

HOW TO MAKE A PAYMENT

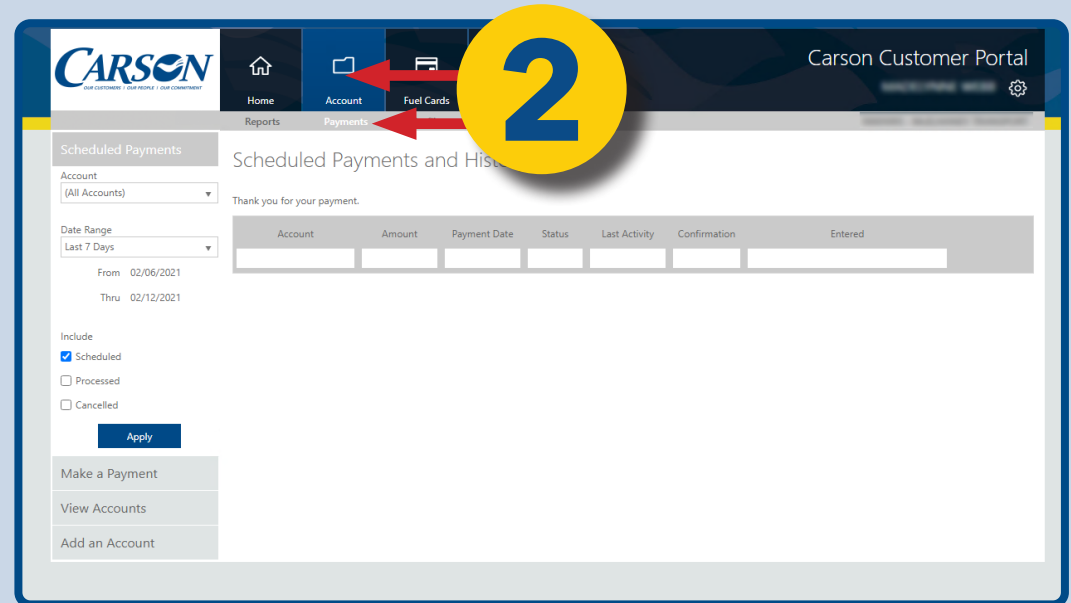
1

Log into the appropriate portal for your account.

Visit carsonteam.com/portal and answer the question to be directed to the correct portal.

2

Click on **Account** and then **Payments**.



3

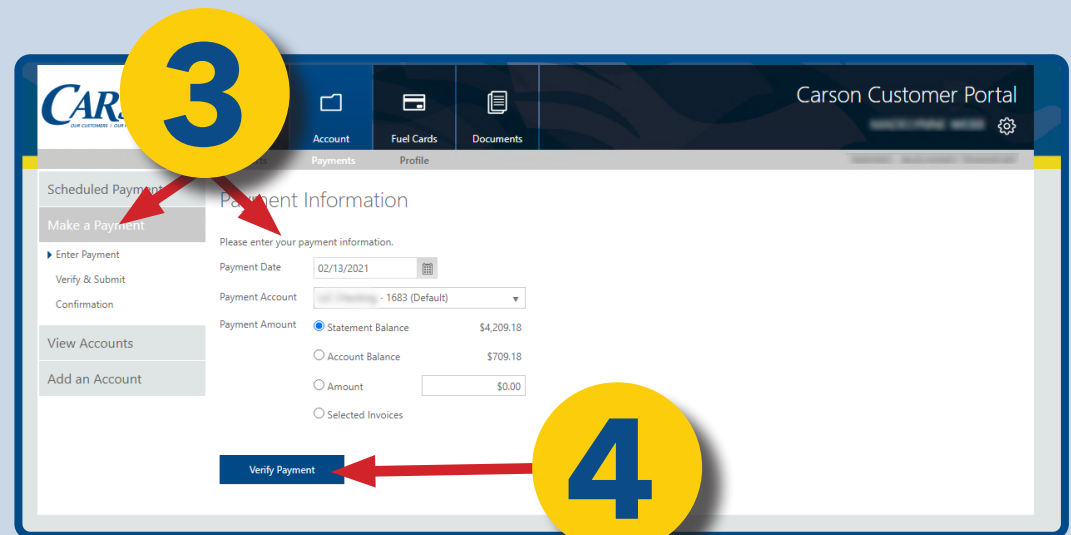
Click **Make a Payment**.

Choose or enter the amount you want to pay using the **Payment Amount** options.

TIP: When setting up your bank account for the first time, you won't immediately see your account reflected. Log out and then log back in for the Portal to register the new account information.


4

Click **Verify Payment** button.



HOW TO PULL A REPORT

1 Log into the appropriate portal for your account.

Visit carsonteam.com/portal and answer the question to be directed to the correct portal. 

2 Go to **Fuel Cards** then **Transactions**.

3 Click **Billed** or **Unbilled*** and **Show Detail** boxes.
Select **Date Range** and click **Apply** button.

**"Billed" creates a Gallon Report.*

"Unbilled" shows transactions since last billing.

4 Choose your export format.
Click **Export** button.

