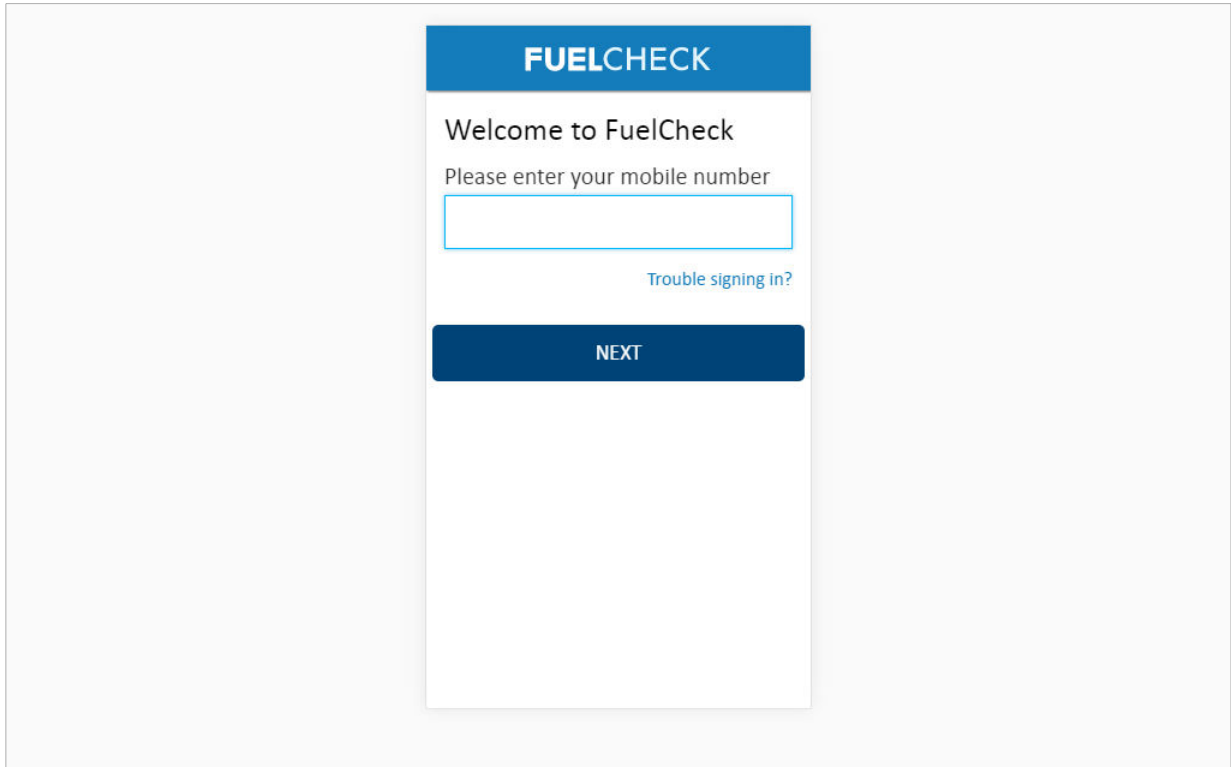


## Step 1



### Purpose

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

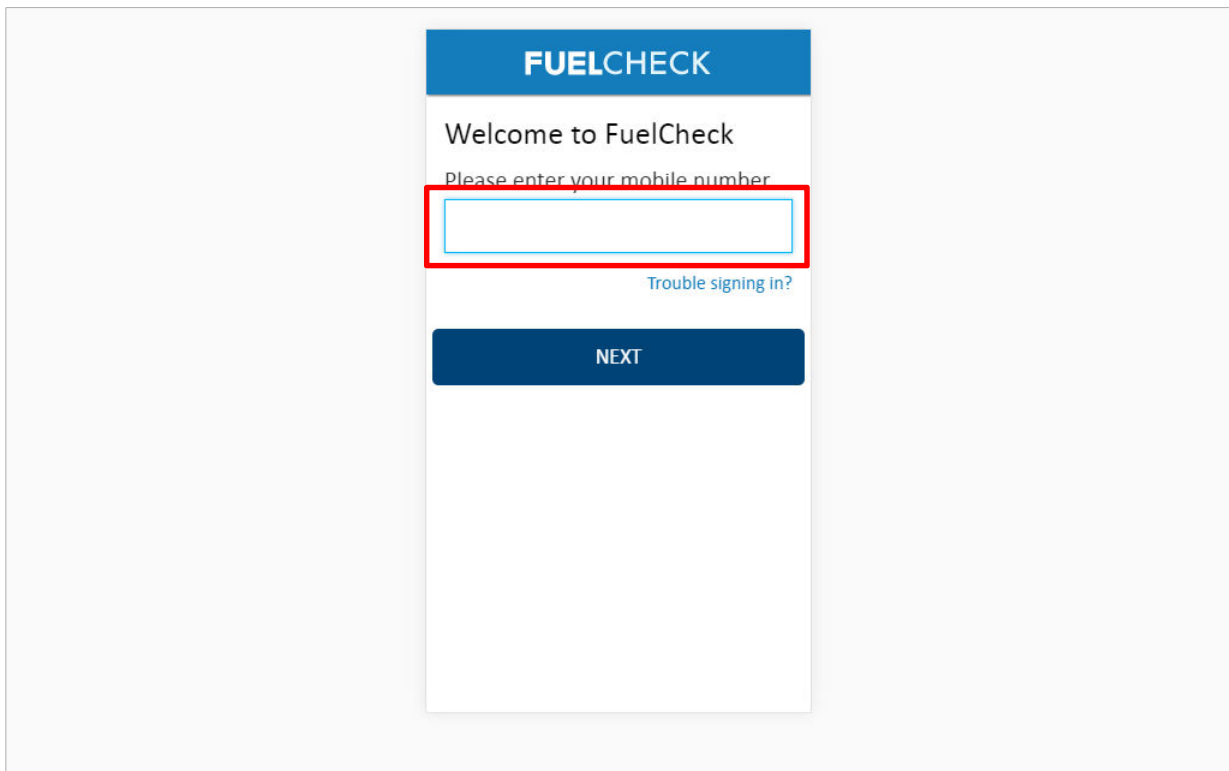
### Prerequisites

- You are a registered FuelCheck user with a registered mobile number.
- You have accessed the FuelCheck log in page.

### Audience

- All service station Managers.

**Step 2**

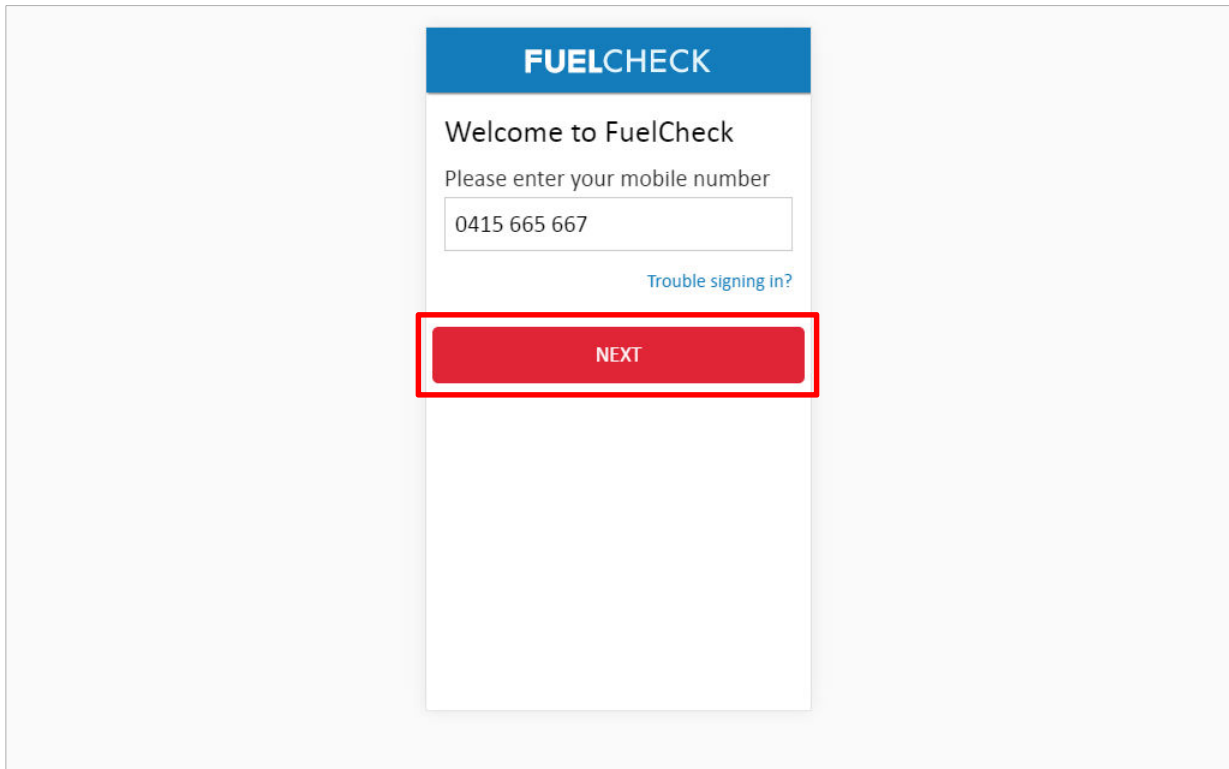


The **Welcome to FuelINSW** screen is displayed.

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

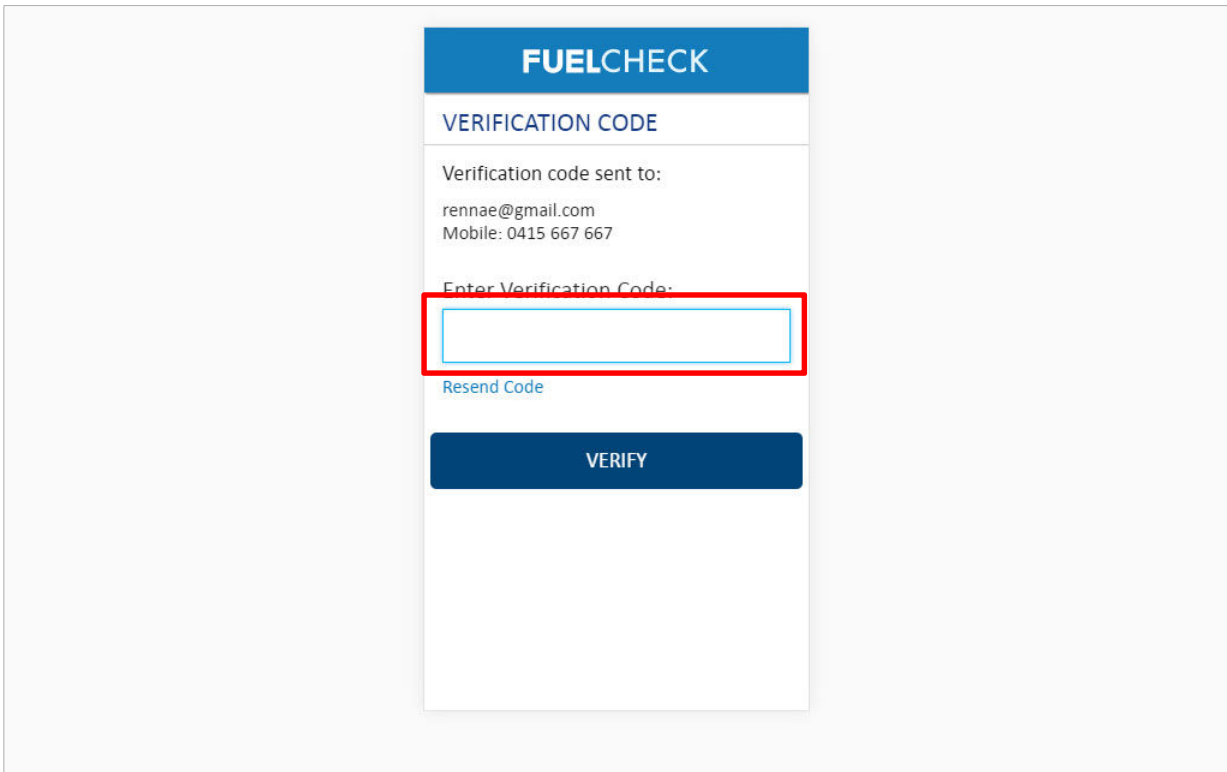
Enter **0415 665 667**

**Step 3**



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

**Step 4**



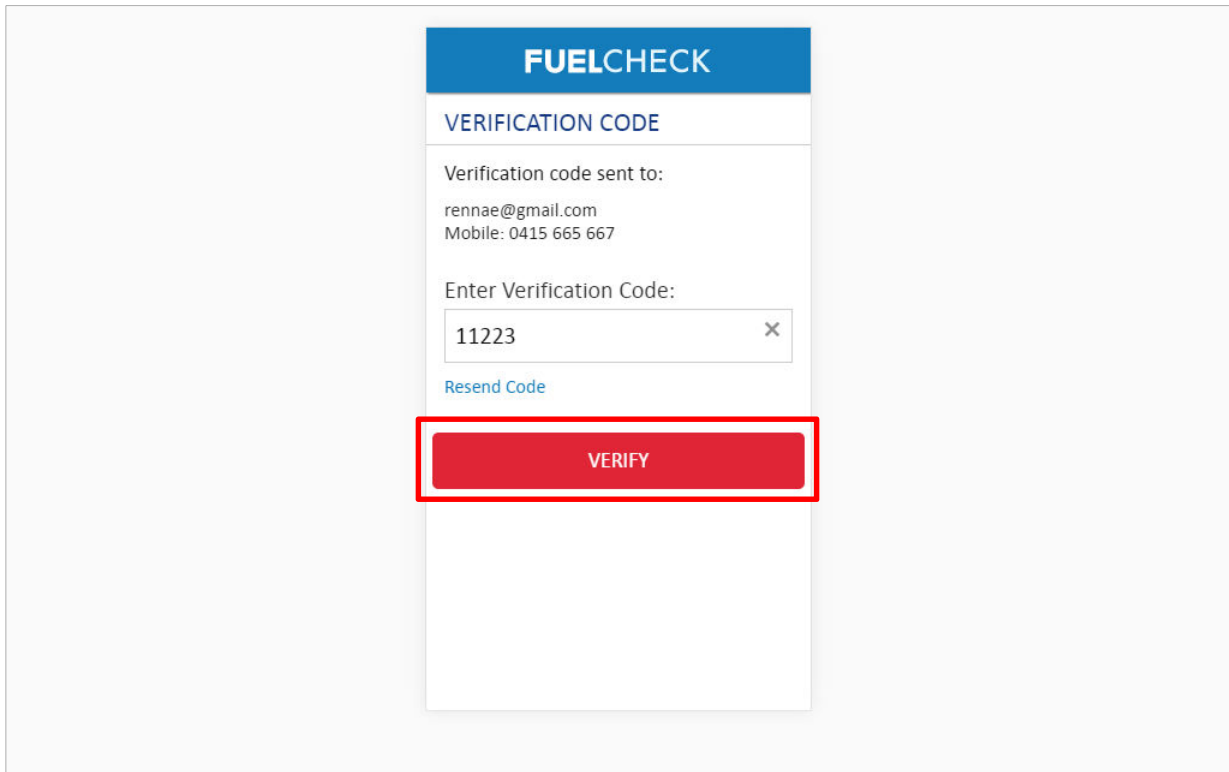
The **VERIFICATION CODE** screen is displayed.

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

Enter the verification code that was sent to you in the **Enter Verification Code** field.

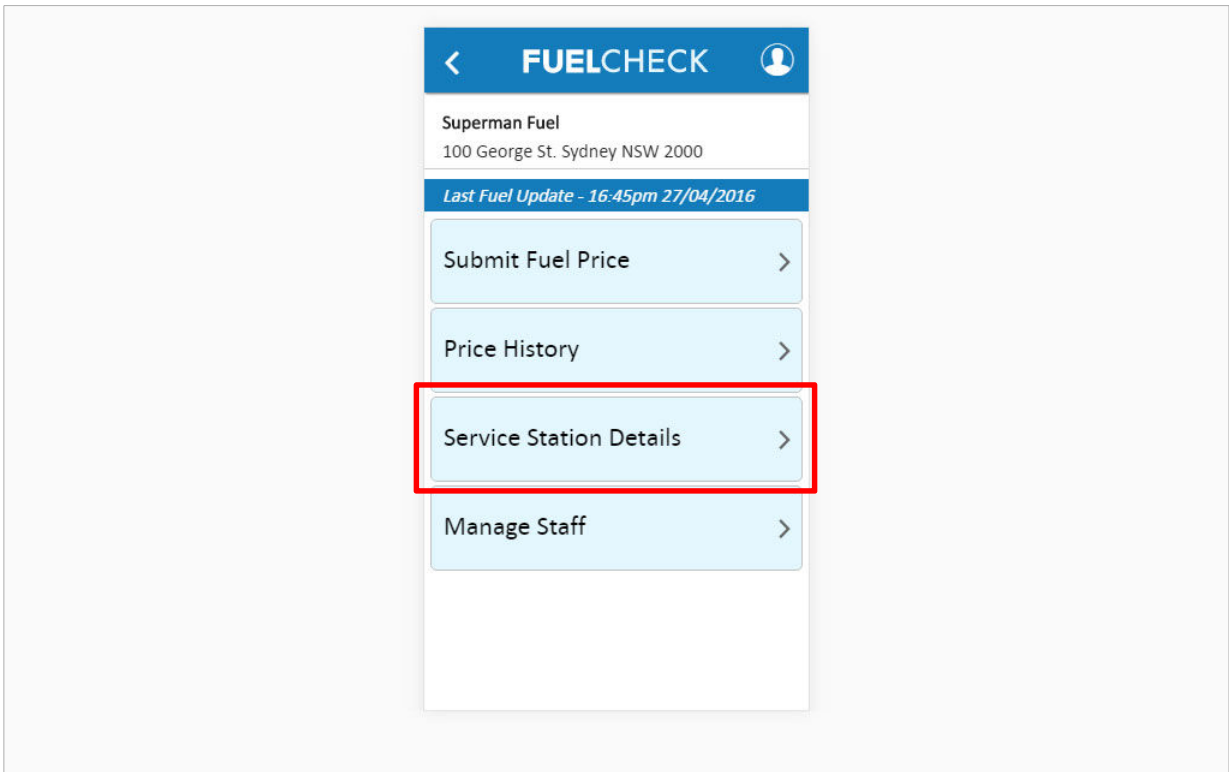
Enter **11223**

**Step 5**



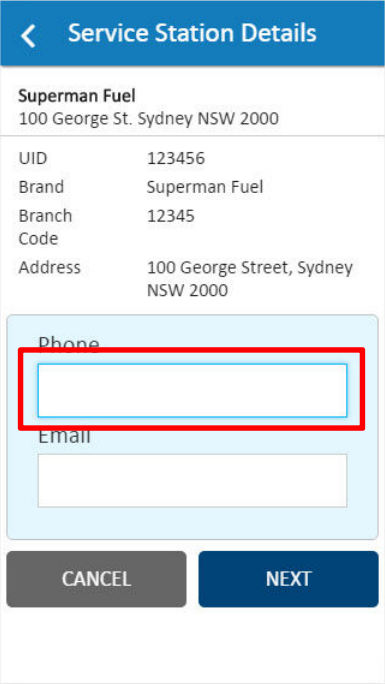
Click the **VERIFY** button to accept the entered verification code.

**Step 6**



The FuelCheck options for your service station are displayed. These options will vary depending on your authority level.

Click the **Service Station Details** button to specify the available fuel types at your service station.

**Step 7**

Service Station Details	
<b>Superman Fuel</b> 100 George St. Sydney NSW 2000	
UID	123456
Brand	Superman Fuel
Branch Code	12345
Address	100 George Street, Sydney NSW 2000
Phone	<input type="text"/>
Email	<input type="text"/>

**CANCEL** **NEXT**

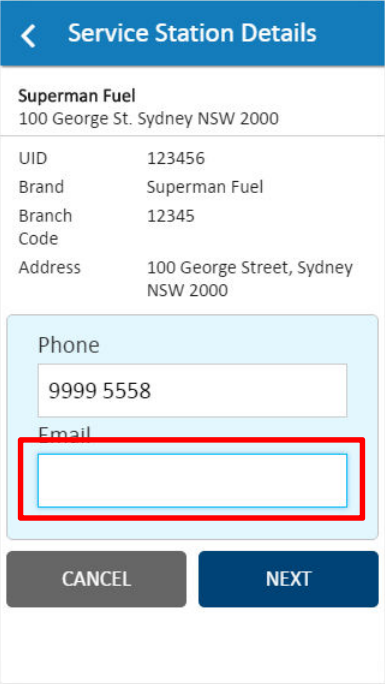
The **Service Station Details** screen is displayed.

The station's contact details should be entered if they are missing or incorrect.

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

Enter **9999 5558**

**Step 8**



**Service Station Details**

**Superman Fuel**  
100 George St. Sydney NSW 2000

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

Phone  
9999 5558

Email

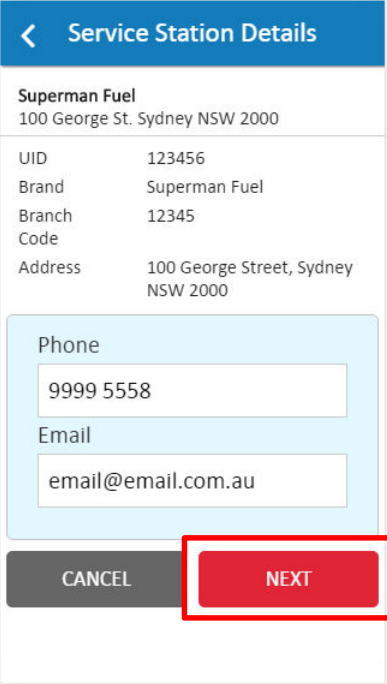
CANCEL NEXT

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

Enter **email@email.com.au**



**Step 9**



**Service Station Details**

**Superman Fuel**  
100 George St. Sydney NSW 2000

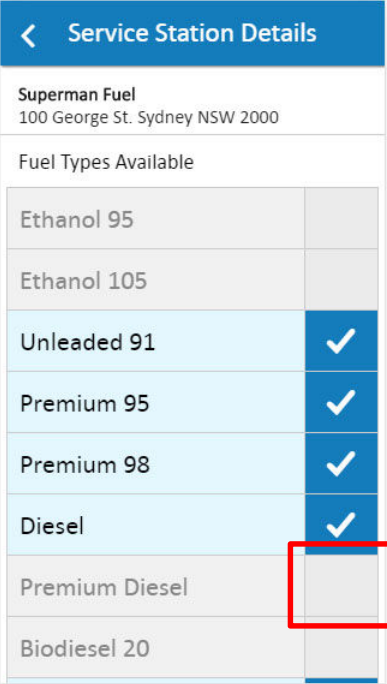
UID	123456
Brand	Superman Fuel
Branch Code	12345
Address	100 George Street, Sydney NSW 2000

Phone  
9999 5558

Email  
email@email.com.au

CANCEL NEXT

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

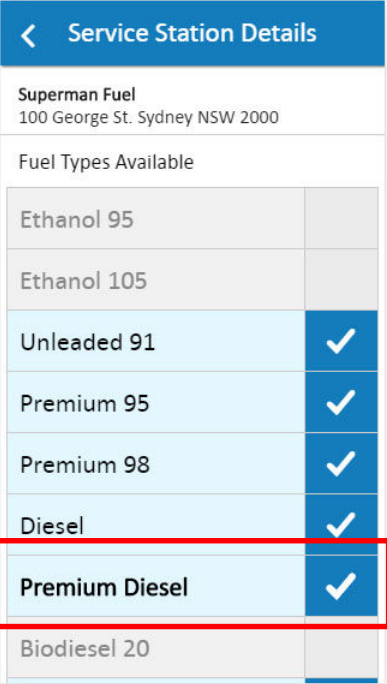
**Step 10**

Service Station Details	
Superman Fuel 100 George St. Sydney NSW 2000	
Fuel Types Available	
Ethanol 95	
Ethanol 105	
Unleaded 91	✓
Premium 95	✓
Premium 98	✓
Diesel	✓
Premium Diesel	
Biodiesel 20	

The **Fuel Types Available** screen is displayed.

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

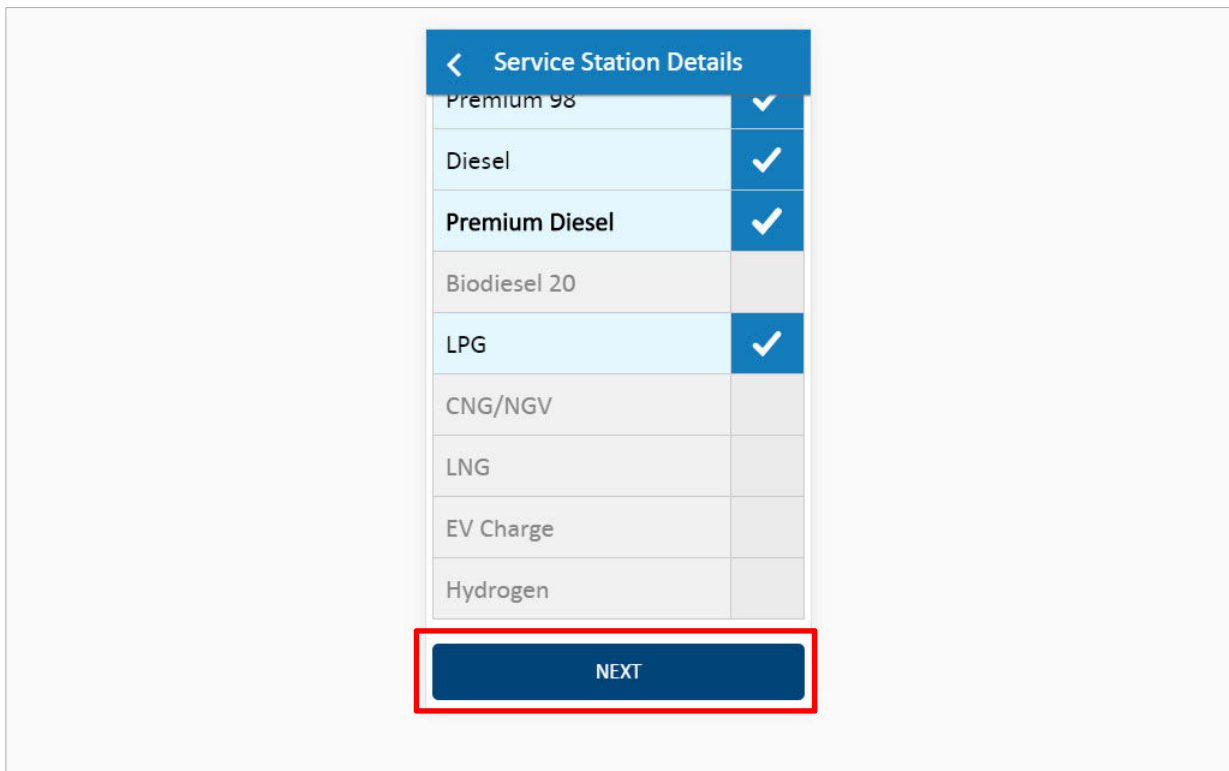
Click the selection box for the **Premium Diesel** fuel type.

**Step 11**

Service Station Details	
Superman Fuel 100 George St. Sydney NSW 2000	
Fuel Types Available	
Ethanol 95	<input type="checkbox"/>
Ethanol 105	<input type="checkbox"/>
Unleaded 91	<input checked="" type="checkbox"/>
Premium 95	<input checked="" type="checkbox"/>
Premium 98	<input checked="" type="checkbox"/>
Diesel	<input checked="" type="checkbox"/>
<b>Premium Diesel</b>	<input checked="" type="checkbox"/>
Biodiesel 20	<input type="checkbox"/>

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

**Step 12**



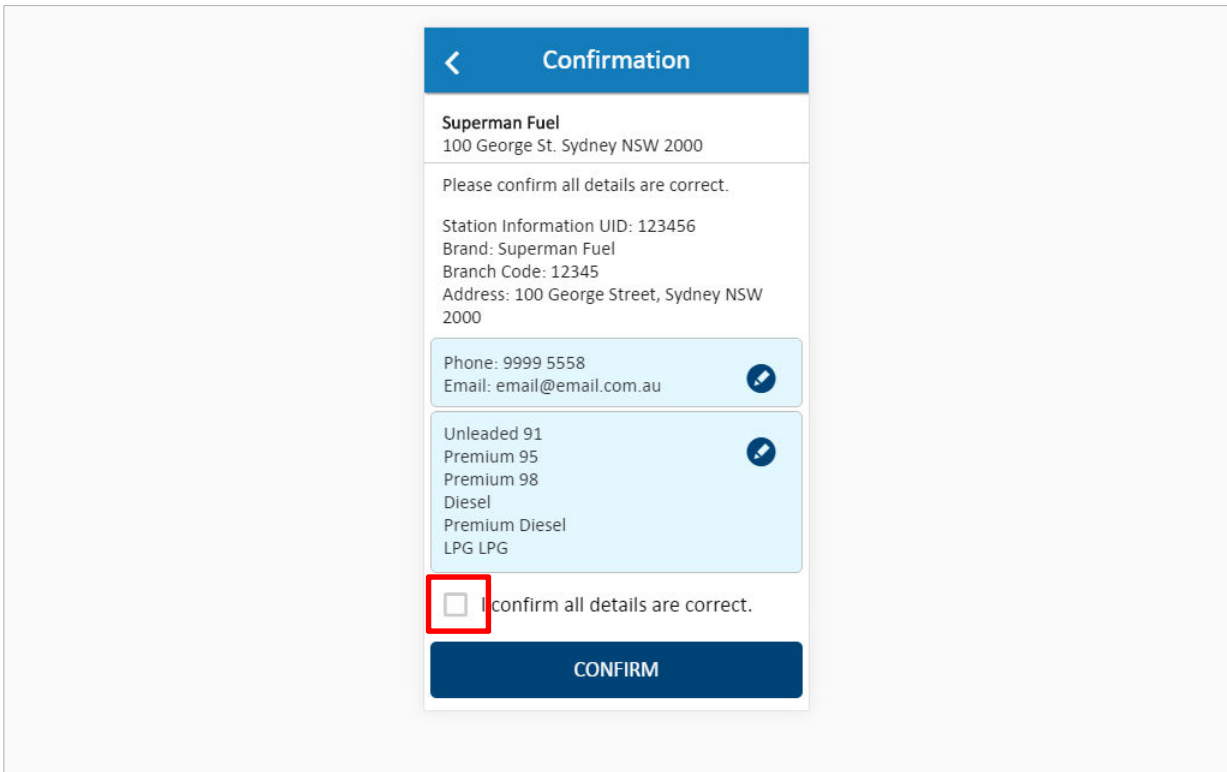
The screenshot shows a mobile application interface for updating service station details. At the top, there is a blue header bar with a back arrow and the text "Service Station Details". Below this is a list of fuel types, each with a corresponding checkbox. The checked items are Premium 98, Diesel, Premium Diesel, and LPG. The unchecked items are Biodiesel 20, CNG/NGV, LNG, EV Charge, and Hydrogen. At the bottom of the list is a dark blue button labeled "NEXT", which is highlighted with a red rectangular border.

Fuel Type	Checked
Premium 98	<input checked="" type="checkbox"/>
Diesel	<input checked="" type="checkbox"/>
Premium Diesel	<input checked="" type="checkbox"/>
Biodiesel 20	<input type="checkbox"/>
LPG	<input checked="" type="checkbox"/>
CNG/NGV	<input type="checkbox"/>
LNG	<input type="checkbox"/>
EV Charge	<input type="checkbox"/>
Hydrogen	<input type="checkbox"/>

**NEXT**

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

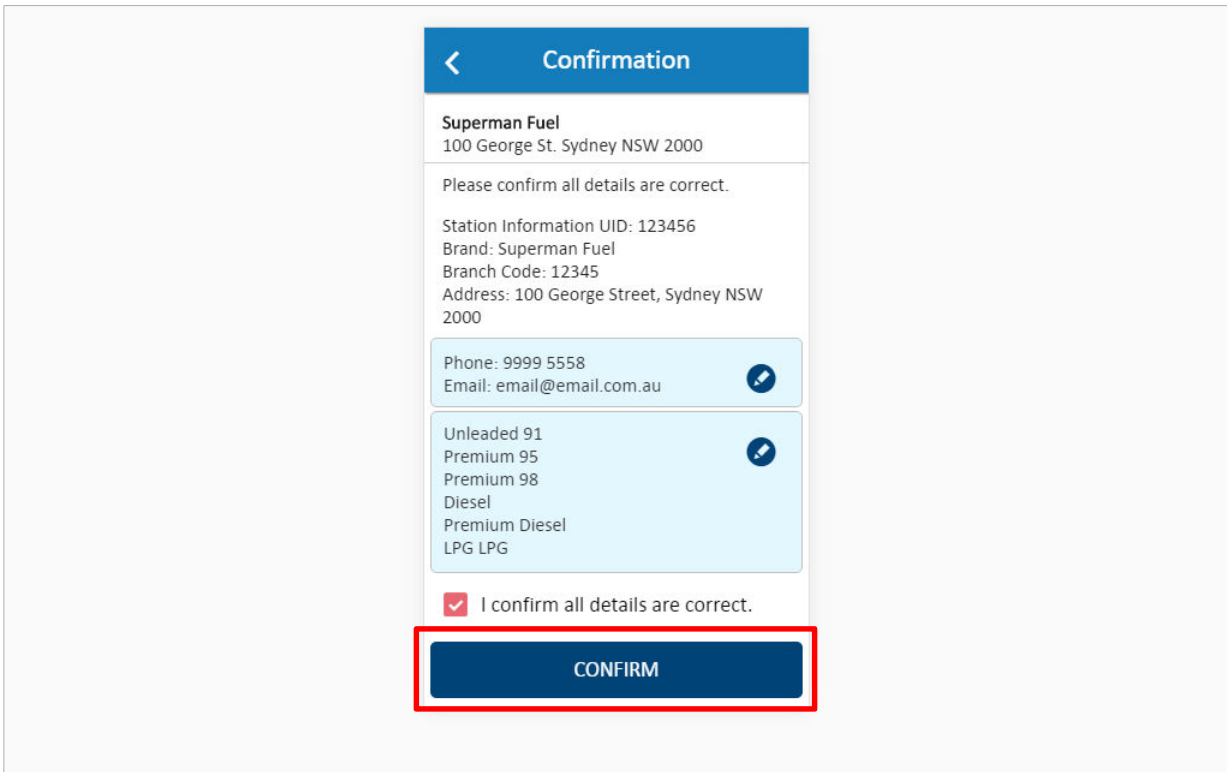
**Step 13**



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

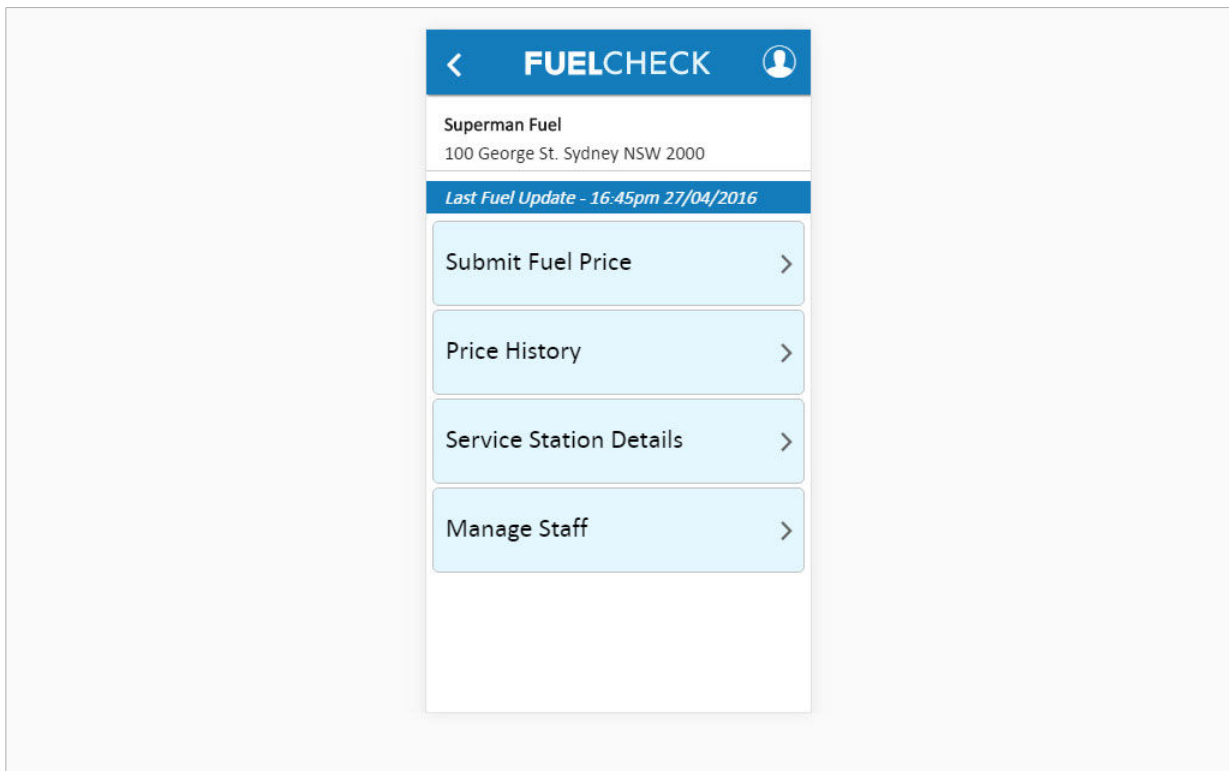
Click the **I confirm all details are correct** checkbox to confirm the updates.

**Step 14**



The image shows a mobile application confirmation screen. At the top, there is a blue header with a back arrow and the word "Confirmation". Below this, the station name "Superman Fuel" and address "100 George St. Sydney NSW 2000" are displayed. A message asks the user to confirm all details are correct. The screen lists station information: UID: 123456, Brand: Superman Fuel, Branch Code: 12345, and Address: 100 George Street, Sydney NSW 2000. There are two light blue boxes with edit icons: one for contact info (Phone: 9999 5558, Email: email@email.com.au) and one for fuel types (Unleaded 91, Premium 95, Premium 98, Diesel, Premium Diesel, LPG LPG). A checkbox is checked with the text "I confirm all details are correct." At the bottom, a dark blue button labeled "CONFIRM" is highlighted with a red rectangular border.

Click the **CONFIRM** button to continue.

**Step 15**

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.