row, look towards the rightmost edge to see three vertical dots. Click on those three dots.



5. On the dropdown menu that appears, select Card Details.



6. In the next screen, find the Purchase Limits section. Find the two text boxes associated with Gallons per Transaction and Gallons per Cycle (Daily Gallon Limit). The number currently entered in those text boxes are that card's current gallon limits.

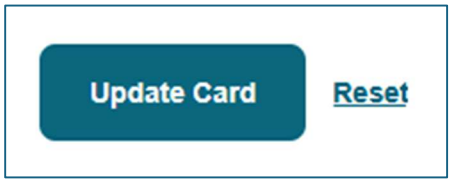


IMPORTANT NOTE: The Transactions per Day are displayed in this image for a Single Card. When viewing a Vehicle Card, it will not be displayed.

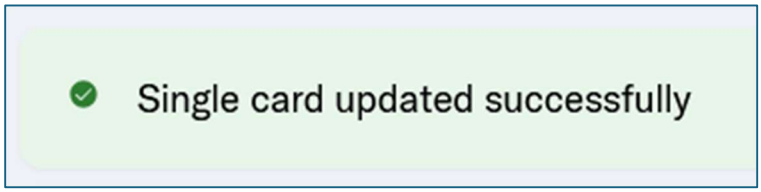
7. Change the value of either text box to the value that more closely meets the need of that vehicle.

IMPORTANT NOTE: The choices that are seen in the dropdown menu of each text box are limits that are currently set in cards throughout your account. If you would like to enter a new gallon limit for either Transaction or Cycle, please contact the Customer Service team.

8. Once updated, scroll down and click on the "Update Card" Button on the bottom left-hand corner.



9. The screen will update to show a message sharing that the updated has been made successfully.



Please note that instructions and visual elements of the newly released DRIVEN portal may change over time to reflect updates on user experience.