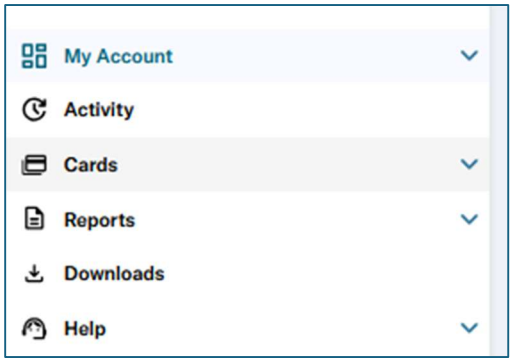
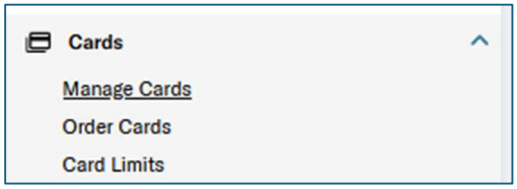
How to Reset a Transaction Count for Cards and Drivers using the Driven Portal

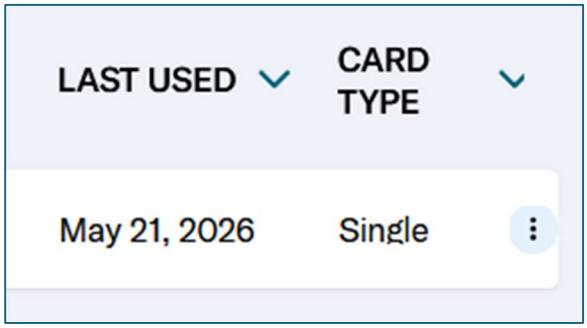
1. Log into the Driven Portal with your credentials.
2. In the left-hand menu, click on the Cards Dropdown Menu.



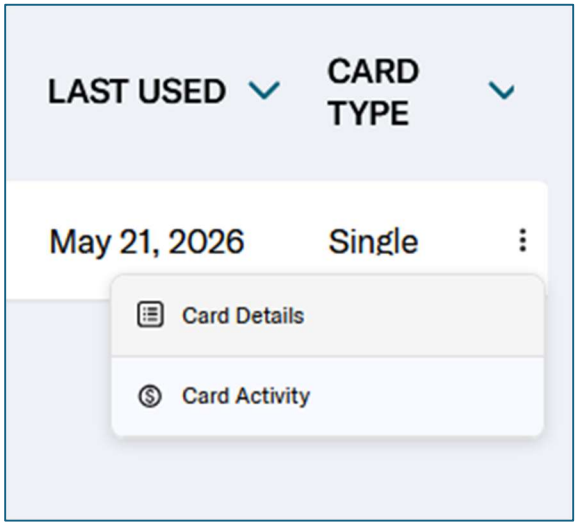
3. Click on Manage Cards.



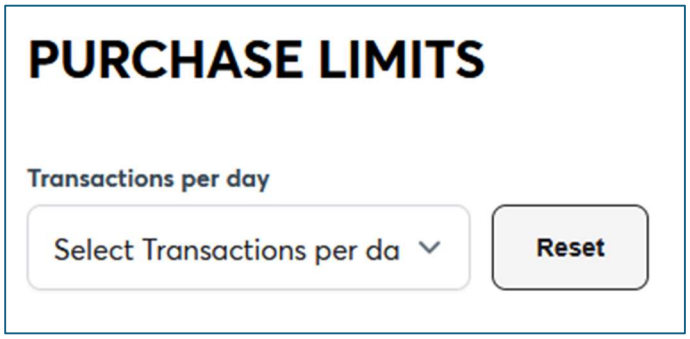
4. In the Manage Cards Screen, find the vehicle card or virtual driver number that you would like to reset the Transaction Count for. In the same row, look towards the rightmost edge to see three vertical dots. Click on those three dots.



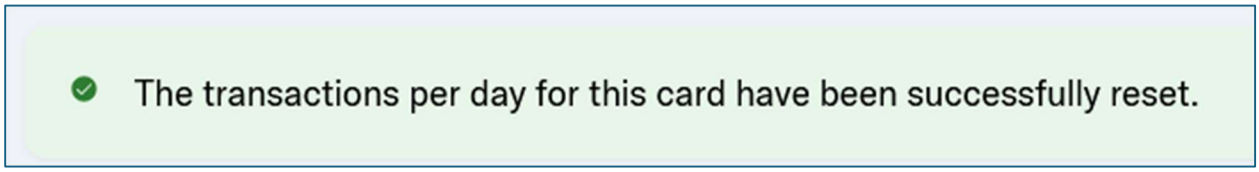
5. On the dropdown menu that appears, select Card Details.



6. In the next screen, find the Purchase Limits section. Directly under the section header is the number of allowed Transactions Per Day. Hit the Reset button.



7. The screen will update to show a pop-up, with the message “The transactions per day for this card have been successfully reset.”



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