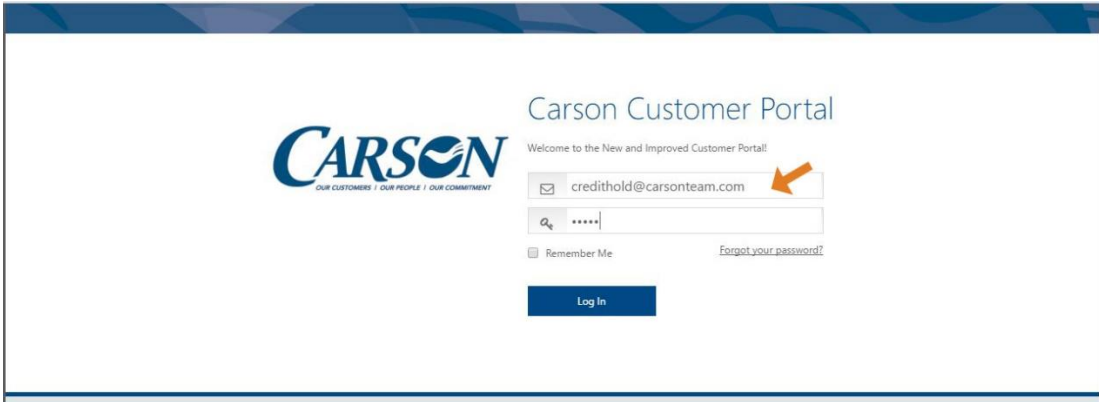
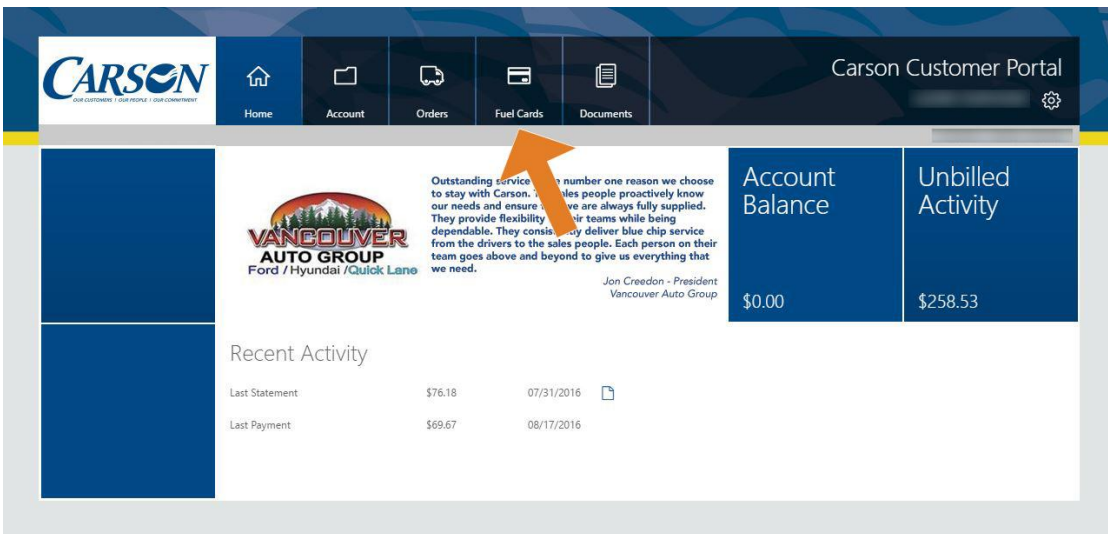


How to Find Your Transactions on the Carson Customer Portal

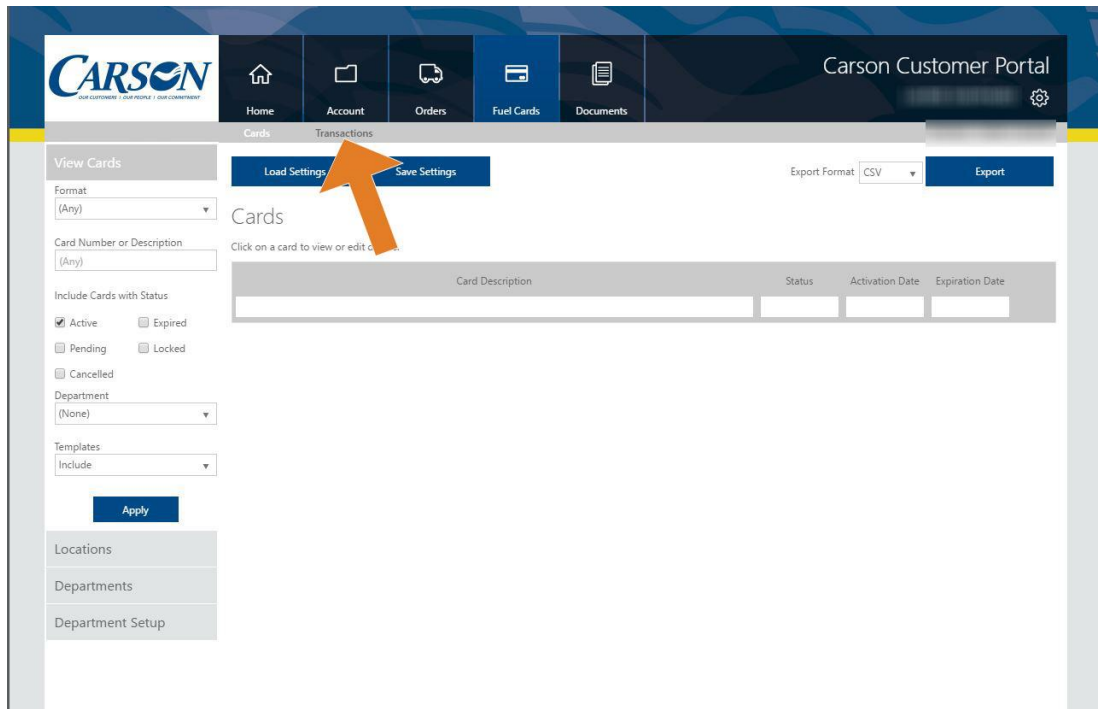
1. Login to the portal http://portal.carsonteam.com/customerportal/app_release/#/



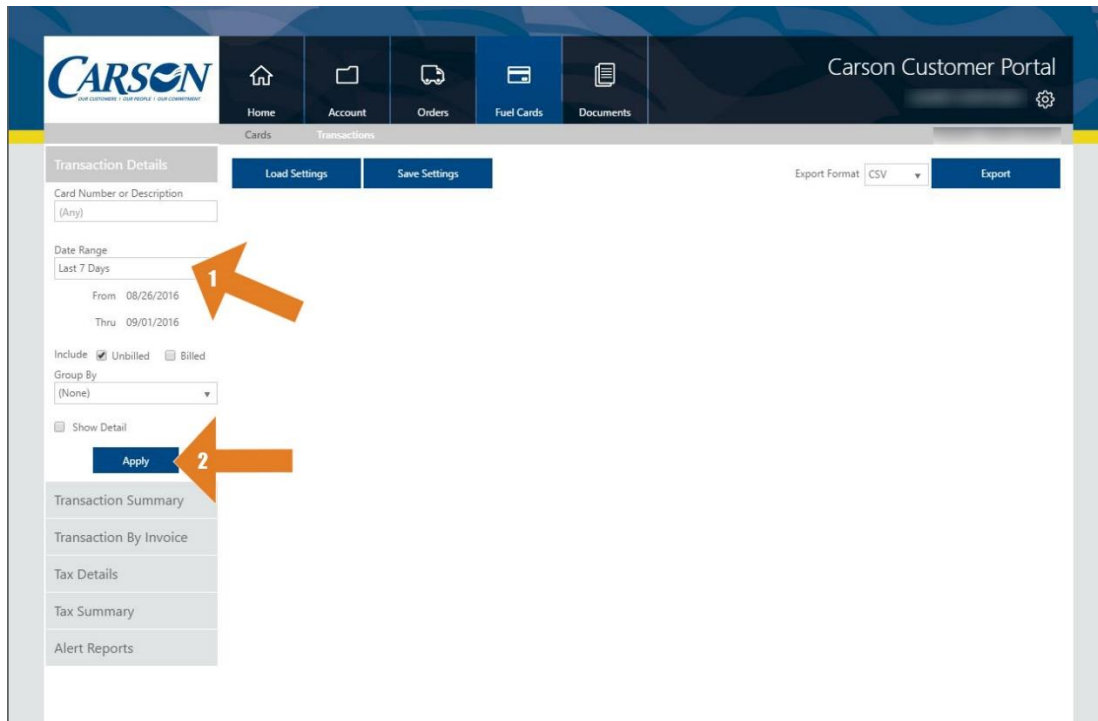
2. Once you're at your customer home screen, click **Fuel Cards**.



- From the Fuel Cards screen, click **Transactions** on the gray menu bar.



- From Transaction Details options box, choose the **Date Range** for your transactions, then click **Apply**.



5. A list of your **Transaction Details** will appear in the middle of the screen as in the example below:

The screenshot shows the Carson Customer Portal interface. The top navigation bar includes the Carson logo and menu items: Home, Account, Orders, Fuel Cards, and Documents. The main content area is titled 'Transaction Details' and features a search bar for 'Card Number or Description', a date range filter set to 'Last 7 Days' (From 08/26/2016 to Thru 09/01/2016), and options to include 'Unbilled' and 'Billed' transactions. A table titled 'Card Transaction Details' is displayed with the following data:

Card	Description	Vehicle	Site	State	Date/Time	Prod	Units	Per Unit	Total
		0009999	614-NW 35th Cardlock	OR	8/26/2016 3:10 PM	87 REG 5-10	9.38	2.231	20.93
		0009999	614-NW 35th Cardlock	OR	8/29/2016 11:33 AM	87 REG 5-10	11.55	2.229	25.75
Report Total							20.93		46.68

An orange arrow points to the 'Report Total' row. The interface also includes buttons for 'Load Settings', 'Save Settings', and 'Export' (with a dropdown for 'Export Format' set to 'CSV'). The bottom of the page shows 'POL/PETRONET VERSION 6 | POWERED BY PDI' and 'CONTACT US'.