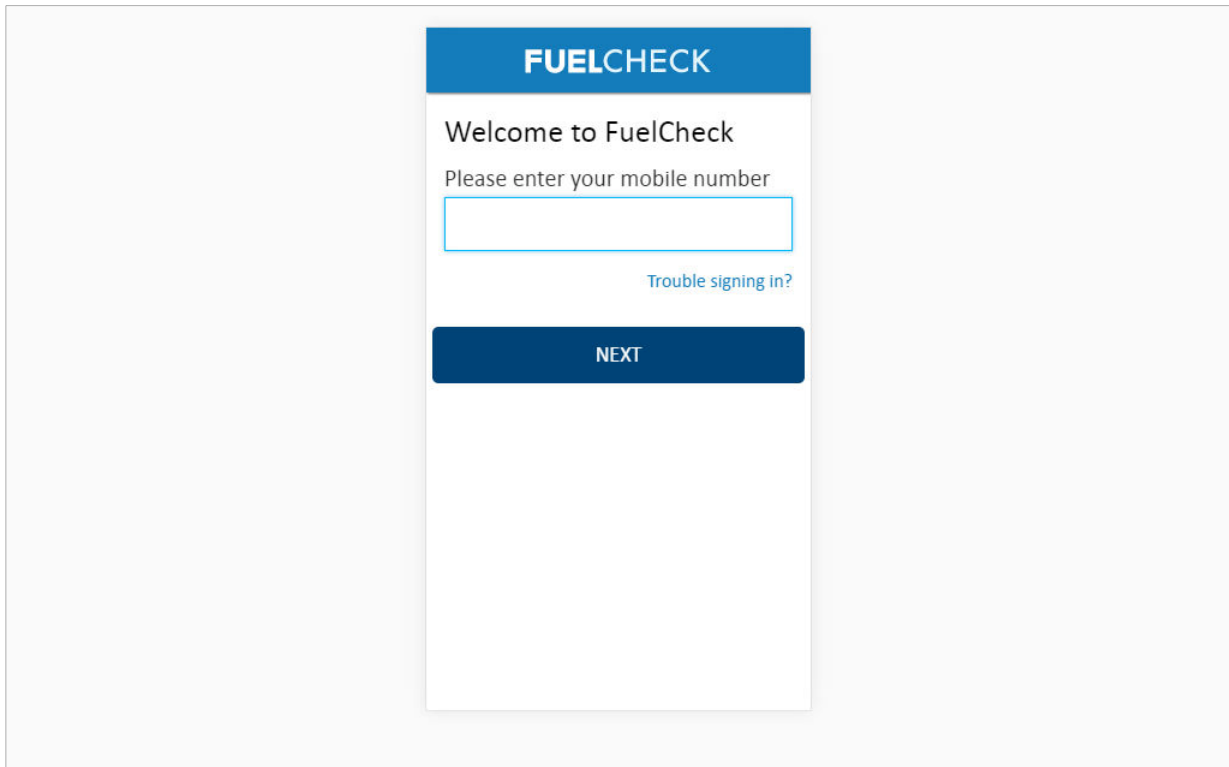


Step 1



Purpose

Use this procedure to enter current fuel prices for your service station or specify which fuel types are out of stock.

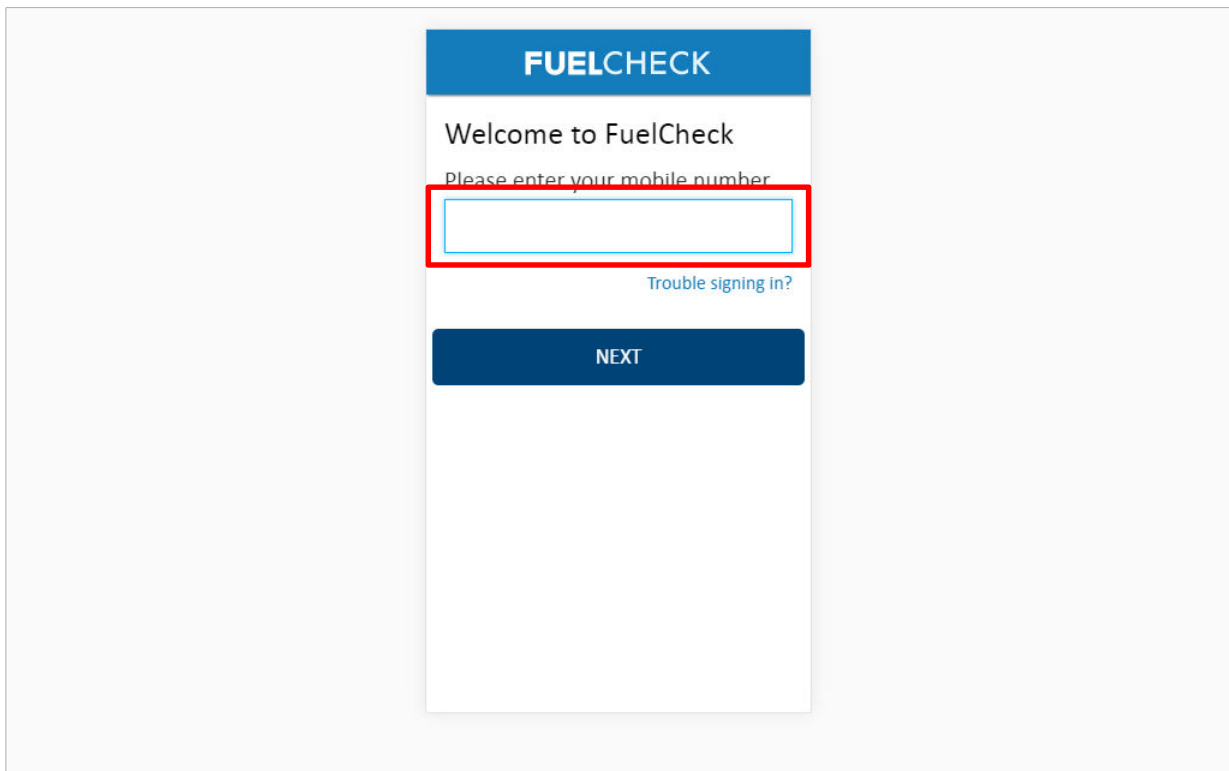
Prerequisites

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

Audience

- All service station Managers and Operators.

Step 2

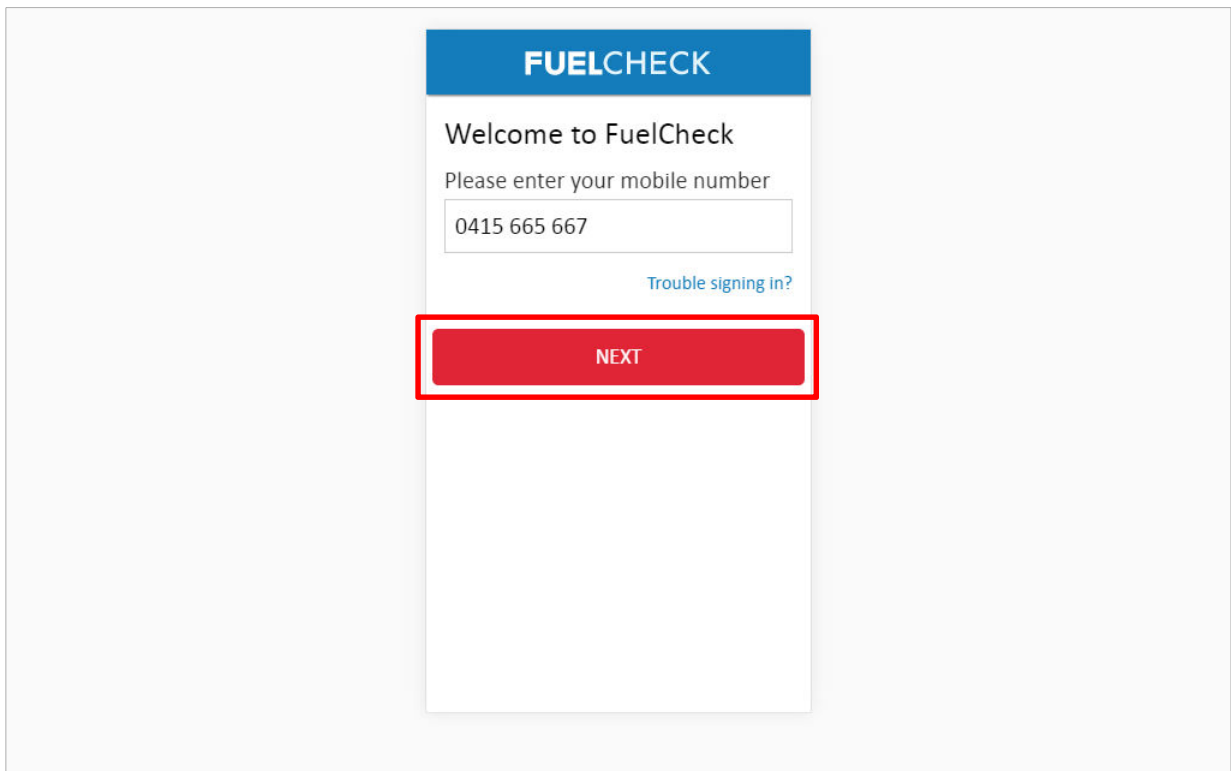


The **Welcome to FuelINSW** screen is displayed.

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

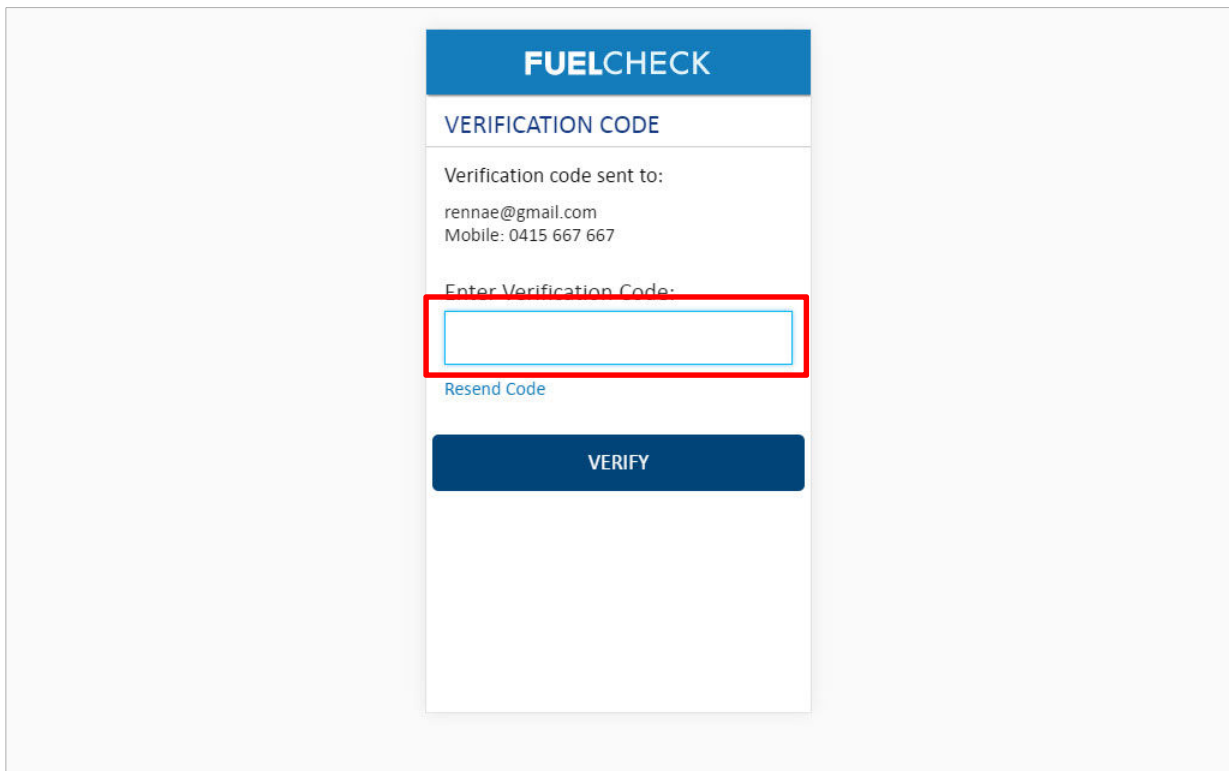
Enter **0415 665 667**

Step 3



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

Step 4



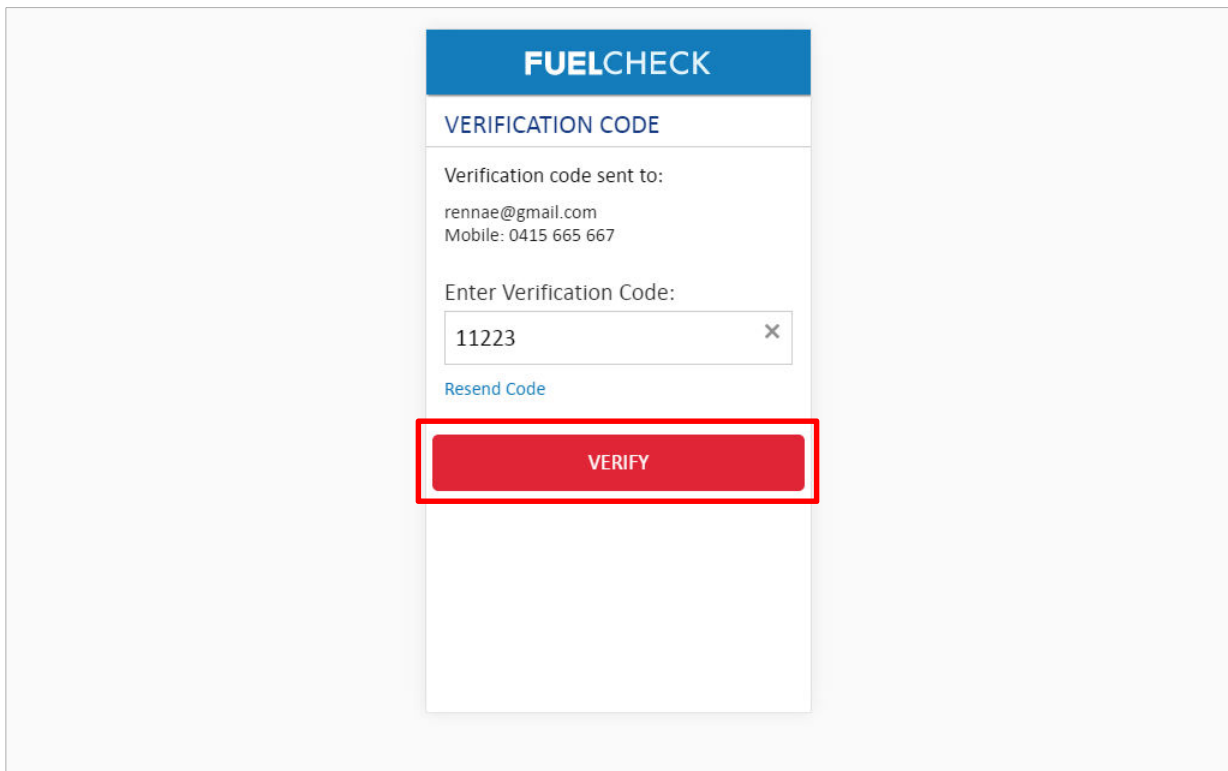
The **VERIFICATION CODE** screen is displayed.

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



FUELCHECK

VERIFICATION CODE

Verification code sent to:
rennae@gmail.com
Mobile: 0415 665 667

Enter Verification Code:

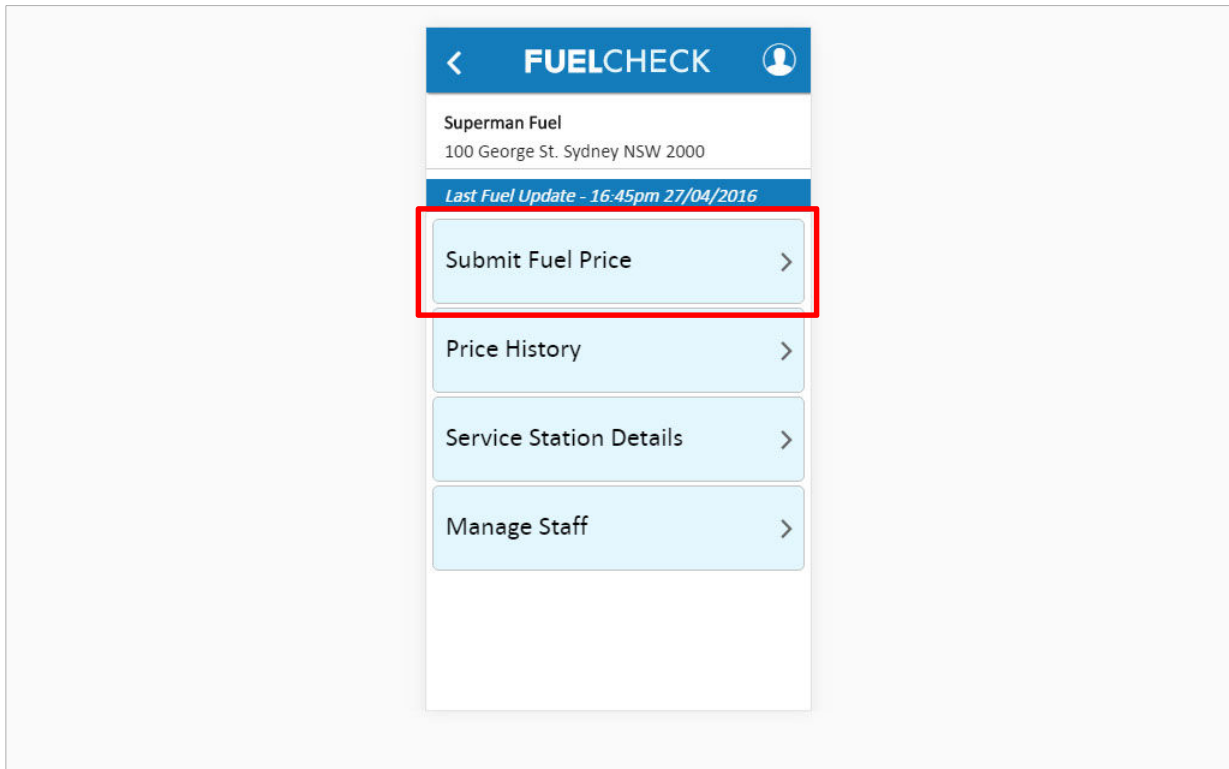
 ✕

[Resend Code](#)

VERIFY

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 **Submit Fuel Price** button to enter the latest fuel prices for your service station.

Step 7

Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A 119 . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

The last entered fuel prices are displayed for the fuel types available at your service station. The time since they were last changed is also displayed.

The existing prices can be over-typed with the latest prices.

Click the **Cents Per Litre** field for the **Unleaded 91** fuel type to highlight it.

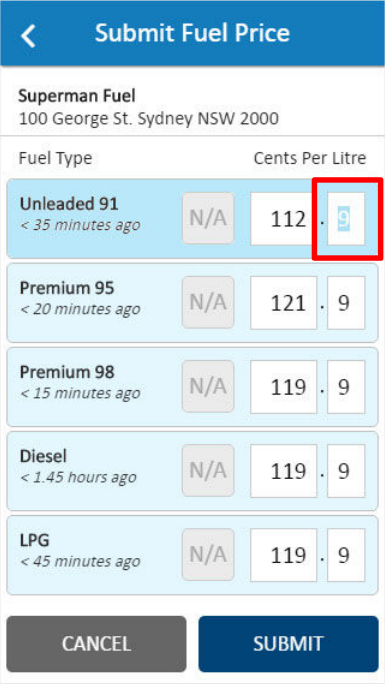
Step 8

Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A [] . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

Enter the current fuel price (excluding the decimal amount) in the first **Cents Per Litre** field.

Enter **112**

Step 9



Fuel Type	Cents Per Litre
Unleaded 91 <i>< 35 minutes ago</i>	N/A 112 . 9
Premium 95 <i>< 20 minutes ago</i>	N/A 121 . 9
Premium 98 <i>< 15 minutes ago</i>	N/A 119 . 9
Diesel <i>< 1.45 hours ago</i>	N/A 119 . 9
LPG <i>< 45 minutes ago</i>	N/A 119 . 9

CANCEL SUBMIT

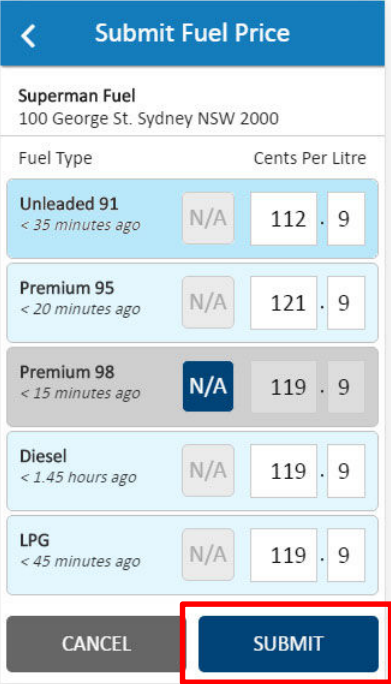
The decimal amount of the fuel price can also be changed if required. This field will not need to be changed very often.

Step 10

Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A 112 . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

Individual fuel types can be marked as not applicable if they are currently out of stock.

Click the **N/A** button for the **Premium 98** fuel type to mark it as out of stock.

Step 11

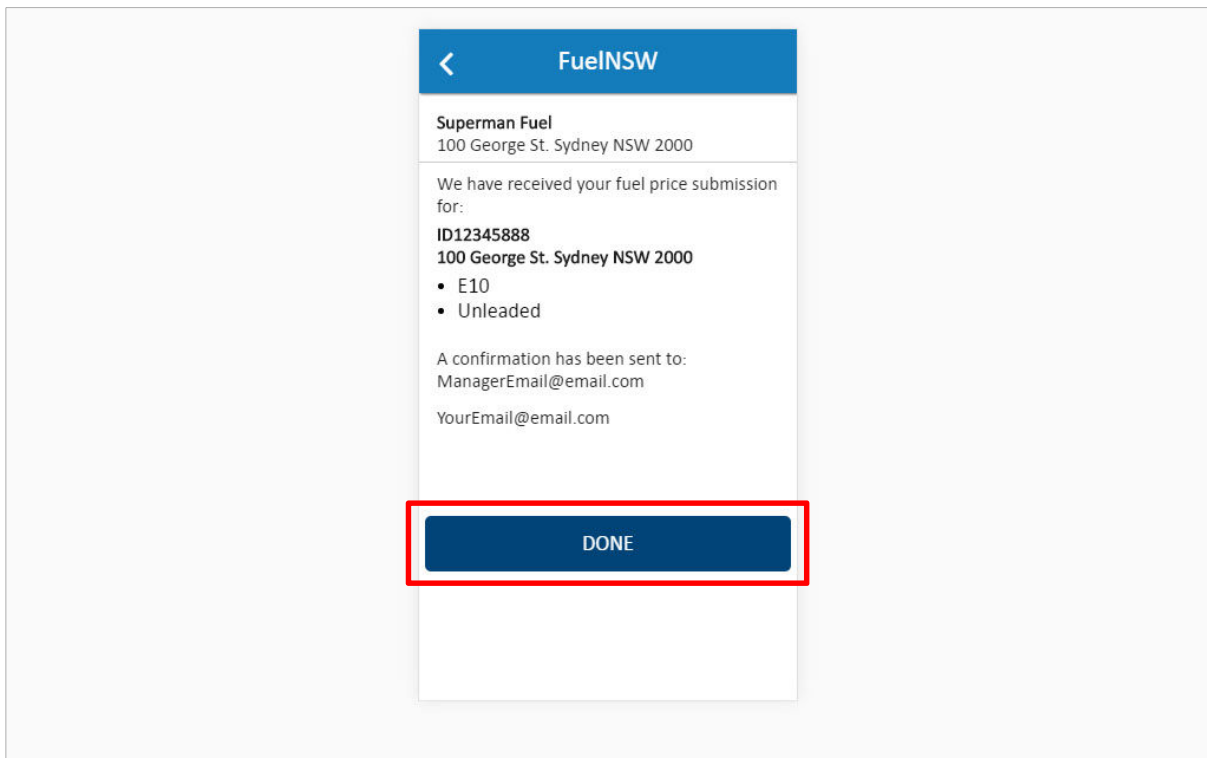
Submit Fuel Price		
Superman Fuel 100 George St. Sydney NSW 2000		
Fuel Type	Cents Per Litre	
Unleaded 91 <i>< 35 minutes ago</i>	N/A	112 . 9
Premium 95 <i>< 20 minutes ago</i>	N/A	121 . 9
Premium 98 <i>< 15 minutes ago</i>	N/A	119 . 9
Diesel <i>< 1.45 hours ago</i>	N/A	119 . 9
LPG <i>< 45 minutes ago</i>	N/A	119 . 9

CANCEL SUBMIT

Once all the current fuel prices have been entered or marked as out of stock, they can be submitted.

Click the **SUBMIT** button.

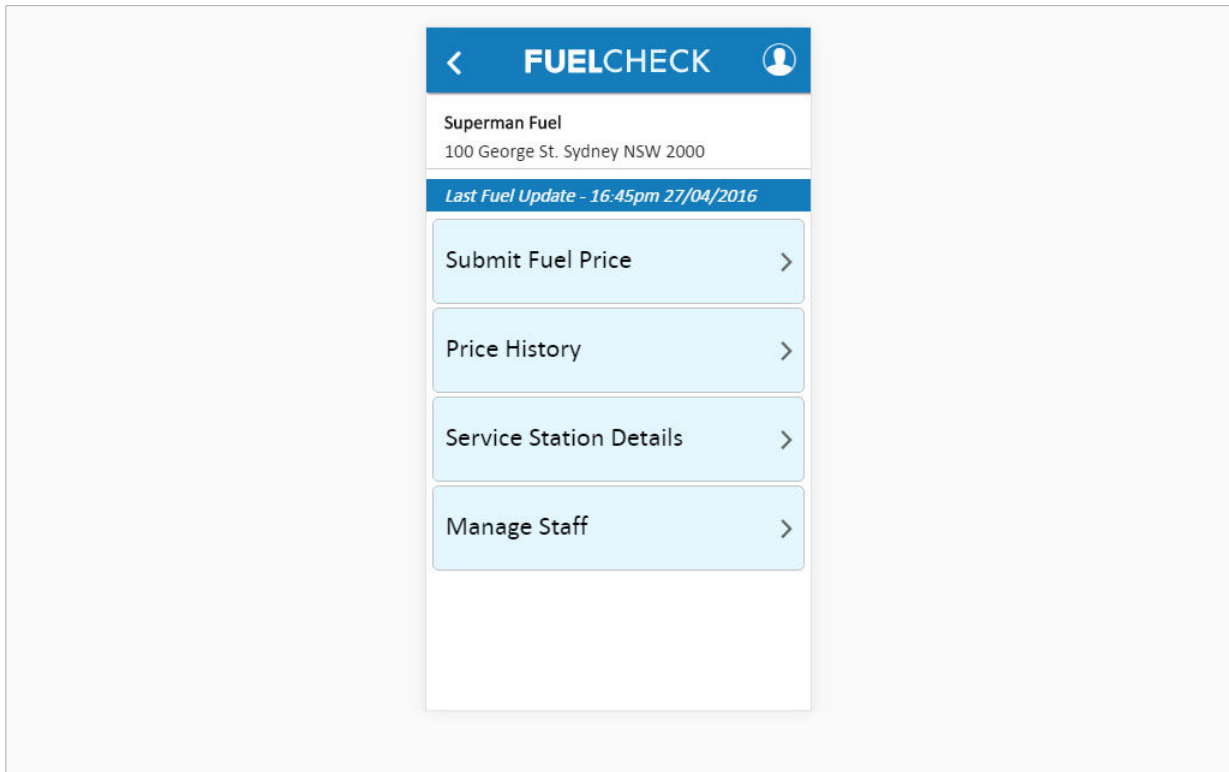
Step 12



A message is displayed specifying which fuel types have been changed. A confirmation message will be also sent to the service station Manager and the Operator making the change.

Click the **DONE** button.

Step 13



The new fuel price has been entered, the out of stock fuel type has been marked and you are returned to the FuelCheck options screen.

You have completed the **Enter Current Fuel Prices** transaction.