# Pacific Pride Card(s) Order Form

Instructions for completing the form:

## **DRIVER NAMES**

List driver names (first and last) that would be using cards and a four (4) digit PIN number for each driver. *No two pin numbers can be the same.* 

## **VEHICLE DESCRIPTION**

List how you want your vehicles to show on the management report. You may use letters and/or numbers. Example: Truck 5890, Red Ford, 123D111, etc.

#### **PRODUCT**

List what product each card/vehicle is to be restricted to. If you are allowing all three grades of gas, just list "gas" as product. If you would like to only allow No-lead 87 Octane, list as "87 only". Or, if you would like to have a card that would allow both 87 Octane and On-Road Diesel (ULSD), list "87 & ULSD only".

# **TANK SIZE**

List what size tank each vehicle has and/or how many gallons you want to limit each fueling. Choice's are 20, 30, 50, 120, 250 these gallons are for each time they would card in.

## **MILEAGE & MISC. OPTION**

Circle "yes" if you want the mileage feature. Circle "no" if you don't want to track your mileage. Misc. option allows a driver to input additional information for you to track job's, work orders, etc.

Vehicle Description	Card #	Product	Gallon Limit	ODOM Yes or No	MISC Option
•					

Driver Name	Din	Card Number		
river name	Pin	Card Number		

# **Using Your Pacific Pride Magnetic Strip Card**

**Step 1:** At either of the two Petro Vend Terminal/Card Reader Locations, insert your Mag Stripe card into the Right hand slot with the mag stripe facing to the right hand side. When inserted correctly you will hear a "BEEP". If you do not hear a "BEEP" the Petro Vend did not read the card correctly. In this case re-insert the card.

**Step 2:** The Petro Vend will ask you for the pump number. Imput the number of the pump in which you wish to fuel using the numerical keypad located at the bottom left hand corner of the Petro Vend. After entering press the green "Enter" key.

**Step 3:** (optional) If you company has chosen to use the odometer feature, you will enter your odometer reading now. After entering press the green "Enter" key. Whole numbers only.

**Step 4:** (optional) If you company has chosen to use the misc feature, you will enter the misc number now. After entering press the green "Enter" key.

**Step 5:** Enter your four (4) digit personal identification number. After entering press the green "Enter" key.

**The next prompt** should be for you to use the pump. Pick up the handle from the pump you selected to use and fuel your vehicle.

**Step 6:** (optional) If your company has instructed you to get a receipt go to either of the Petro Vend terminals and insert your Mag Stripe card as you did to fuel. The screen will ask you if you would like a receipt and you simply push the green "Enter" button. If the screen says printing error try the same process at the other Petro Vend Terminal/Card Reader.