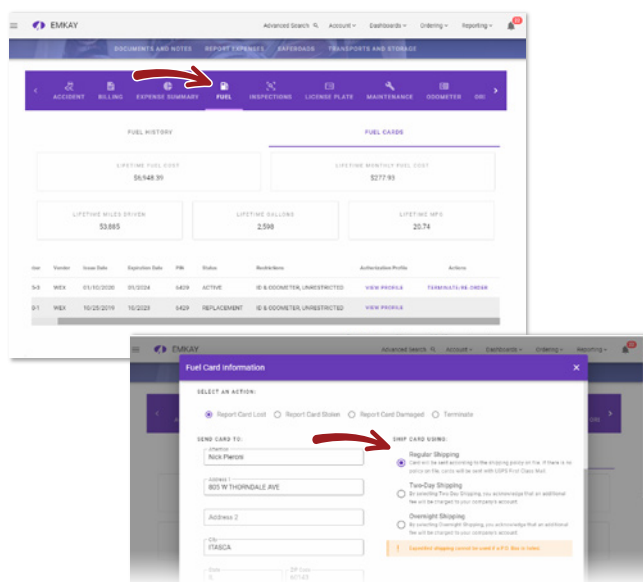## Reorder/Cancel Fuel Cards

Lose or damage a fuel card? Reorder/cancel fuel cards on the fly and have it sent wherever you need.
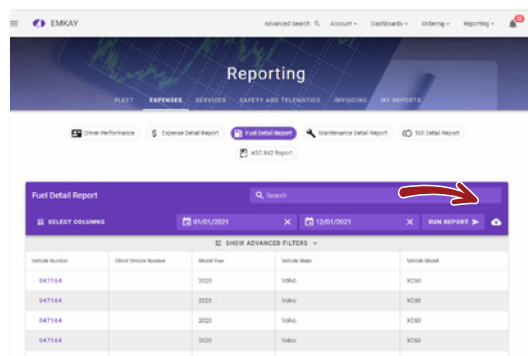
- Select the Vehicle Dashboard from the Dashboards tab of the main menu
- Search for the vehicle by vehicle number, driver last name, plate or last 8 of the VIN
- Select Fuel tab from purple bar at the bottom of the page
- Select Fuel Cards from the right side of the tab
- Select Terminate/Re-Order from the active fuel card list at the bottom of the page
- Choose from reporting the card lost, stolen, damaged or terminating the active card
- Choose your shipping method and validate shipping address to submit

Fuel Detail

Create a report for a specific date range to review comprehensive details of each fuel transaction.

- Select Fleet Reports from the reporting tab of the main menu
- Select the Expenses tab and choose Fuel Detail Report
- Input the desired date range and select Run Report
- Once generated, the fields in the report can be reordered or removed from the report by selecting, Select Columns from the purple header

- If needed, narrow your search by year, make, model, cost center product type or billing date by selecting Show Advanced Filters from the header
- To download the report into Excel, select the cloud with the downward facing arrow from the right side of the purple header

Adding/Terminating PINs

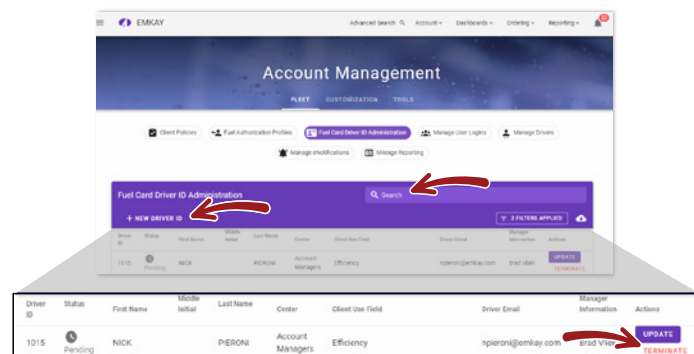With just a few clicks you're able to add and terminate driver PINs in real time.

- Select Account from the main menu
- Select the Fleet tab and choose Fuel Card Driver ID Administration

To add a PIN:
- Select New Driver ID from the left side of the purple bar
- Assign a PIN or let EMKAY generate a PIN for you
- Input the driver's first name, last name and any additional center or client specific info (optional)

To terminate a PIN:
- Use the search bar on the right of the page to search for the PIN by first name, last name or by their PIN
- Select terminate and submit

Driver 360 App

- Select main menu
- Select the fuel tab
- Fuel Card Info will give the driver step by step directions on how to use their fuel card