Update fuel retailer details

Training Guide - Instructions for fuel retailers

Tasmanian Government

Step 1 – Welcome to FuelCheck TAS

Purpose

Use this procedure to update the details of a service station such as the contact details and what fuel types are available.

Prerequisites

- You are a registered FuelCheck TAS user with a registered mobile number.
- You have accessed the FuelCheck TAS login page.

Audience

- All fuel retailer Managers.

Technical Support

For help using the FuelCheck TAS app or website send an email to FuelcheckTas@customerservice.nsw.gov.au

Step 2 – Logging into FuelCheck TAS

The Welcome to FuelCheck TAS screen displays.

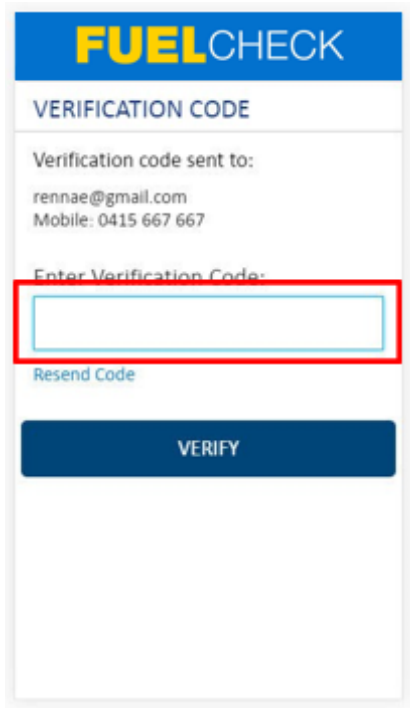Enter the mobile number of your registered user account in the **Please enter your mobile number** field.

Step 3

Click the **NEXT** button to log in to FuelCheck TAS using your registered mobile number.
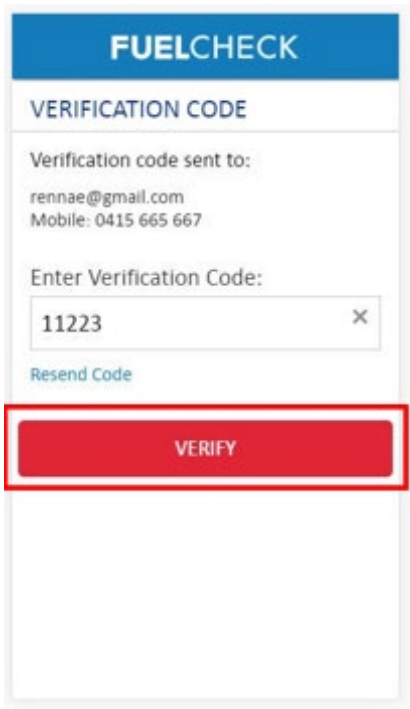
Step 4 – Receiving a verification code

The **VERIFICATION CODE** screen displays.

A verification code will be immediately sent to your registered email address and mobile number.

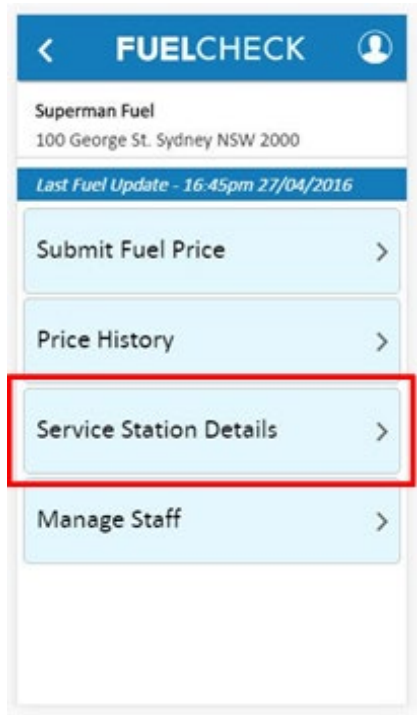Enter the verification code in the **Enter Verification Code** field.

Step 5

Click the **VERIFY** button to accept the verification code.

Step 6 – Updating fuel retailer details

The FuelCheck TAS options display. These options vary depending on your authority level.

Click the **Service Station Details** button to specify the available fuel types at your service station.
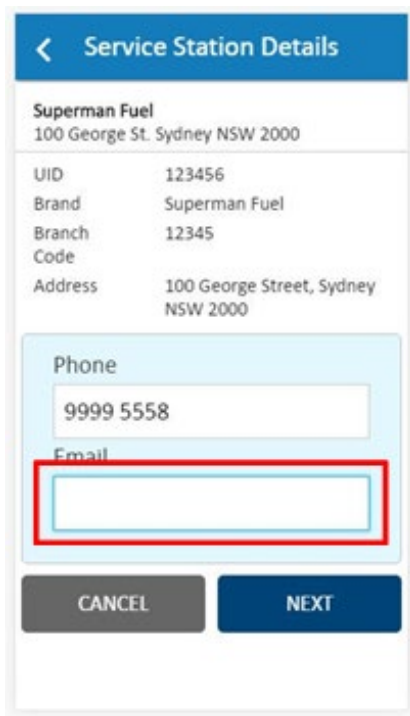
Step 7 – Adding a phone number

The **Service Station Details** screen displays.

Enter the station's contact details if they are missing or incorrect.

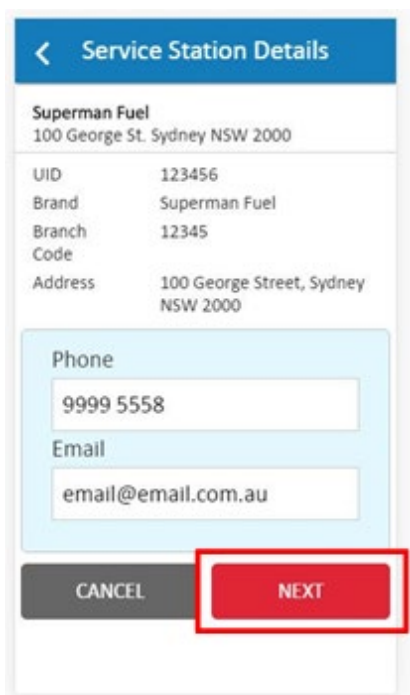Enter the phone number of your service station in the **Phone** field.

Step 8 – Adding an email address

Enter the email address of your service station in the **Email** field.

Step 9

Click the **NEXT** button to continue to the next screen .
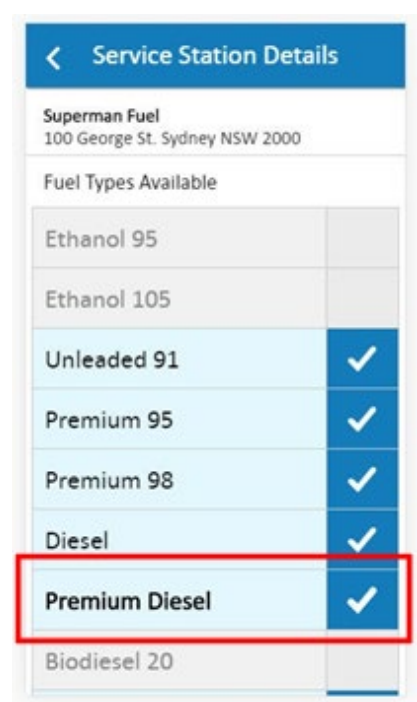
Step 10 – Adding types of fuel available
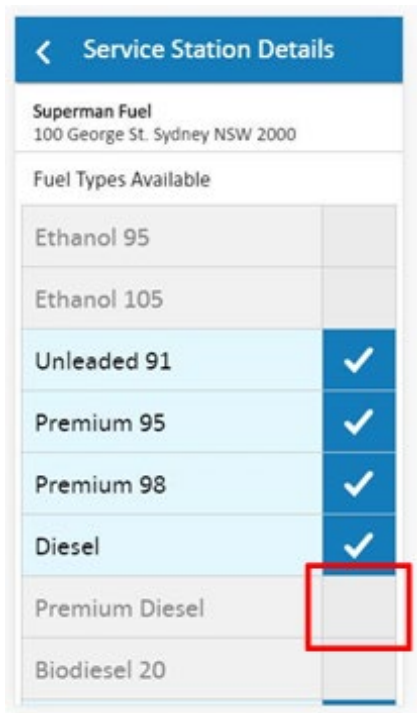
The **Fuel Types Available** screen displays.

The types of fuel which are currently available are marked with a tick. These can be turned on or off as required

Click the selection box for the appropriate fuel type.

Step 11

The **Premium Diesel** fuel type is now ticked which indicates it is available at this service station.

Step 12

Click the **NEXT** button to continue to the next screen

Step 13 – Confirming fuel retailer details

The **Confirmation** screen displays specifying the updated details of the service station.

Click the **I confirm all details are correct** checkbox to confirm the updates.

Step 14

Click the **CONFIRM** button to continue.

Step 15 – Process completed

The contact details of the service station have been entered, the available fuel types have been selected and you are returned to the FuelCheck options screen.

You have completed the **Update Service Station Details** transaction.