HOW TO MAKE A PAYMENT

CAMPO & POOLE DISTRIBUTING
A Carson Branded Company™
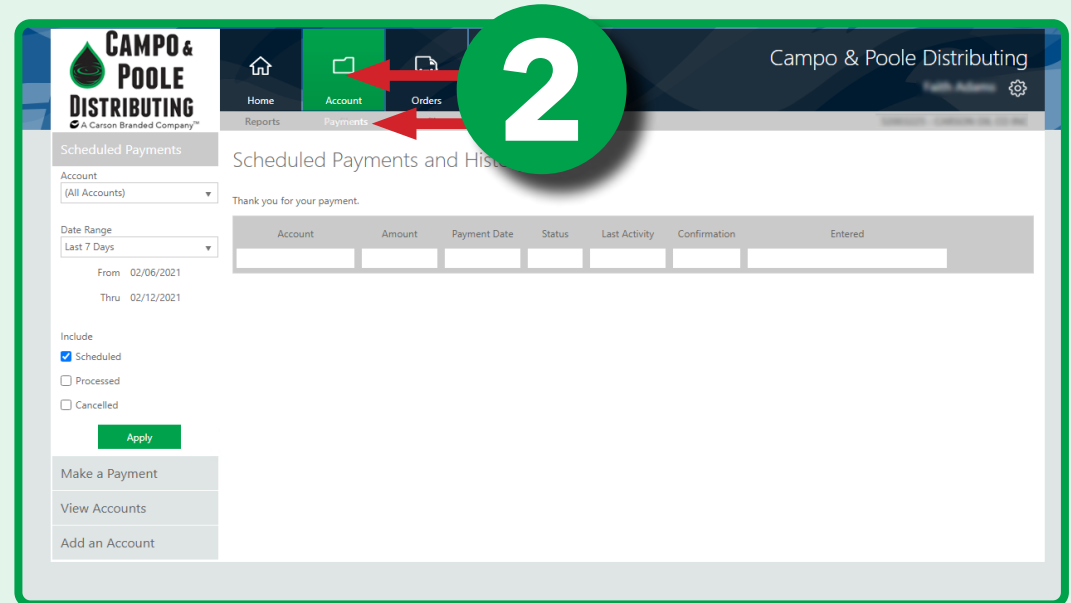
1 Log into the Campo & Poole Portal at portal.cpd.carsonteam.com/customerportal.

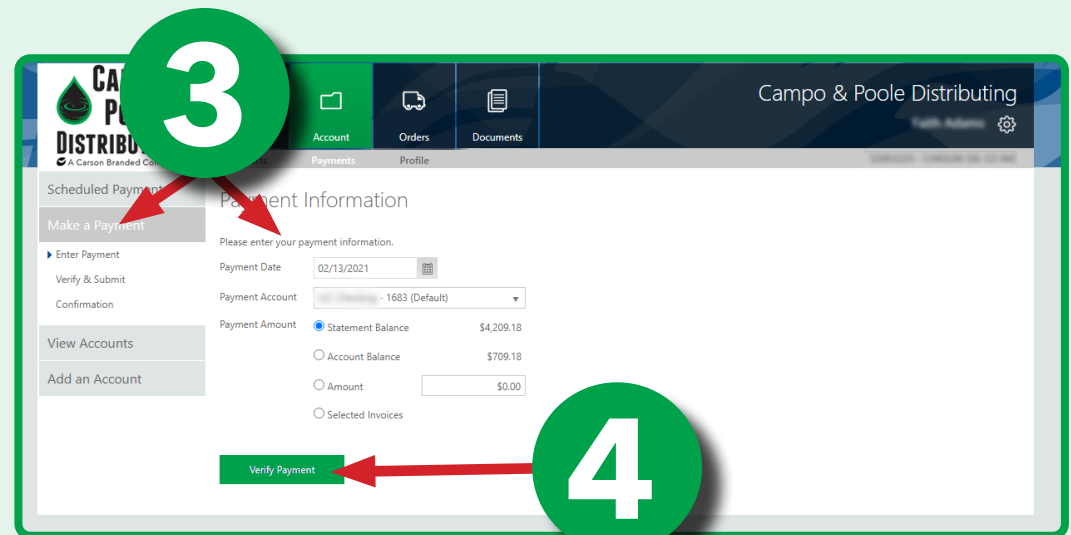**2** Click on Account and then Payments.

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

Campo & Poole DISTRIBUTING
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1 Log into the Campo & Poole Portal at portal.cpd.carsonteam.com/customerportal.

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.