HOW TO MAKE A PAYMENT



Log into the Carson Portal at portal.weco.carsonteam.com/customerportal.



Count Count Count Count Count Count	Carson Customer Portal
Date Range Last 7 Days From 02/06/2021 Thru 02/12/2021 Include Scheduled Cancelled Make a Payment View Accounts Add an Account	Account Amount Payment Date Status Last Activity Confirmation Entered

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.





HOW TO PULL A REPORT



Log into the Carson Portal at portal.weco.carsonteam.com/customerportal.



Go to Fuel Cards then Transactions.



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.



Choose your export format. Click Export button.



CARSON	Home Accour	tt Fuel Cards Documents	Carson Customer Portal ම			
Transaction Details Card Number or Description (Any)	Load Settings	Save Settings	Export Format CSV 🔹	Export		
Date Range Prior Year V						
Thru 12/31/2020						
Group By (None) Show Detail		3)				
Apply						
Transaction Summary Transaction By Invoice		-				
Transaction with Tax						

CARS©N	Home Cards	Account Fur	el Cards	Documents			Carson Cust	omer	Portal ©
Transaction Details	Load Setti	ngs Save	Settings				Export Format Excel	Exp	ort
Card Number or Description (Any)		🛧 🗣 Page:	1 of 15	-	+ Automatic	: Zoom÷		9	I »
Date Range Prior Year 🔻	Card Tr	ansaction Detai	ls					Γ	Î
From 01/01/2020	Card No	Card Description	Veh Card No	Veh Card Description	Card Rpt Grp	Date/Time	Ste ID Ste Desc	Prod ID	Pro
11011 01/01/2020	449934	14000/7488				U2022000 247 444 411	N		LL PD 41 BY
Thru 12/31/2020	0667080	002/VA 1 898				1/20/2020 6:29 AM 407		_	11 50/2 5/
	0007000	002 1700 095				1/23/2020 0.29 744 407			013042 01
Include 🗹 Unbilled 🗹 Billed	0667660	002100095				1/8/2020 12:25 PM 407			0.00/#2 DK
Group By	0567550	002/1400030				1/3/2020 9:27 AM 407			a struct for
(None)	0667580	002/YALI098				1/4/2020 3/26 PM 407			A 50 H 2 PK
(1010)	0488334	14/YA/Z468				1/3/2020 3:31 AM 411			A SDV2 BK
Show Datail	3134932	006/YCTD504				1/2/2020 2:36 AM 4015			LASDV2 DK
Show Detail	0667680	002/YAJJ098				1/2/2020 6:14 AM 407			ULSENZ INC
Apply	3134931	003/YCSZ737				1/1/2020 2:52 PM 4047	When the second s		ULSDV2 BK
	3134931	003/YC82737				1/16/2020 2:25 PM 4042	Wilson		ULSDV2 BK
Арріу						1/16/2020 4:41 AM 407	Onegon Non-Region Remote	60	ULSD#2 BK
Арріу	0667680	002/YAJU898					Committee Daries Daries	68	ULSD#2 BK
Transaction Summary	0667680	002/YAJU898				1/8/2020 1.59 PM 4077	Oregon Non Region Remote		
Transaction Summary	0667680 0667680 0488334	002/YAJJ898 002/YAJJ898 14/YAJZ458				1/8/2020 1.59 PM 407 1/7/2020 3.51 AM 411	Oity of Coburg In Region Remote	68	ULSD#2 BK
Transaction Summary	0667680 0667680 0488334 3134931	002/YAJU898 002/YAJU898 14/YAIZ488 003/YC32737				1/8/2020 1.59 PM 4073 1/7/2020 3.51 AM 4111 1/8/2020 3.17 PM 4043	Oty of Coburg In Region Remote Willamina	68 68	ULSD#2 BK
Transaction Summary Transaction By Invoice	0667680 0667680 0488334 3134931 0488334	002/YALU898 002/YALU898 14/YAIZ488 003/YC52737 14/YAIZ488				1/8/2020 1:59 PM 4077 1/7/2020 3:51 AM 4111 1/8/2020 3:17 PM 4047 1/6/2020 3:24 AM 4111	Origin Non Report Remote Oity of Coburg In Region Remote Wiltemina Oity of Coburg In Region Remote	68 68 68	ULSDV2 BK ULSDV2 BK ULSDV2 BK
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Transaction Summary Transaction By Invoice Transaction with Tax Recaps	0667080 0667080 0488334 3154831 0488334 3134801 0488324 3134891 0488334	0021YXJJ898 0021YXJJ898 0021YZJ888 0021YZ2888 0021YZ288 0021YZ288 0021YZ288 0021YZ288 0021YZ288 0021YZ288 0021YZ288 14/YZZ288				1/8/2020 159 PM 4073 1/7/2020 351 AM 411 1/8/2020 351 AM 411 1/8/2020 324 AM 411 1/8/2020 324 AM 411 1/8/2020 320 PM 4010 1/2/2020 320 PM 4010 1/2/2020 320 PM 411 1/2/2020 320 PM 411	Ungun Hain region Hennae Dity of Caburg In Region Remote Williamina Dity of Caburg In Region Remote 4254 Biverton D. City of Caburg In Region Remote 285-Philometh City of Caburg In Region Remote	68 68 68 68 68 68 68	ULSD#2 BC ULSD#2 BC ULSD#2 BC ULSD#2 BC ULSD#2 BC ULSD#2 BC ULSD#2 BC