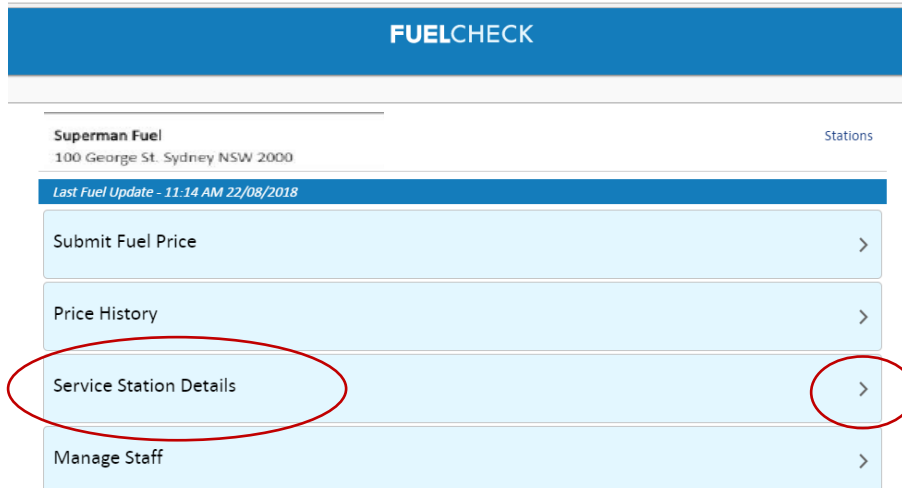


## Steps to add/remove Fuel types

This method is used for adding or removing fuel type for sites.

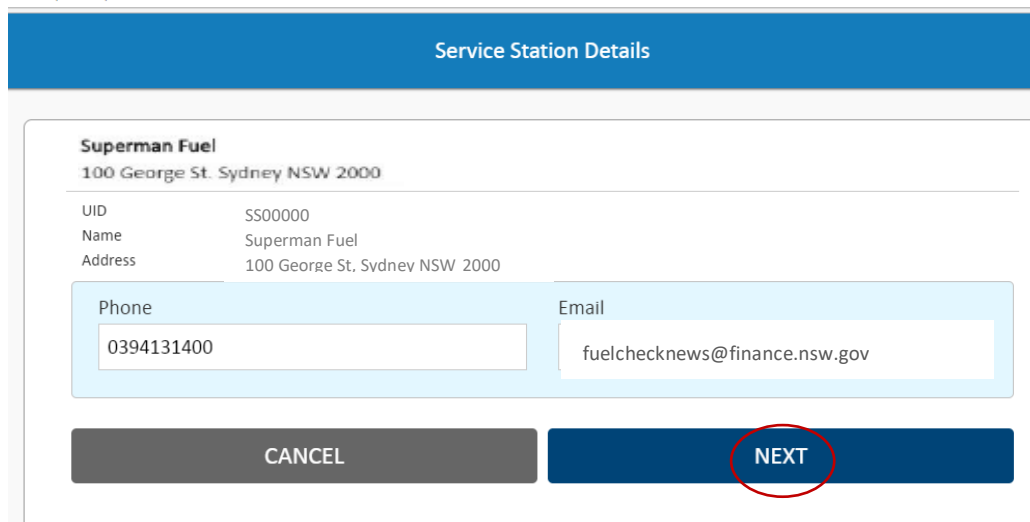
You can login and make it available again whenever you are ready to sell the specific fuel types.

1. Login to FuelCheck - <https://fuelcheck.tas.gov.au/Admin/Account/Login>
2. Select the station to be updated
3. Go to Service Station details



The screenshot shows the 'FUELCHECK' header and a 'Stations' section. Under 'Stations', there is a list of stations. The first station is 'Superman Fuel' at '100 George St. Sydney NSW 2000'. Below this, there is a blue bar indicating 'Last Fuel Update - 11:14 AM 22/08/2018'. Below the update bar, there are four light blue buttons with right-pointing chevrons: 'Submit Fuel Price', 'Price History', 'Service Station Details', and 'Manage Staff'. The 'Service Station Details' button and its corresponding chevron are circled in red.

4. Check the email address and phone number and click on "Next"



The screenshot shows the 'Service Station Details' form. At the top, there is a blue header with the text 'Service Station Details'. Below this, the station name 'Superman Fuel' and address '100 George St. Sydney NSW 2000' are displayed. Below the address, there is a table with the following information: UID (SS00000), Name (Superman Fuel), and Address (100 George St. Sydney NSW 2000). Below the table, there are two input fields: 'Phone' (containing '0394131400') and 'Email' (containing 'fuelchecknews@finance.nsw.gov'). At the bottom of the form, there are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is circled in red.

5. Check the fuel type now being sold to add or uncheck to remove.

Service Station Details

Superman Fuel  
100 George St, Sydney NSW 2000

Fuel Types Available

Ethanol 94	<input checked="" type="checkbox"/>
Unleaded 91	<input type="checkbox"/>
Ethanol 105	<input type="checkbox"/>
Premium 95	<input checked="" type="checkbox"/>
Premium 98	<input checked="" type="checkbox"/>
Diesel	<input checked="" type="checkbox"/>
Premium Diesel	<input type="checkbox"/>
Biodiesel 20	<input type="checkbox"/>
LPG	<input type="checkbox"/>
CNG/NGV	<input type="checkbox"/>
EV charge	<input type="checkbox"/>

NEXT

6. Check the checkbox "I confirm all details are correct"

Confirmation

Superman Fuel  
100 George St, Sydney NSW 2000

Please confirm all details are correct.

Station Information

SS00000  
Superman Fuel  
100 George St, Sydney NSW 2000

fuelchecknews@finance.nsw.gov.au

Edit

Edit

☐ I confirm all details are correct.

CONFIRM

7. Click to confirm

Confirmation

Superman Fuel  
100 George St, Sydney NSW 2000

Please confirm all details are correct.

Station Information

SS00000  
Superman Fuel  
100 George St, Sydney NSW 2000

fuelchecknews@finance.nsw.gov.au

Edit

Edit

☒ I confirm all details are correct.

CONFIRM

8. Double check on Fuel Check website that the fuel type is now available.
9. Once the fuel is available to sell or the site is back in operation. Simply login and check the boxes to show the fuel types available and update the prices for FuelCheck.

If you have any issues, please contact [FuelcheckTas@customerservice.nsw.gov.au](mailto:FuelcheckTas@customerservice.nsw.gov.au)