



Update fuel retailer details

Training Guide - Instructions for fuel retailers



Step I – Welcome to FuelCheck TAS

A screenshot of the FuelCheck TAS login interface. At the top is a blue header with the 'FUEL CHECK' logo. Below it, the text 'Welcome to FuelCheck' is displayed. A prompt 'Please enter your mobile number' is followed by a text input field. A link for 'Trouble signing in?' is located below the input field. At the bottom of the form is a dark blue button labeled 'NEXT'.

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

A screenshot of the FuelCheck TAS login screen. At the top is the 'FUELCHECK' logo in a blue bar. Below it, the text 'Welcome to FuelCheck' is displayed. Underneath, the instruction 'Please enter your mobile number' is shown. A white input field with a red border is highlighted, indicating where the user should enter their mobile number. Below the input field is a blue button labeled 'NEXT'. A link for 'Trouble signing in?' is visible below the input field.

The Welcome to FuelCheck TAS screen displays.

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

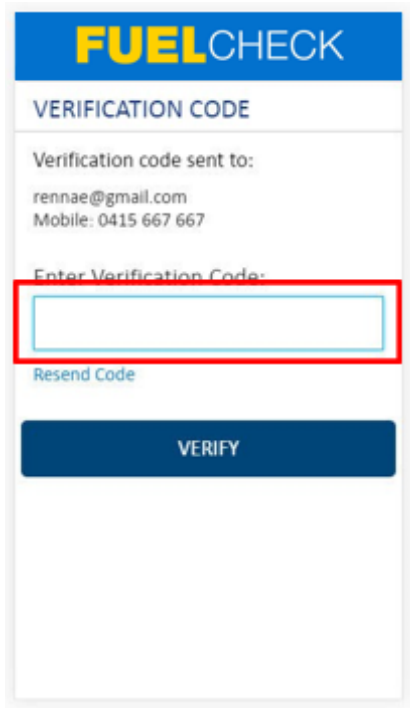
Step 3

A screenshot of the FuelCheck TAS login screen. The 'FUELCHECK' logo is at the top. Below it, the text 'Welcome to FuelCheck' is displayed. Underneath, the instruction 'Please enter your mobile number' is shown. The white input field now contains the mobile number '0415 665 667'. Below the input field is a red button labeled 'NEXT', which is highlighted with a red border. A link for 'Trouble signing in?' is visible below the input field.

Click the **NEXT** button to log in to FuelCheck TAS using your registered mobile number.



Step 4 – Receiving a verification code

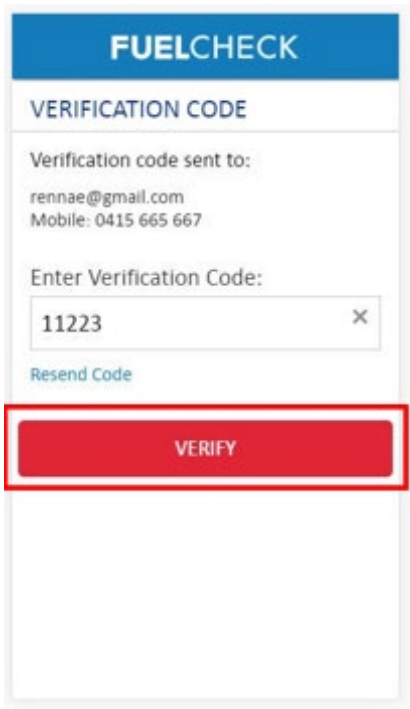


The **VERIFICATION CODE** screen displays.

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.

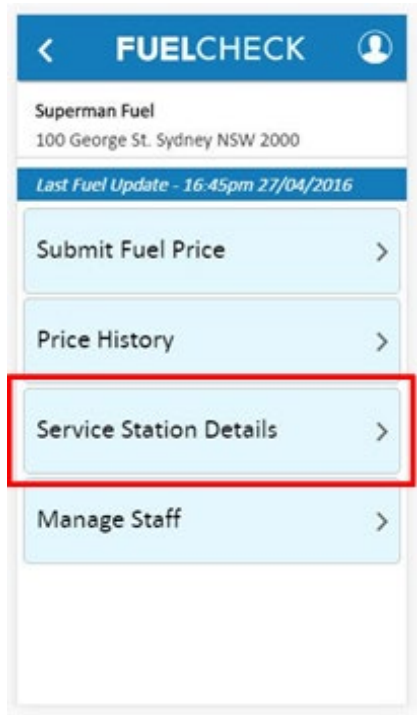
Step 5



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

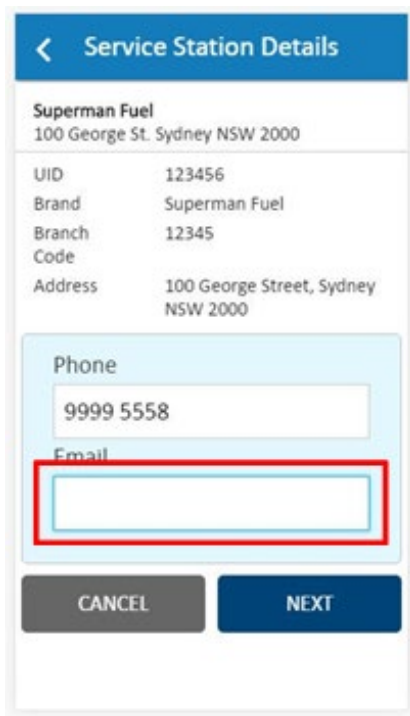


The **Service Station Details** screen displays.

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

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

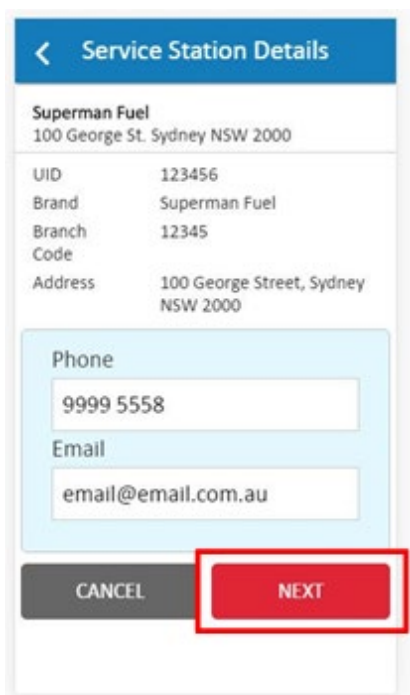
Step 8 – Adding an email address



The screenshot shows the 'Service Station Details' form for 'Superman Fuel' at '100 George St. Sydney NSW 2000'. The form includes fields for UID (123456), Brand (Superman Fuel), Branch Code (12345), and Address (100 George Street, Sydney NSW 2000). Below these is a 'Phone' field with the value '9999 5558'. The 'Email' field is currently empty and is highlighted with a red rectangular border. At the bottom of the form are two buttons: 'CANCEL' and 'NEXT'.

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

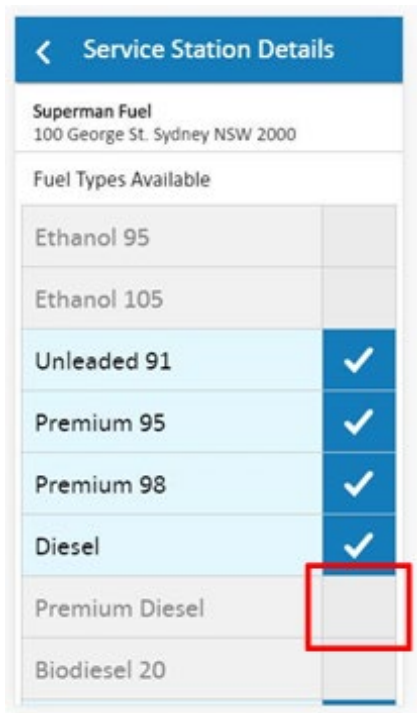
Step 9



The screenshot shows the 'Service Station Details' form for 'Superman Fuel' at '100 George St. Sydney NSW 2000'. The form includes fields for UID (123456), Brand (Superman Fuel), Branch Code (12345), and Address (100 George Street, Sydney NSW 2000). Below these is a 'Phone' field with the value '9999 5558' and an 'Email' field with the value 'email@email.com.au'. At the bottom of the form are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red rectangular border.

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

Step 10 – Adding types of fuel available

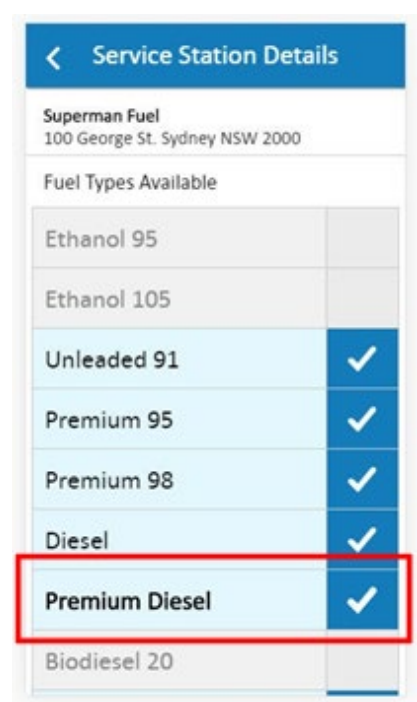


The **Fuel Types Available** screen displays.

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

Service Station Details	
Premium 98	✓
Diesel	✓
Premium Diesel	✓
Biodiesel 20	
LPG	✓
CNG/NGV	
LNG	
EV Charge	
Hydrogen	

NEXT

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

Step 13 – Confirming fuel retailer details

Confirmation

Superman Fuel
100 George St. Sydney NSW 2000

Please confirm all details are correct.

Station Information UID: 123456
Brand: Superman Fuel
Branch Code: 12345
Address: 100 George Street, Sydney NSW 2000

Phone: 9999 5558
Email: email@email.com.au

Unleaded 91
Premium 95
Premium 98
Diesel
Premium Diesel
LPG LPG

I confirm all details are correct.

CONFIRM

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

Confirmation

Superman Fuel
100 George St. Sydney NSW 2000

Please confirm all details are correct.

Station Information UID: 123456
Brand: Superman Fuel
Branch Code: 12345
Address: 100 George Street, Sydney NSW 2000

Phone: 9999 5558
Email: email@email.com.au

Unleaded 91
Premium 95
Premium 98
Diesel
Premium Diesel
LPG LPG

I confirm all details are correct.

CONFIRM

Click the **CONFIRM** button to continue.

Step 15 – Process completed

FUELCHECK

Superman Fuel
100 George St. Sydney NSW 2000

Last Fuel Update - 16:45pm 27/04/2016

Submit Fuel Price >

Price History >

Service Station Details >

Manage Staff >

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.