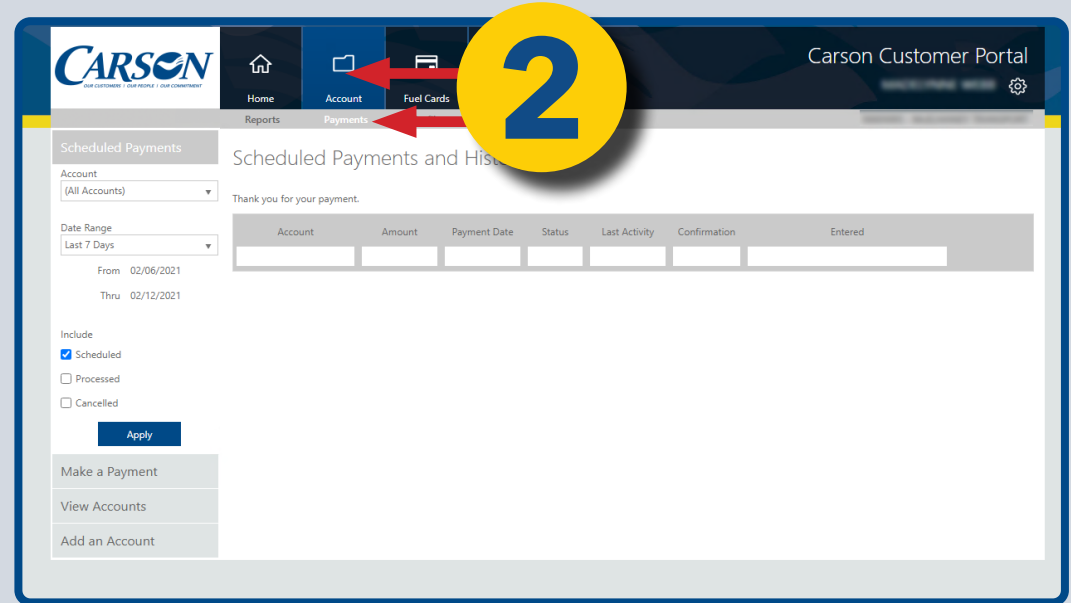


# HOW TO MAKE A PAYMENT

**1** Log into the Carson Portal at [portal.weco.carsonteam.com/customerportal](http://portal.weco.carsonteam.com/customerportal).

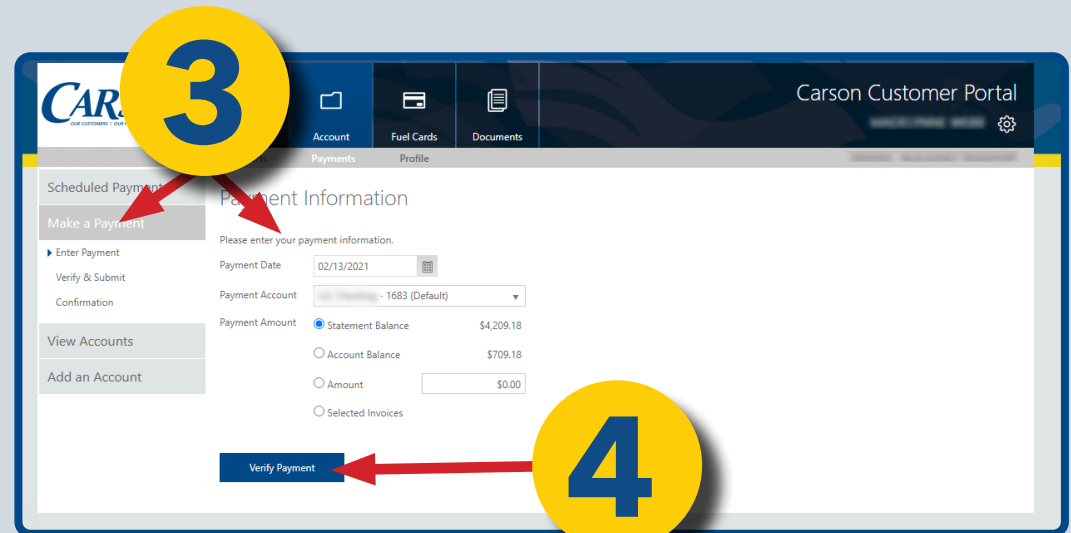
**2** Click on **Account** and then **Payments**.



**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

- 1** Log into the Carson Portal at [portal.weco.carsonteam.com/customerportal](http://portal.weco.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.

