



iConnectData (ICD) User Guide – Small Fleet

Updated: 11/18/2019

The information furnished herein is proprietary and confidential and is intended only for iConnectData users. It should not be duplicated, published, or disclosed in whole or in part.

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Revision History

Version	Date	Editor	Modification
v01	20140426	Kristy Johnson	Original version created.
v02	20150330	Kristy Johnson and Steven Harris	Updated content and formatting.
v03	20180810	Steven Harris	Updated content and formatting, added new sections for card maintenance, invoices, and reporting.

Overview

iConnectData (ICD) is a secure, self-service web portal for performing account management, such as accessing reports, pulling invoices, accessing product documentation, and much more. The features in ICD are designed to provide self-service account management, which can reduce the need to contact Comdata Customer Service for assistance.

The latest version of ICD offers enhanced features, such as QuickLinks for your most used features, a streamlined navigation, making it easier to locate and perform necessary account functions, and the Resource Center, your place for the latest product information.

This document covers the basics of using ICD.

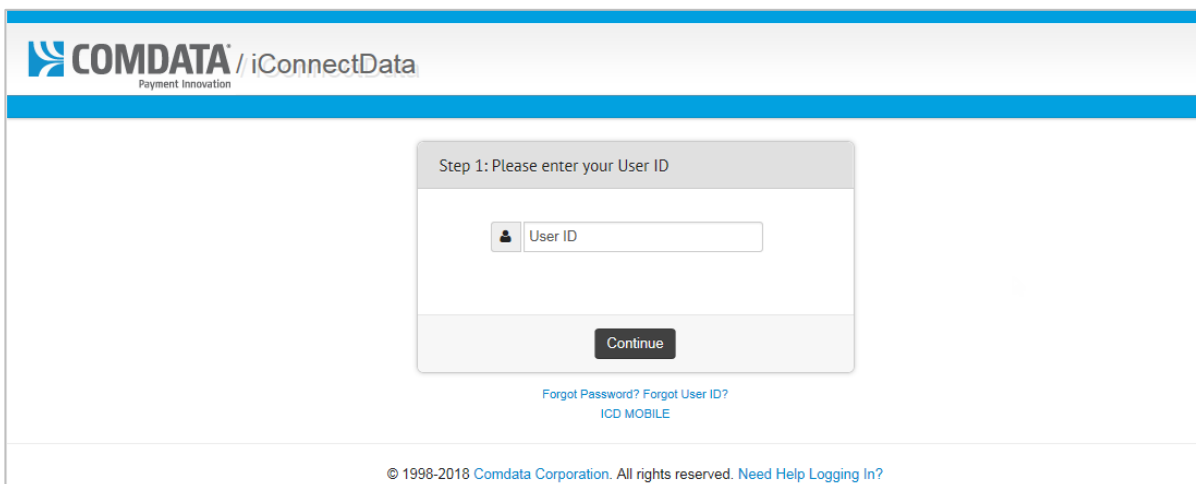
Logging into iConnectData

The iConnectData (ICD) website provides a safe and secure method of logging in. The login process includes selecting an ImageKey and ImageKey caption, which confirms you are at the secure ICD site and allows for verification of your identity.

1. Once you receive the ICD Welcome email, click the ICD link included in the email: <https://w6.icconnectdata.com/Login/init>. Use this link anytime to access ICD.

2. On the ICD login page, enter your assigned user ID. Then, click **Continue**.

Note: You should have received your user ID in the ICD Welcome email.

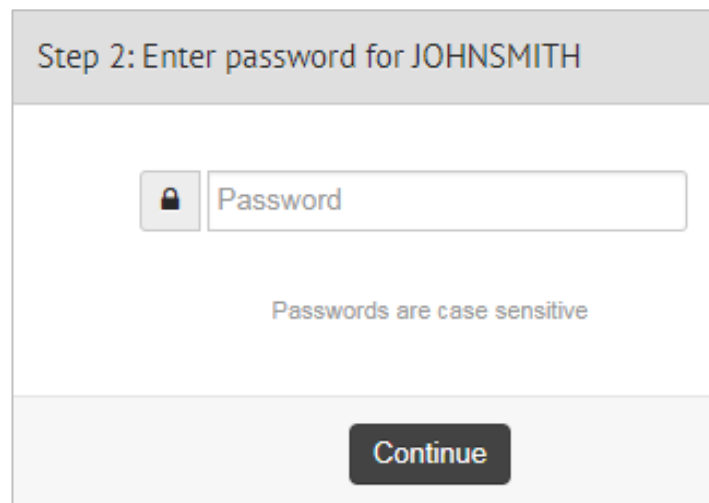


The screenshot shows the iConnectData login page. At the top left is the COMDATA logo with the tagline "Payment Innovation" and "iConnectData". The main content area is titled "Step 1: Please enter your User ID". It features a text input field with a user icon and the placeholder text "User ID". Below the input field is a dark "Continue" button. At the bottom of the form, there are links for "Forgot Password?", "Forgot User ID?", and "ICD MOBILE". The footer contains the copyright notice: "© 1998-2018 Comdata Corporation. All rights reserved. Need Help Logging In?"

3. Enter your password. Then, click **Continue**.

Note: You should have received a temporary password in the ICD Welcome email. If this is your first time logging in, you are required to change your password, which is case sensitive, to meet the following requirements:

- Must be at least 8 characters.
- Must include 1 number.
- Must include 1 uppercase and 1 lowercase letter.



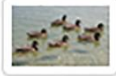
The screenshot shows the second step of the login process, titled "Step 2: Enter password for JOHNSMITH". It features a text input field with a lock icon and the placeholder text "Password". Below the input field, it states "Passwords are case sensitive". At the bottom of the form is a dark "Continue" button.

4. Select an ImageKey and enter an ImageKey caption. Select an ImageKey you can easily recognize and enter a caption you will remember. Click **Continue** when finished.

Note: At any time when you log in, if the displayed ImageKey and/or ImageKey Caption are not the ones you selected here, **do not** enter your password. Call Comdata Customer Service immediately!

Step 3: Please select an image.

Please select an ImageKey. This image will be associated with your account and will be shown each time you log into iConnectData, confirming that you are at the legitimate website.



Please enter an ImageKey caption that you will recognize next time you log in. This caption will be shown with your ImageKey each time you log into iConnectData, confirming you have reached the legitimate web site. If the caption shown when you login does not match what you entered here, do not enter your password. Please call our customer service, as you may be at a fraudulent site.

 cans

Continue

5. Select three security questions and enter their answers. Ensure your questions and answers are easy to remember. Click **Continue** when finished.

Note: Make sure you have a secure way to remember your password, ImageKey, ImageKey Caption, and security questions and answers. Do not share this information with anyone.

Step 4: Please select three security questions

Please select your first security question

Answer

Please select your second security question

Answer

Please select your third security question

Answer

Continue

6. You will be directed to the ICD home page. The next time you log in:
- Enter your user ID.
 - Check your ImageKey and ImageKey Caption.
 - If your ImageKey and ImageKey Caption are correct, enter your password.

Note: If your device isn't recognized (i.e., you are logging in from a different computer or location), or if you need to change your password, you will be asked one of your security questions to verify your identity. If you cannot answer your question correctly, call Comdata Customer Service for assistance.

Step 2: Enter password for JOHNSMITH

If this ImageKey and caption are correct, please enter your password to log into iConnectData.




Image Caption: **PokerChip**

Continue

Retrieving your Login Information

If you forget your ICD user ID or password, you can easily retrieve them by selecting one of the following options on the ICD Login page: **Forgot User ID?** or **Forgot Password?**.

Retrieving your Password

If you forget your password, follow these steps:

1. Click **Forgot Password** on the ICD Login page.
2. In the Password Reset dialogue box, enter your user ID and click **Continue**.
3. A message displays confirming that an email has been sent to the email address associated with your user ID. Check your email for a message titled Password Request.
4. In the Password Request email, select the link to return to the Password Reset dialog box.
Note: This link expires in 72 hours.
5. Enter your user ID.
6. Answer one of the security questions you set up the first time you logged in.
7. Enter your new password in the fields provided for confirmation. Then, click **Continue**.
Note: You cannot enter a previously used password.
8. The system displays a green success message and redirects you to the ICD Login page.

Retrieving your User ID

If you forget your user ID, follow these steps:

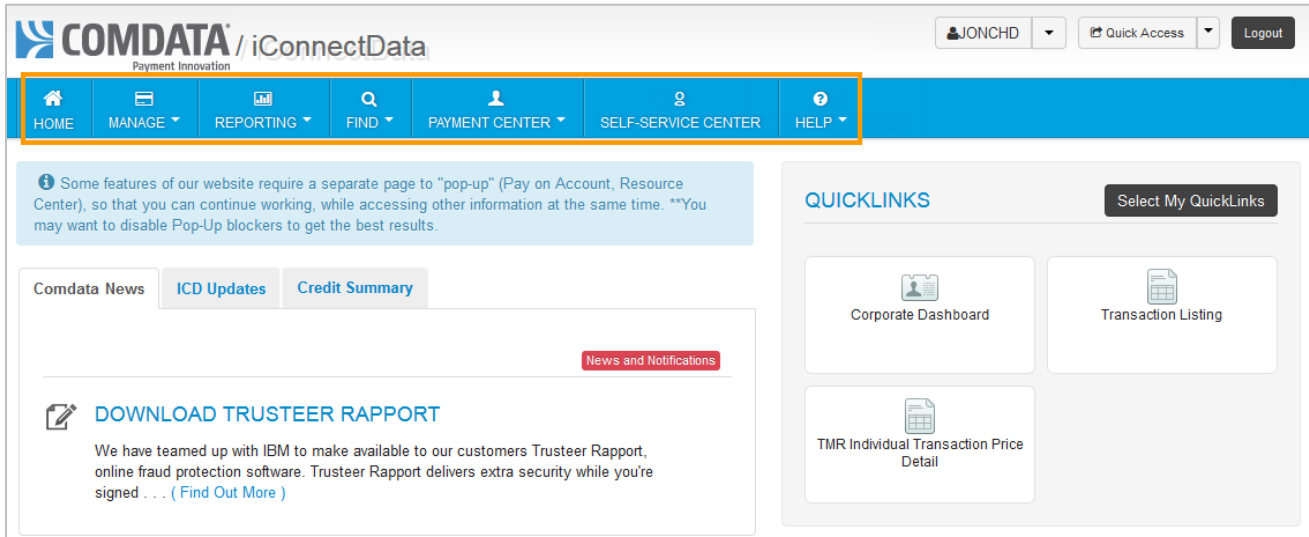
1. Click **Forgot User ID** on the ICD Login page.
2. Enter the email address used to sign up for ICD, and your first and last name in the fields provided. Then, click **Continue**.
3. You should immediately receive an email message with your user ID.

Navigating the iConnectData Home Page

The iConnectData (ICD) home page is designed to offer a simple and intuitive navigation of the web portal. For example, the main navigation bar contains access to all of your account management features and you can use the QuickLinks tool to set up links to your favorite features.

Navigate the Main Menu

The main navigation bar contains up to seven options. Note that the options available under each drop-down are based on your access permissions. If you do not see a task that you should be able to perform, contact Comdata Customer Service.



The screenshot shows the iConnectData home page. At the top right, there is a user profile dropdown for 'JONCHD', a 'Quick Access' dropdown, and a 'Logout' button. The main navigation bar is highlighted with an orange border and contains the following items: HOME, MANAGE (with a dropdown arrow), REPORTING (with a dropdown arrow), FIND (with a dropdown arrow), PAYMENT CENTER (with a dropdown arrow), SELF-SERVICE CENTER (with a dropdown arrow), and HELP (with a dropdown arrow). Below the navigation bar, there is a blue banner with an information icon and text: 'Some features of our website require a separate page to "pop-up" (Pay on Account, Resource Center), so that you can continue working, while accessing other information at the same time. **You may want to disable Pop-Up blockers to get the best results.' Below this banner, there are three tabs: 'Comdata News', 'ICD Updates', and 'Credit Summary'. A red 'News and Notifications' button is visible. A prominent blue link says 'DOWNLOAD TRUSTEER RAPPORT' with a subtext: 'We have teamed up with IBM to make available to our customers Trusteer Rapport, online fraud protection software. Trusteer Rapport delivers extra security while you're signed ... (Find Out More)'. On the right side, there is a 'QUICKLINKS' section with a 'Select My QuickLinks' button. It contains three tiles: 'Corporate Dashboard', 'Transaction Listing', and 'TMR Individual Transaction Price Detail'.

Drop-Down	Description
Home	Returns you to the ICD home page from anywhere in the web portal.
Manage	Contains all of your program task options, such as card maintenance, card ordering, and real-time transaction activity.
Reporting	Links you to your reporting options, such as reportQ, which contains preformatted canned reports on your account activity, and Business Intelligence, which contains any custom reports within your account.
Find	Links you to location tools such as an ATM Locator and a Merchant Locator.
Payment Center	Contains your online payment methods for paying invoices and your available credit with Comdata.
Self-Service Center	Your source for up-to-date product documentation and educational resources.
Help	Links you to Classic ICD and a Feedback option. Use Feedback to report any technical problems you experience with ICD.

Use the Resource Center

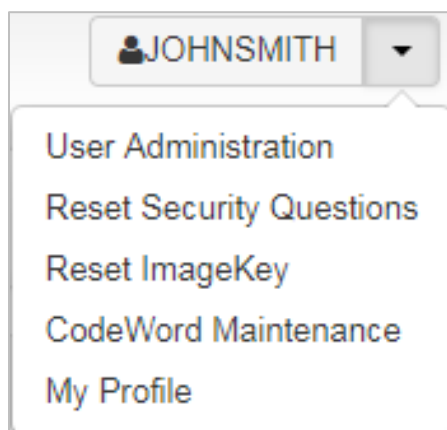
The Resource Center is packed with content on several products. To find content, you can:

- **Search for a Quick Answer.** When you need a quick answer, the search tool lets you narrow your search by product and content type.
- **Use the Product Pages.** Each product used in ICD has its own information page. Become a product knowledge expert by reading the latest release updates, quick steps, and user guides or watching informative training videos.
- **Watch Video Tutorials and Recorded Webinars.** Do you prefer learning by watching visual instructions? Watch a video tutorial or recorded webinar to view instructions in action!

Manage your User Profile

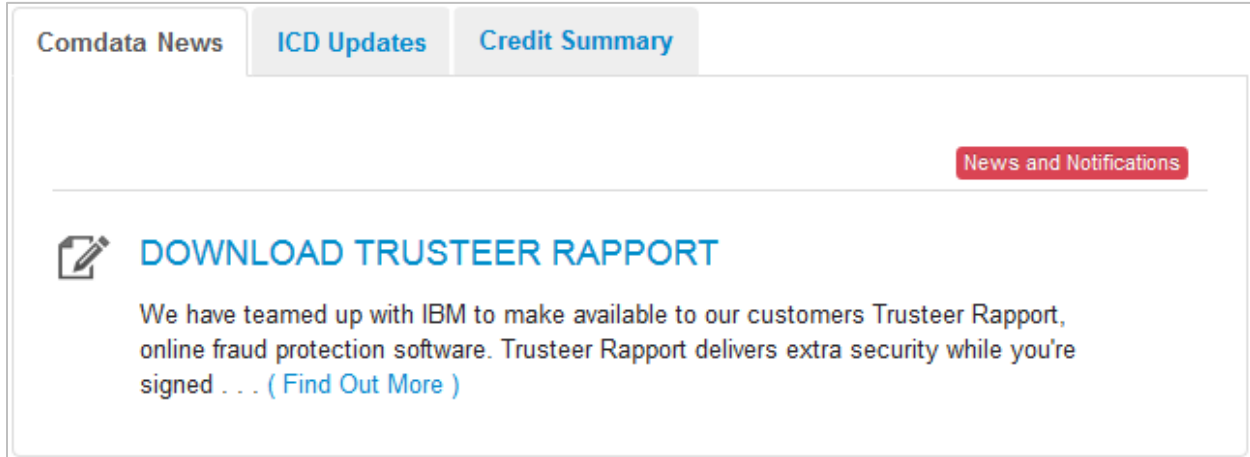
The user ID drop-down in the top right corner of the ICD home page contains specific options for managing your ICD account, such as:

- Copying and deleting users, if you have Administrator access.
- Resetting your ImageKey, ImageKey Captions, and security questions and answers.
- Editing or deleting authorized codewords through Codeword maintenance.
- Updating your contact information (email and mailing address).
- Setting up email notifications on credits and invoices.



Stay Up to Date on News and Credit

The left side of the home page contains Comdata News, ICD Updates, and the Credit Summary tab.



The screenshot shows a navigation bar with three tabs: "Comdata News", "ICD Updates", and "Credit Summary". Below the tabs is a "News and Notifications" section. A red button labeled "News and Notifications" is visible. Below this, there is a blue icon of a document with a pencil, followed by the heading "DOWNLOAD TRUSTEER RAPPORT". The text below reads: "We have teamed up with IBM to make available to our customers Trusteer Rapport, online fraud protection software. Trusteer Rapport delivers extra security while you're signed . . . ([Find Out More](#))".

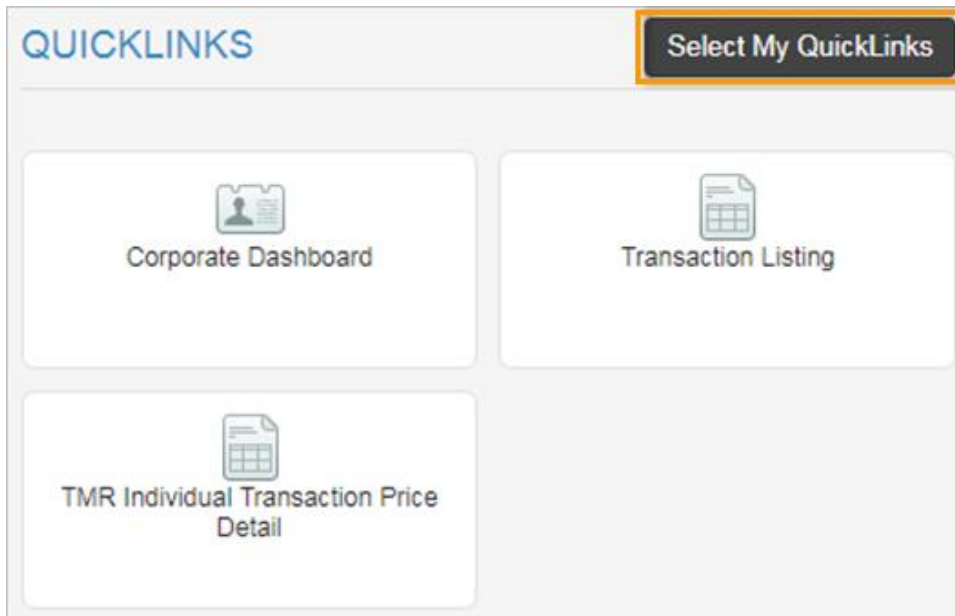
Tab	Description
Comdata News	Announcements on product enhancements, new products, and other critical up-to-date information.
ICD Updates	Announcements specific to ICD, such as outages, enhancements, and new features.
Credit Summary	A snapshot of your current credit activity.

Set Up QuickLinks

QuickLinks allows you to create a one-click option for your most frequently used tasks. The process is similar to bookmarking your favorite web pages.

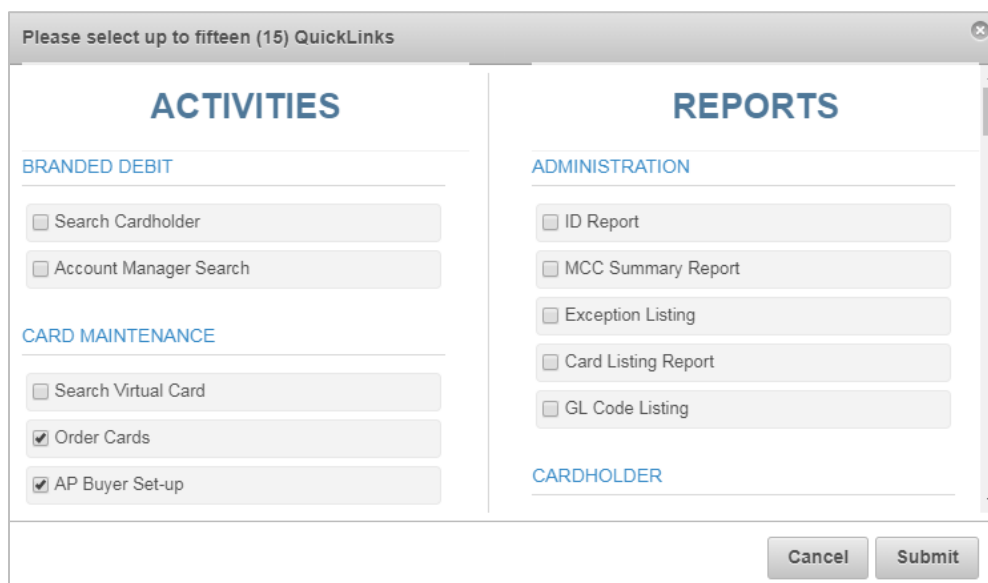
Locate the QuickLinks tool on the ICD home page and follow these steps:

1. Click the **Select My QuickLinks** button to open the Selection window.

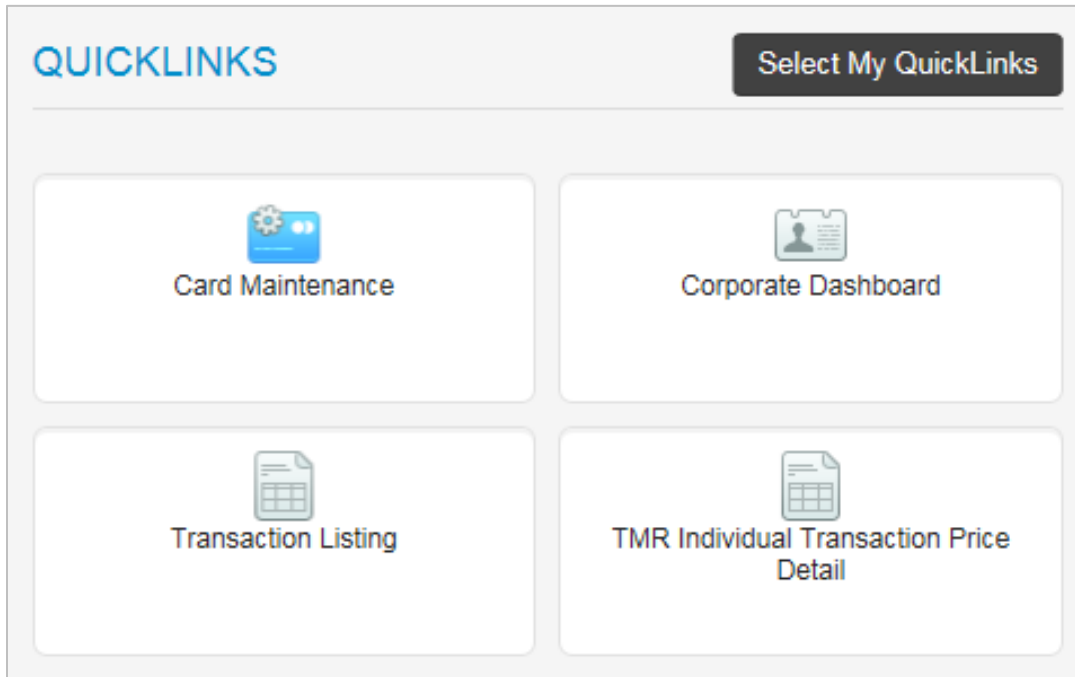


2. Select the check box next to each page you often use and then click **Submit**. You can select or deselect QuickLinks at any time.

Note: You can create a QuickLink for every application within ICD, but you can create up to only 15 at a time. Some QuickLinks may be preloaded based on your account set up.



3. Once you've made selection(s), the link(s) will display on the QuickLinks tool. Click a link to open the related page.



Managing your Cards

Managing your cards is an important part of any Comdata product offering. With ICD, you have easy access to your cards and an abundance of management features to help you run your program smoothly.

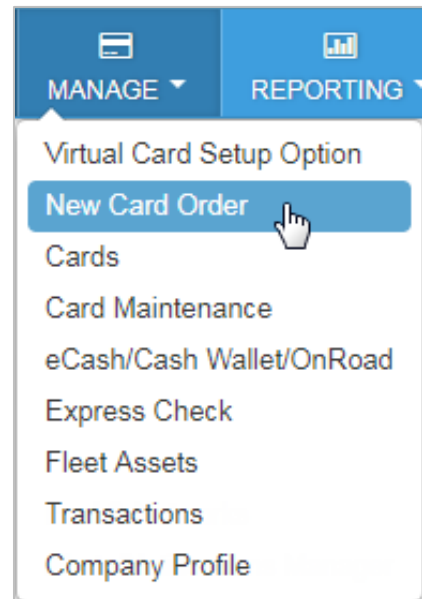
New Card Order: Order a Proprietary Card

If you are a Proprietary card customer, follow these steps to order Proprietary cards.

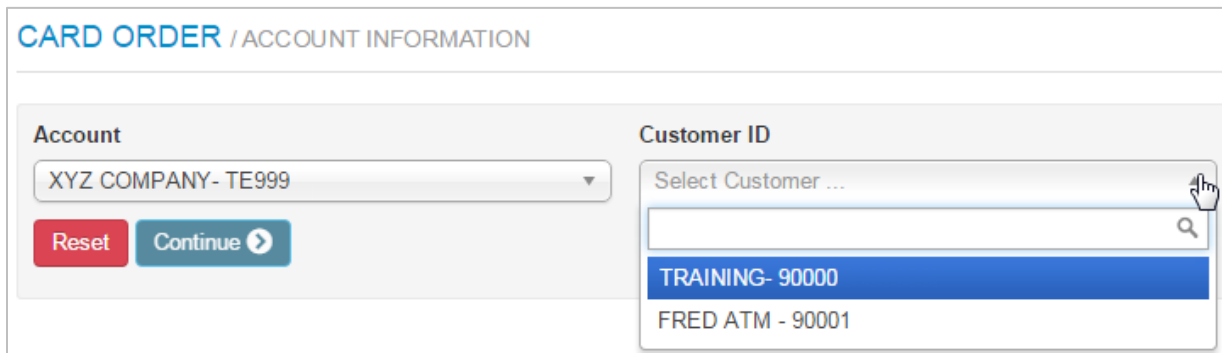
Order a Single Proprietary Card

As a Proprietary card customer, you can order a single or multiple proprietary cards. Follow these step to order a single Proprietary card.

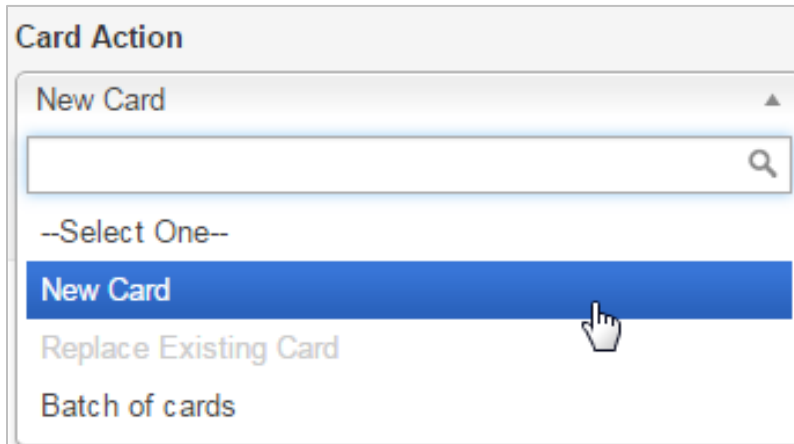
1. To access the Card Order page, select **Manage > New Card Order**.



2. Select the account code and customer ID for ordering Proprietary cards.



- The page refreshes to display the **Card Action** drop-down. Select **New Card**.



Card Action


New Card

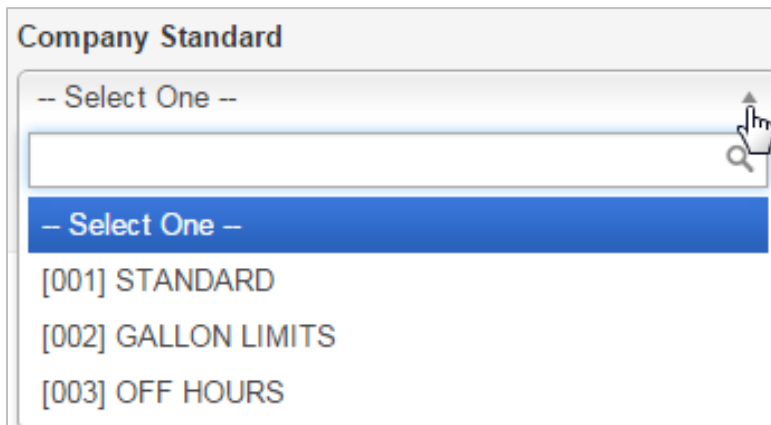
--Select One--

New Card

Replace Existing Card

Batch of cards

- The page refreshes to display the **Company Standard** drop-down. Select the standard for the new card. Then, click **Continue** ().



Company Standard

-- Select One --

-- Select One --

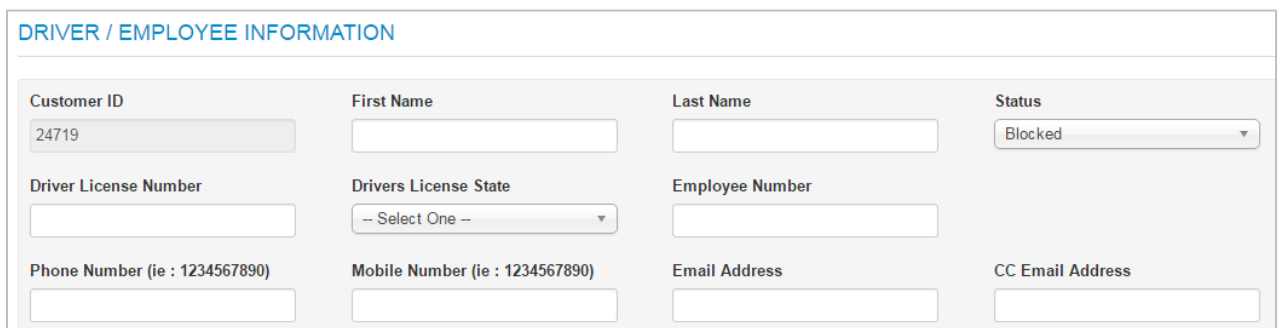
[001] STANDARD

[002] GALLON LIMITS

[003] OFF HOURS

- The page refreshes to display additional fields for entering details on your card order. The Driver/Employee Information section contains cardholder-related fields. Complete each field as necessary.

Note: If the Driver License state is California, the **Status** field must be set to **Blocked**.





DRIVER / EMPLOYEE INFORMATION

Customer ID 24719	First Name <input type="text"/>	Last Name <input type="text"/>	Status Blocked
Driver License Number <input type="text"/>	Drivers License State -- Select One --	Employee Number <input type="text"/>	
Phone Number (ie : 1234567890) <input type="text"/>	Mobile Number (ie : 1234567890) <input type="text"/>	Email Address <input type="text"/>	CC Email Address <input type="text"/>

The Vehicle Info section contains fields related to the driver's vehicle. These fields will be open for editing only if the cardholder is a driver and/or your company requires them to be completed. Click **Continue** when ready.

VEHICLE INFO


Vehicle Number/Unit Number <input type="text"/>	VIN # <input type="text"/>	License Plate Number <input type="text"/>	Registration Expires <input type="text"/> 
Vehicle Description <input type="text"/>	Miscellaneous #1 <input type="text"/>	Miscellaneous #2 <input type="text"/>	Miscellaneous #3 <input type="text"/>
Trailer Number <input type="text"/>	Trip Number <input type="text"/>		

Cancel
Continue 

6. Complete the Shipping Address fields and then click **Submit**.

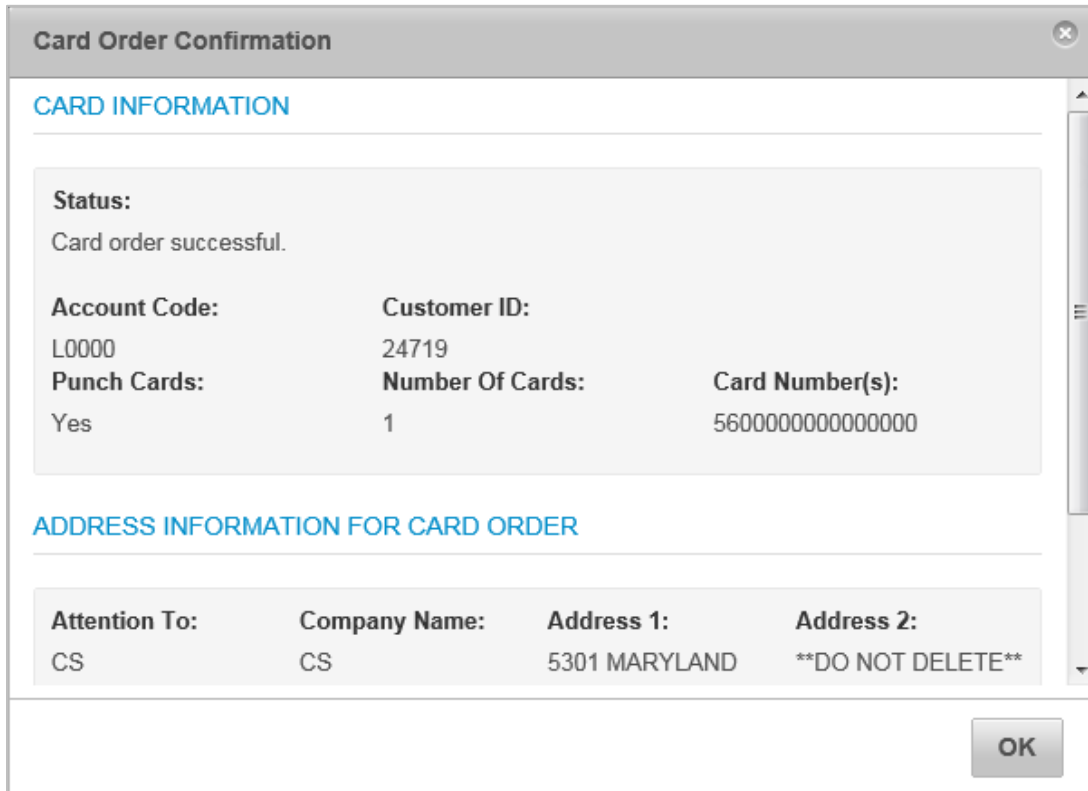
SHIPPING ADDRESS

ATTN: * <input type="text" value="CS TRANSPORTATION TRAINING"/>	Shipping Address* <div style="border: 1px solid #ccc; padding: 2px;"> Customer Address <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> -- Select One -- Customer Address Account Address Card Address </div>	Shipping Method* <input type="text" value="United Postal Service"/>
ADDRESS CS TRANSPORTATION TRAINING 5301 MARYLAND WAY **DO NOT DELETE** BRENTWOOD TN US 370270000		

Cancel
Submit 

- **ATTN.** The person, department, entity, etc. responsible for receiving the cards.
- **Shipping Address.** Select either Customer Address, Account Address, Corporate Address, or Card Address. Select **Card Address** to manually enter a receiving address. Note that cards ordered for a California address must be in Blocked status.
- **Shipping Method.** United Postal Service (UPS) is the only shipping method available.

A Card Order Confirmation window opens confirming submission of your order. Review the details in the window to ensure your order was processed accurately. Click **OK** to exit.



The screenshot shows a dialog box titled "Card Order Confirmation" with a close button (X) in the top right corner. The dialog is divided into two main sections: "CARD INFORMATION" and "ADDRESS INFORMATION FOR CARD ORDER".

CARD INFORMATION

Status:
Card order successful.

Account Code: L0000	Customer ID: 24719	Card Number(s): 5600000000000000
Punch Cards: Yes	Number Of Cards: 1	

ADDRESS INFORMATION FOR CARD ORDER

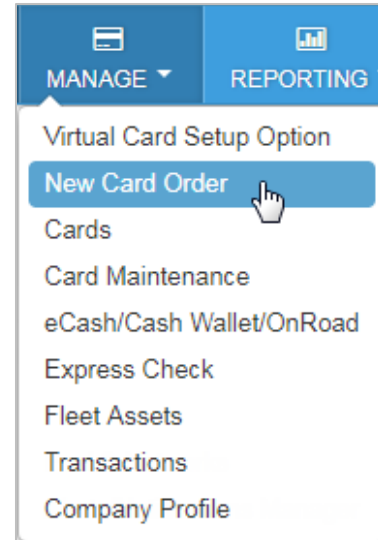
Attention To: CS	Company Name: CS	Address 1: 5301 MARYLAND	Address 2: **DO NOT DELETE**
----------------------------	----------------------------	------------------------------------	--

An "OK" button is located at the bottom right of the dialog box.

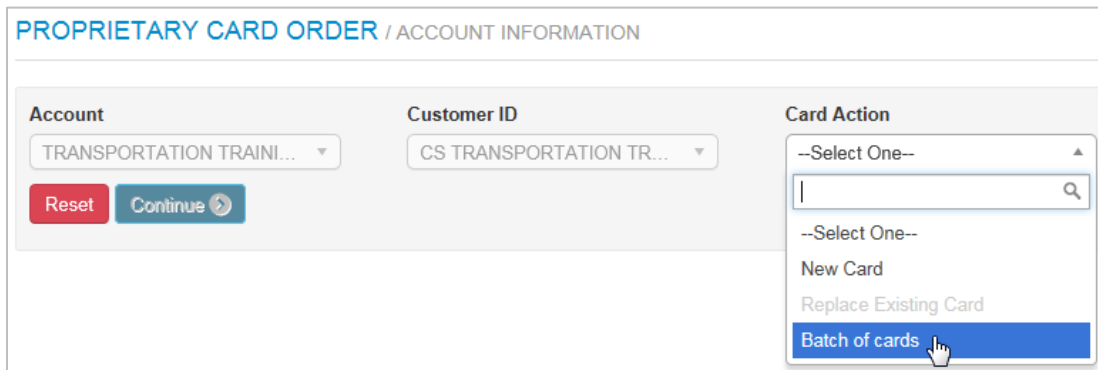
Order Multiple Proprietary Cards

Follow these steps to order a batch of Proprietary cards using ICD's new Card Order feature. Your account must be set up for access to this feature.

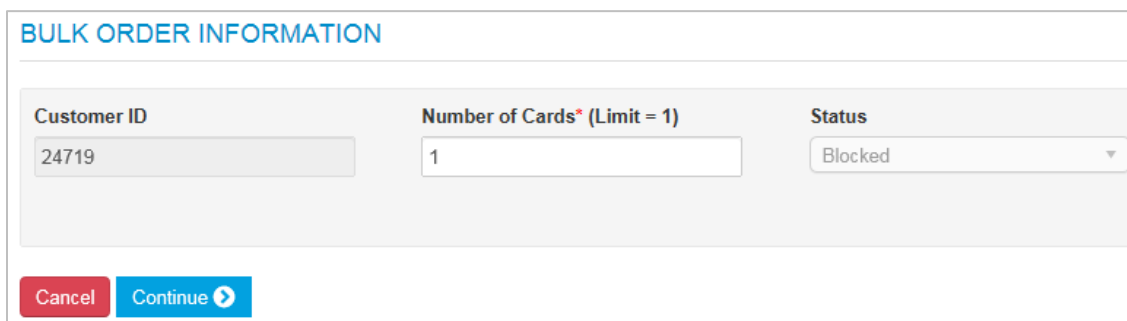
1. To access the Card Order page, select **Manage > New Card Order**.



2. Select an account code and customer ID and then select **Batch of Cards** from the **Card Action** drop-down. Then, click **Continue**.


 A screenshot of the 'PROPRIETARY CARD ORDER / ACCOUNT INFORMATION' form. It contains three main sections: 'Account' with a dropdown menu showing 'TRANSPORTATION TRAINI...', 'Customer ID' with a dropdown menu showing 'CS TRANSPORTATION TR...', and 'Card Action' with a dropdown menu showing options: '--Select One--', 'New Card', 'Replace Existing Card', and 'Batch of cards' (highlighted with a mouse cursor). There are 'Reset' and 'Continue' buttons at the bottom.

3. Enter the total number of cards to order. Note that this field will default to a one-card limit unless your access is set up to allow a higher order number. Also, batch cards can be ordered only in Blocked status. Click **Continue** when ready.


 A screenshot of the 'BULK ORDER INFORMATION' form. It contains three main sections: 'Customer ID' with a text input field containing '24719', 'Number of Cards* (Limit = 1)' with a text input field containing '1', and 'Status' with a dropdown menu showing 'Blocked'. There are 'Cancel' and 'Continue' buttons at the bottom.

4. Complete the shipping address fields and then click **Submit**.

SHIPPING ADDRESS

ATTN: *	Shipping Address*	Shipping Method*
<input type="text" value="COMDATA PROPRIETARY"/>	<input type="text" value="-- Select One --"/>	<input type="text" value="--Select One--"/>

Cancel
Submit

- **ATTN.** The person, department, entity, etc. responsible for receiving the cards.
- **Shipping Address.** Select either Customer Address, Account Address, Corporate Address, or Card Address. Select **Card Address** to manually enter a receiving address. *Note that you cannot order more than 50 cards for P.O. Box addresses.*
- **Shipping Method.** United Postal Service (UPS) is the only shipping method available.

A Card Order Confirmation window opens confirming submission of your order. Review the details to ensure your order was processed accurately.

Card Order Confirmation ✕

CARD INFORMATION

Status:
Card order successful.

Account Code:	Customer ID:	
L0000	24719	
Punch Cards:	Number Of Cards:	Card Number(s):
Yes	1	5600000000000000

ADDRESS INFORMATION FOR CARD ORDER

Attention To:	Company Name:	Address 1:	Address 2:
CS	CS	5301 MARYLAND	**DO NOT DELETE**

OK

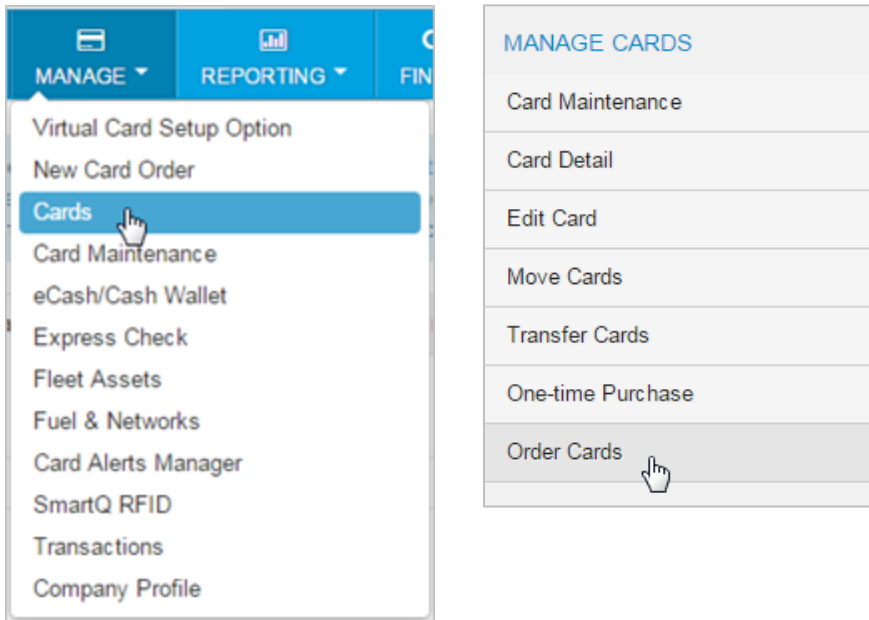
Classic Card Maintenance: Order a Proprietary Card

If you do not have access to New Card Order, you can still order your cards using ICD's traditional card ordering method.

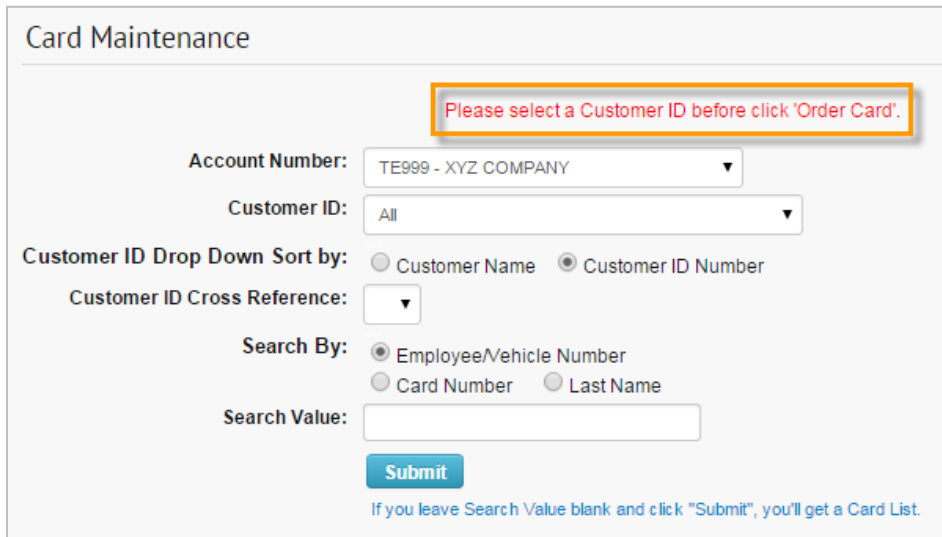
Order a Single Proprietary Card

Follow the steps below to order a Comdata card.

1. On the ICD home page, select **Manage > Cards > Order Cards**.



2. If you have multiple customer IDs, the Card Maintenance page will display with a message stating that you must select a customer ID in order to proceed. Make your selection. If your account code only has one customer ID, skip to step 3.



- On the Order a Card - Step 1 page, ensure the correct customer ID is selected. Then, select **Continue**.

Note: If you need to apply a company profile to the card being ordered, select Order a Card from the left hand menu bar. The **Company Profile** field will then open for editing.

Order a Card - Step 1

Customer ID: 24719

Company Profile:

- On the Order a Card – Step 2 page, enter all information needed to accurately issue your card. Fields denoted with a red asterisk are required.

Use the radio buttons to select whether the card will be shipped to the address for the selected customer ID, account code, or a different address. Select **Confirm** at the bottom of the page when ready.

Order a Card - Step 2

* indicates a required field

Customer ID: 99999

Company Profile: 001 STANDARD

Punch Card: Yes

Employee Number:

First Name: ?

Last Name:

Status: Blocked

Unit Number:

Trip Number: n/a

Trailer Number: n/a

Driver License Number:

Driver License State/Province:

*Address Information for Card Order

Attention to:

Email Address:

Customer ID Address: CS TRANSPORTATION TRAINING
5301 MARYLAND WAY
DO NOT DELETE
BRENTWOOD, TN 370270000

Account Address: TRANSPORTATION TRAINING
5501 MARYLAND WAY
BRENTWOOD, TN 37027

Card Address:

Company Name:

Address 1:

Miscellaneous Field:
Not Printed on Shipper's Label:

City:

State / Province:

ZIP / Postal Code:

Country Code:

NOTE: Card delivery will be by U.S. Postal Service, First Class mail.

- In the Confirmation window, select **Continue** to complete your order, or select **Back** to close the window and edit your order.

Please verify that you have entered the correct address information before proceeding. Any errors will delay your card order.

- If you select **Continue**, the Card Order Confirmation page opens, displaying all details on your card order, including the full card number. Review and verify that the information is accurate. Select **Edit** to open the Edit a Card page and edit details on the card, select **Add** to place another order, or select **Return** to return to the Card Maintenance page.

Card Order Confirmation

Status:	Card Order was successful.
Account Code:	LV007
Customer ID:	24719
Company Profile:	001 STANDARD
Punch Card:	Yes
First Name:	
Last Name:	
Employee Number:	
Card Number:	5600000000000000
Card Expiration Date:	0000
Card Status:	Blocked
Unit Number:	
Trip Number:	
Trailer Number:	
Driver License Number:	
Driver License State/Province:	

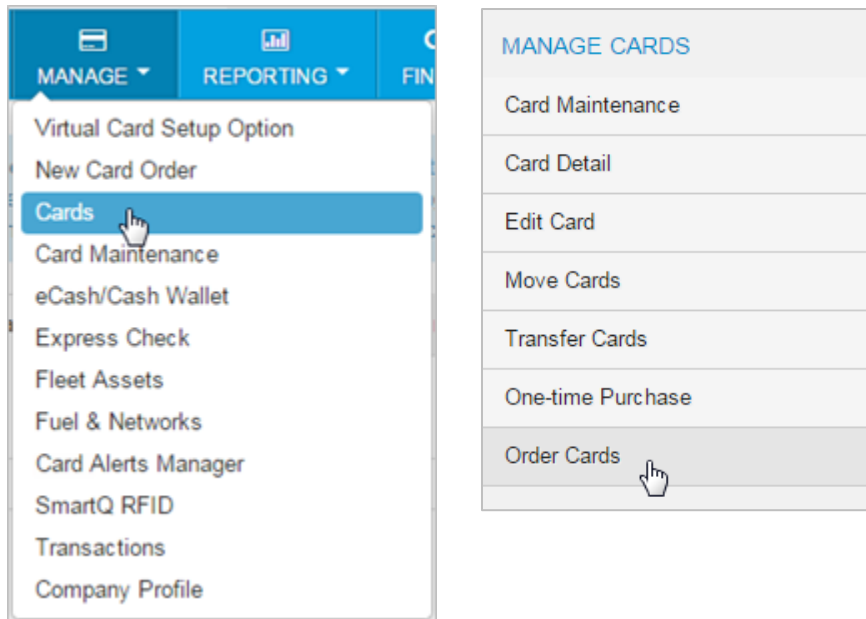
Address Information for Card Order

Attention to:	PAUL PAULSON
Company Name:	CS TRANSPORTATION TRAINING
Address 1:	5301 MARYLAND WAY
Address 2:	**DO NOT DELETE**
City:	BRENTWOOD
State / Province:	TN
ZIP / Postal Code:	370270000
Country Code:	USA

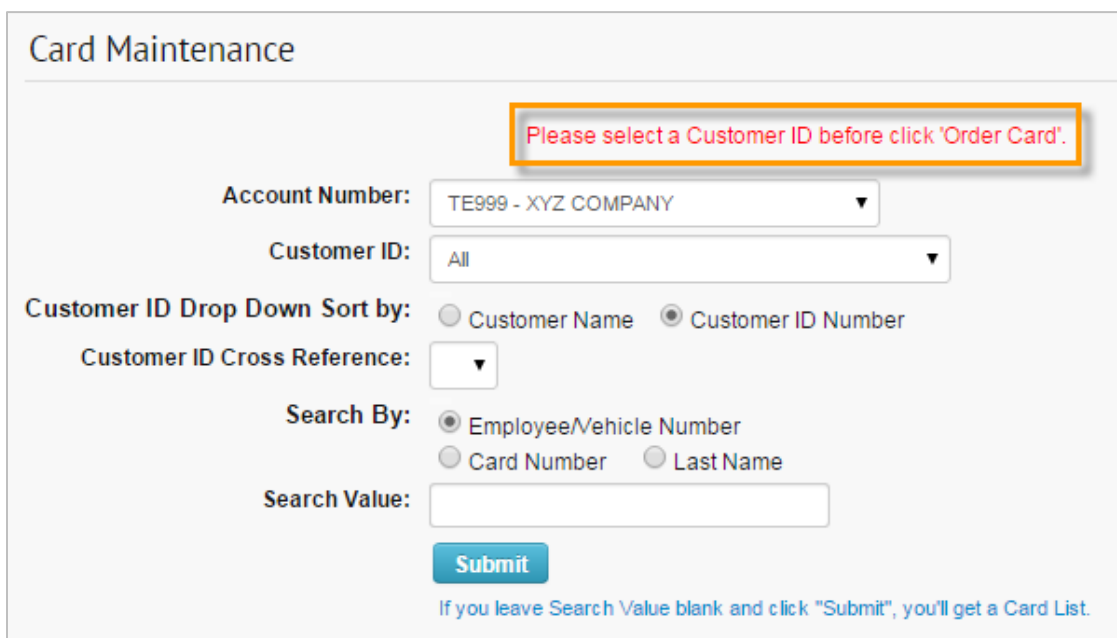
Order Multiple Proprietary Cards

Follow the steps below to order multiple Proprietary cards. Your account *must be set up* for access to this feature, and your user profile will default to a one-card limit unless your access is set up to allow a higher order number.

1. On the ICD home page, select **Manage > Cards > Order Cards**.



2. The Card Maintenance page opens. If you have multiple customer IDs, a message will display stating that you must select a customer ID. Make your selection. If your account code only has one customer ID, skip to step 3.



The screenshot shows the 'Card Maintenance' page. At the top, there is a red error message in a box: "Please select a Customer ID before click 'Order Card'". Below this, the form contains the following fields and options:

- Account Number: TE999 - XYZ COMPANY
- Customer ID: All
- Customer ID Drop Down Sort by: Customer Name Customer ID Number
- Customer ID Cross Reference: [Dropdown]
- Search By: Employee/Vehicle Number Card Number Last Name
- Search Value: [Text input]
- Submit button

At the bottom, there is a note: "If you leave Search Value blank and click 'Submit', you'll get a Card List."

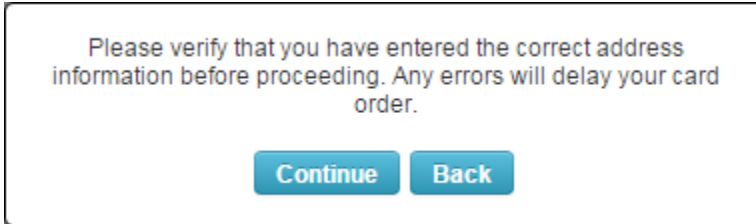
- 3. On the Order a Card - Step 1 page, select **Order Multiple Cards** from the left-hand menu bar.

- 4. On the Multiple Card Delivery page, enter the required information to order your cards. Required fields are denoted by a red asterisk.

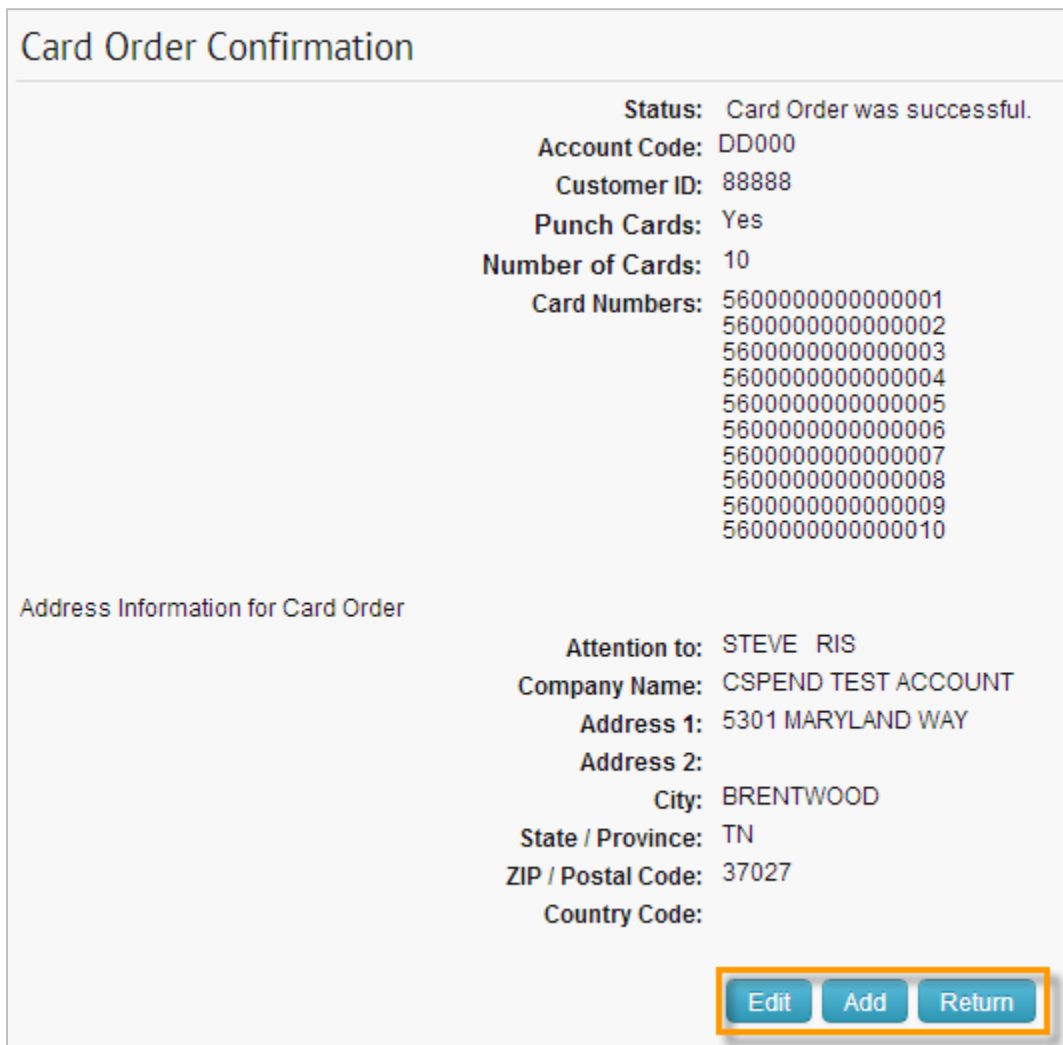
The maximum number of cards you can order for the selected account and customer ID displays next to the **Number of Cards** field.

Select **Confirm** at the bottom of the page when ready.

- 5. In the Confirmation window, select **Continue** to complete your order, or select **Back** to close the window and edit your order.



- 6. If you select **Continue**, the Card Order Confirmation page opens, displaying all details on your card order, including the full card number for each ordered card. Review and verify that the information is accurate. Select **Edit** to open the Edit a Card page and edit details on the cards, select **Add** to place another order, or select **Return** to return to the Card Maintenance page.



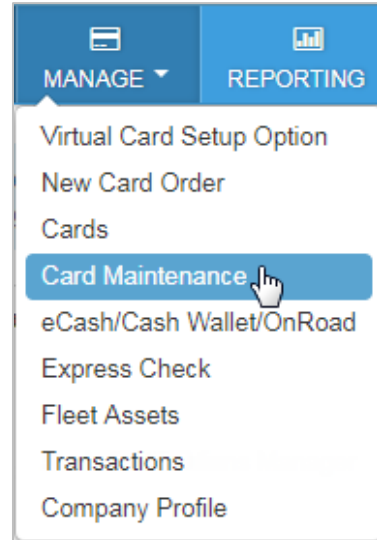
Use Card Maintenance

Card maintenance provides many options for searching for cards, editing cards, and updating cards.

Searching for Cards


To search for one or more cards, use the Smart Search tool under Card Maintenance.

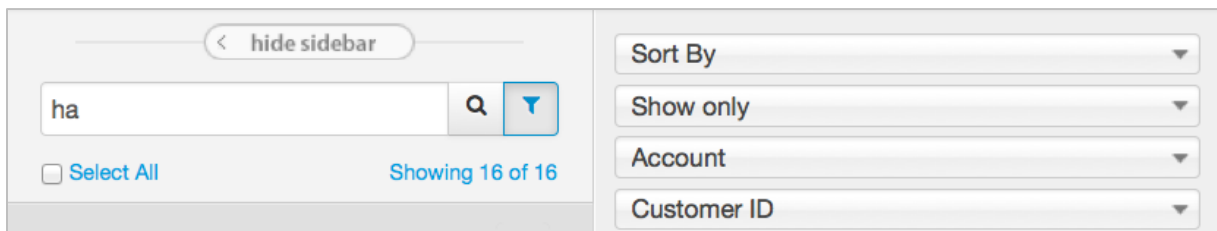
1. Access the Card Maintenance page from the iConnectData (ICD) menu bar (**Manage > Card Maintenance**).



2. In the search field, enter the beginning of a search term such as the cardholder's first name, last name, employee ID, card number, or unit/vehicle number. You can enter as few as two letters or numbers.

If searching by card number, enter two numbers to pull all results containing those numbers. If searching by any other value, enter two letters or numbers to pull all matching results containing those values in the first two positions (example: search: jo-results: johnson, JO2423, etc.).

OR click the filter button () to display your filter options. Click it again to close the filters.




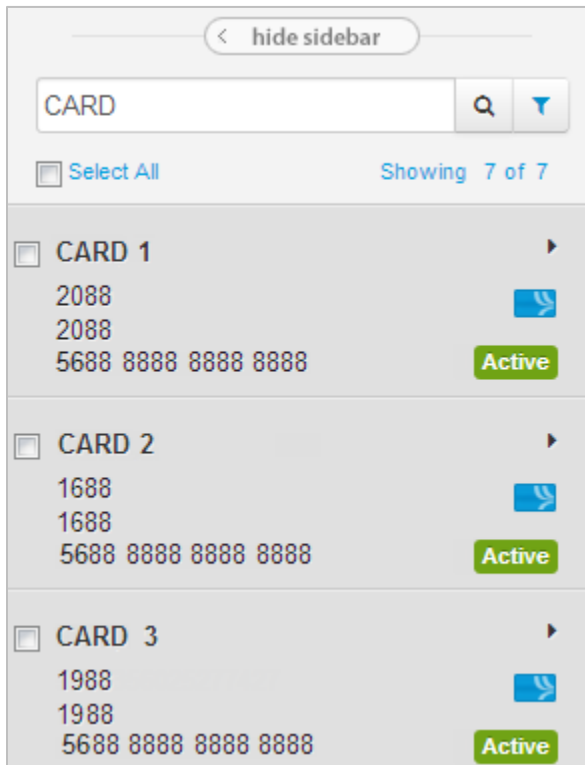
(continued on next page)

Filter options

Option	Comments
Sort By	Sort results by the cardholder’s first or last name, card number, card status, employee ID, or unit number.
Show only	Sort results by card status: active, blocked, permanently blocked, fraud, lost, stolen, deleted, assigned, or unassigned.
Account	Displays a drop-down of all your account codes. Select one to filter by account.
Customer ID	Displays a drop-down of all your customer IDs. Select one to filter by customer ID. Note: You must select an account code before selecting a customer ID.

Note: If you have 300 or more customer IDs, a drop-down will not display for the Account Code and Customer ID options. You will need to type these values in, but the search field will pull matching results as you begin typing.

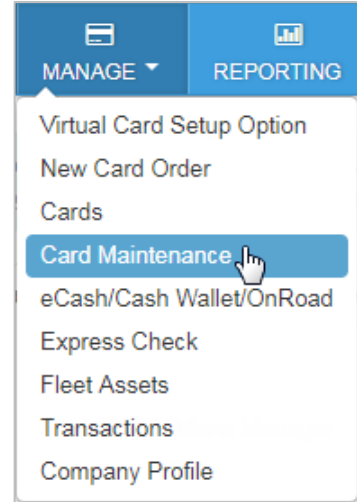
- After entering your search criteria, click the search button ().The card listing will display the first 200 cards you are authorized to access based on your search criteria. If the card you are searching for does not appear in the listing, try more specific filter options.



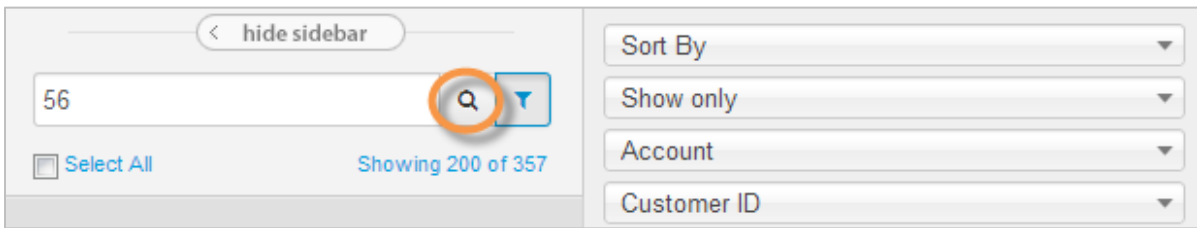
Editing a Card

Follow these steps to access Card Detail and edit a card. What you can edit in Card Detail is dependent on your access level. If a section you want to edit but cannot, contact a Comdata Customer Service Representative.

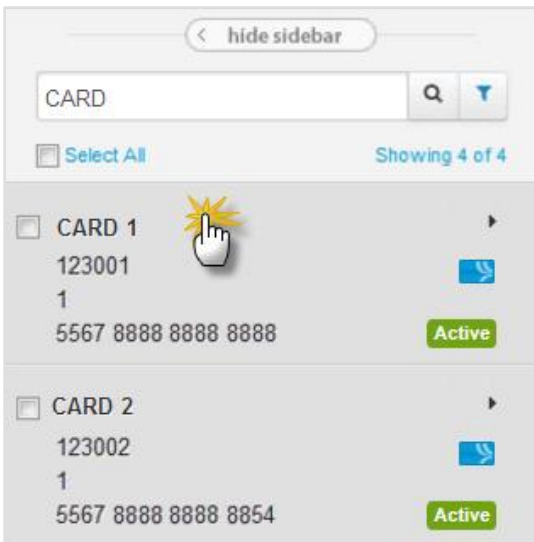
1. Access the Card Maintenance page from the iConnectData (ICD) menu bar (**Manage > Card Maintenance**).



2. Enter the search criteria for a card and click the search button.



3. Click anywhere on a card to select it from the list. Click again to close it.



4. Selecting a card from the list opens Card Detail on the right side of the page. See the following pages for a description of each section.

A

Basic Information

Card Number: 5689888888888888

Account ID: JP965

Customer ID: 81123

Customer ID Description: CARD01

Name: CARD01

Profile: 0002 OFF COMPANY STANDARDS

Employee Number: 5829

Last Activity Date/Time: 01/24/2014 07:11

Country Code: US

B

Card Holder Information

Displayed on Card: CARD01

Driver License Number: Not Available

Driver License State: AA

Min 1: Not Available

Min 2: Not Available

Registration Expiration: Not Available

Limited Network By Card: Not Available

VEHICLE INFORMATION

Trip Number: Not Available

Unit Number: 5829

Trailer Number: Not Available

Hub Meter Start: Not Available

Hub Meter End: Not Available

Current MPG: Not Available

Hub Meter Min: 0

Hub Meter Max: 0

Vehicle Identification Number (VIN): Not Available

Vehicle Description: Not Available

Vehicle Type: DRIVER

Vehicle Plate Number: Not Available

SHIPPING INFORMATION

Address Ship To Name: Not Available

Address Attention To: Not Available

Address 1: Not Available

Address 2: Not Available

City: Not Available

State: AK

Postal Code: 99501

C

CASH LIMITS

Cash Limit: \$4,515.99

Amount Used: \$0.00

Alert: Daily

One Time: Not Available

Allow Access for ATM: Yes

Allow Cash Off Network: No

FUEL LIMITS

Fuel Allowed: Yes

Allow Multiple Transactions in less than One Hour: Yes

Amount Used: \$4,221.53

Limit: \$88,995.99

Reset: Trip

One Time: Not Available

Reset #1/2 Limit: Not Available

Refuel Limit: Not Available

All Other Fuel Limit: \$8,995.99 Gallons

Oil Limit: Not Available

PRODUCT LIMITS

Has Limit	Product	Daily Limit	Amount Used	One Time
No	Address			
Yes	Tire Repair	\$10.00		\$10.00
Yes	Emergency Repair			
Yes	Lubricants			
Yes	Tire Purchase			
Yes	Driver Expense			
No	Truck Repair			
Yes	Parts			
Yes	Trailer Expense			
Yes	Misc. Expense			

ECASH/CASH WALLET

Express Cash: No

Maestro POS: No

VDU Access: No

ATM Access: No

Express Cash Balance: \$9.99 (EFT Funds)

PIN Reset: Click to Reset

ECASH ACTIVITY

Date/Time	Reference Number	Location	Trans Amount	Charges	Balance	Description
No activity found						

DIRECT DEPOSIT ACCOUNTS

Account Number	Routing Number	Account Name	Checking	Deposit Type	Amount	Status
No Direct Deposit Accounts exist						

D

TRANSACTION HISTORY

CARD1 JP965 5829 | 01/24 07:11 | ALTOONA Invoice: OPENFL

Card Number	Service Center Code	Trip Number	Current Hub Meter	Trailer Number	Split
1619465829	TN375				NONE

Transaction Number	Current MPG	Trailer Hours	HPG	YTD
24140406				

Product Code	Product Quantity	Unit Cost	Invoice Amount	Transaction Fee
#25		10.00	3.499	35.00
TOTAL				37.81

E




RECENT CARD UPDATES - COMING SOON




Use these links to quickly scroll to one of the Card Detail sections.

Version 3.0

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A. Basic Information

The first section displays key details about the card. Click **Edit** () to begin editing specific fields. Click **Save** () or **Cancel** () to close editing. Editing must be closed for a section before you can edit another section.

BASIC INFORMATION Edit 	
CARD NUMBER 5600000000000000	ACCOUNT ID JJ000
CUSTOMER ID 77777	CUSTOMER ID DESCRIPTION CASH
NAME JANET USERADMIN	PROFILE [001] DEFAULT LIMITS
GL CODE TRANSACTION ASSIGNMENT PROFILE Not Available	EMPLOYEE NUMBER 8888
STATUS Active <ul style="list-style-type: none">  Move Card  Transfer Card 	LAST ACTIVITY DATE/TIME 04/02/2015 08:02
COUNTRY CODE US	

Click the **Move Card** option under the **Status** field to move the card to a new customer ID.

MOVE CARD ✕

Please select the new destination cust id

Move

If you're editing a proprietary card, a **Transfer Card** option also displays that allows you to transfer the card information to a new card number. Note that the original and new card must be within the same customer ID.


TRANSFER CARD ✕

Please enter the 16-digit destination card number

Transfer


B. Cardholder/Vehicle/Shipping Information

The next section displays the vehicle, cardholder, and shipping information. The shipping information section displays the address for shipping cards directly to the cardholder. If no address is displayed, then cards will be shipped to the address associated to the card's customer ID.

 **CARD HOLDER INFORMATION**


[Edit](#)

DISPLAYED ON CARD JANE MIA	DRIVER LICENSE NUMBER TN00000000	DRIVER LICENSE STATE TN
MISC 1 Not Available	MISC 2	MISC 3
REGISTRATION EXPIRATION		

 **VEHICLE INFORMATION**

TRIP NUMBER 3333	UNIT NUMBER 88888	TRAILER NUMBER 8888
HUB METER START	HUB METER END	CURRENT MPG
HUB METER MIN 0	HUB METER MAX 0	VEHICLE IDENTIFICATION NUMBER (VIN)
VEHICLE DESCRIPTION	VEHICLE TYPE DRIVER	VEHICLE PLATE NUMBER
VEHICLE TANK CAPACITY Not Available		

Below the Cardholder and Vehicle Information is the Shipping Information. This section displays the address for shipping cards directly to the cardholder. If no address is displayed, then cards will be shipped to the address associated to the card's customer ID.

 **SHIPPING INFORMATION**

ADDRESS SHIP TO NAME TEST	ADDRESS ATTENTION TO JANE MIA
ADDRESS 1 5301 MARYLAND WAY	ADDRESS 2
CITY BRENTWOOD	STATE TN
POSTAL CODE 37027	

Version 3.0

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C. Cash/Fuel/Product Limits

The Product Limits section will display your cash, fuel, and product limits. *To edit any of the limits, you must have the card profile off company standards.*

CASH LIMITS
Edit

CASH LIMIT \$200.00	AMOUNT USED \$0.00	RESET Daily
ONE TIME \$0.00	ALLOW ACCESS FOR ATM No	ALLOW CASH OFF NETWORK No

FUEL LIMITS
Edit

FUEL ALLOWED Yes	ALLOW MULTIPLE TRANSACTIONS IN LESS THAN ONE HOUR No	AMOUNT USED \$0.00
LIMIT \$1,500.00	RESET Daily	ONE TIME \$0.00
DIESEL #1#2 LIMIT 300 Gallons	REEFER LIMIT Not Available	OTHER FUEL LIMIT 50 Gallons
OIL LIMIT Not Available		

Scroll down to see your product limits. To edit, click on one or more products from the list and then click **Edit** to open the Edit Product Limits window.

PRODUCT LIMITS
Edit

Has Limit	Product	Daily Limit	One Time	Amount Used
Yes	Additives	\$10.00	\$10.00	
Yes	Tire Repair	\$100.00	\$100.00	
No	Emergency Repair			
No	Lubricants			
Yes	Tire Purchase	\$300.00	\$300.00	
No	Driver Expense			
Yes	Truck Repair			
Yes	Parts	\$500.00		
Yes	Trailer Expense	\$300.00	\$300.00	
Yes	Misc. Expense			

← Previous
1
2
3
4
Next →

In the Edit Product Limits window, you can change the daily limit or one-time limit as needed. You can add or remove limits by selecting **Yes** or **No** under **Has Limits?**.

Note: You can save this window with either the **Daily Limit** or **One Time** field blank, but a value is required in at least one of the fields to save.

EDIT PRODUCT LIMITS
✕

Has Limits?

Yes No

Daily Limit

\$ 0.00

One Time

\$ 0.00

Save

D. Transaction History

This section lists the 10 most recent transactions within the previous 30 days along with the transaction details.

TRANSACTION HISTORY					
PETTIS JESSI 🚚 051190 06/29 09:23 BRENTWOOD					INVOICE: 14514
Card Number	Service Center Code	Trip Number	Current Hub Meter	Trailer Number	Split
1000000000	TN605		74951.0	5	NONE
Transaction Number	Current MPG	Trailer Hours	HPG	YTD	
2000000000				108.10	
Product Code	Product Quantity	Unit Cost	Invoice Amount	Transaction Fee	
#2S	100.00	1.000	100.00	1.50	
TOTAL			101.50		
PETTIS JESSI 🚚 168 06/28 11:07 BRENTWOOD					INVOICE: 14514
Card Number	Service Center Code	Trip Number	Current Hub Meter	Trailer Number	Split
1619611504	TN605		74951.0		NONE
Transaction Number	Current MPG	Trailer Hours	HPG	YTD	
280166855	997.50			125.78	
Product Code	Product Quantity	Unit Cost	Invoice Amount	Transaction Fee	
#2S	100.00	1.500	150.00	CANCEL	
TOTAL			151.50		

E. Recent Card Updates

The last section displays all updates made to the selected card in the past 10 days over a 45-day period. See the table below to understand each column.

RECENT CARD UPDATES					
Field	Action	Old Value	New Value	Time/Date	OPR ID
TRAILER#	ADD		6846	8:58:43 AM / Jun 3, 2016	818
BY:	DELET	HARRIS, LAVONDA		8:58:43 AM / Jun 3, 2016	818
TRIP NR	ADD		6846	8:58:29 AM / Jun 3, 2016	818
BY:	DELET	HARRIS, LAVONDA		8:58:29 AM / Jun 3, 2016	818
LASTNAME	CHG	RHOADS	2016 NATS	8:06:51 AM / Jun 3, 2016	818
1ST NAME	CHG	DEBBIE 2016NATS	DEBBIE RHOADS	8:06:51 AM / Jun 3, 2016	818
BY:	DELET	HARRIS, LAVONDA		8:06:51 AM / Jun 3, 2016	818
STATUS	CHG	B	A	8:06:39 AM / Jun 3, 2016	818
LASTNAME	ADD		RHOADS	8:06:39 AM / Jun 3, 2016	818
1ST NAME	ADD		DEBBIE 2016NATS	8:06:39 AM / Jun 3, 2016	818

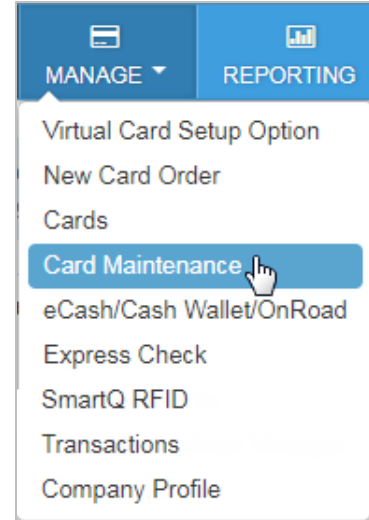
← Previous 1 2 Next →

Column	Description
Field	Displays the field that was updated.
Action	Displays the type of update: CHG (change), ADD , (addition), DELET (deletion), and INFO (information). Note: The INFO and DELET actions are performed by a Comdata associate. These do not pertain to any visible fields.
Old Value and New Value	Displays the value before and after the update. A value displays under Old Value only if the action is CHG or DELET .
Time/Date	The time and date of the update.
OPR ID	Operator ID; This field only displays a value if the update was made outside of ICD. The ID number identifies the individual that made the update and the IP address it originates from. If the update was done by a known ICD user, a value will not display.

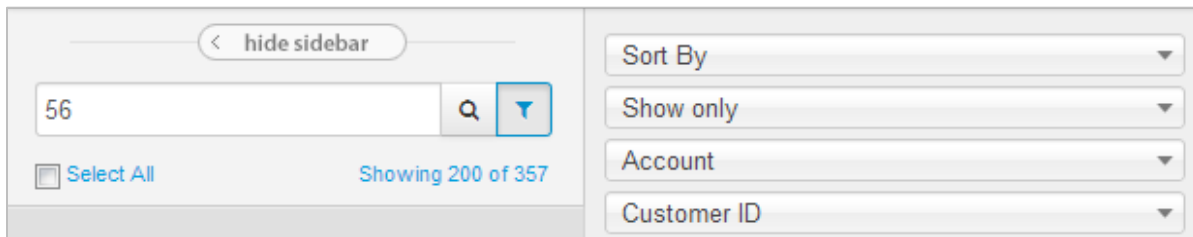
Update Multiple Cards

This feature allows you to update multiple cards at the same time.

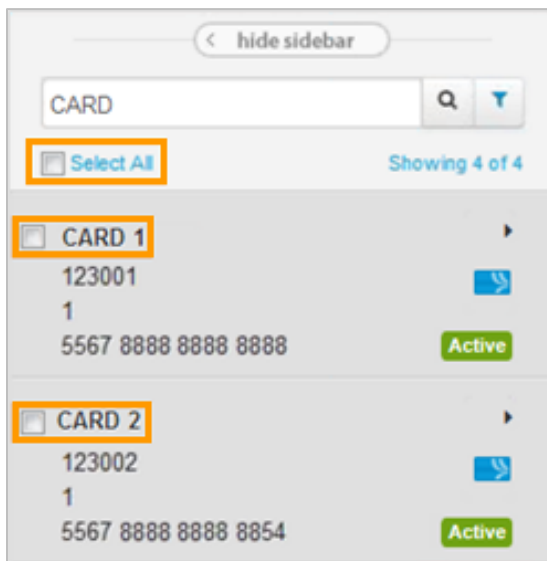
1. Access the Card Maintenance page from the iConnectData (ICD) menu bar (**Manage > Card Maintenance**).



2. Enter a search to return a card listing. Then, click the search icon ().



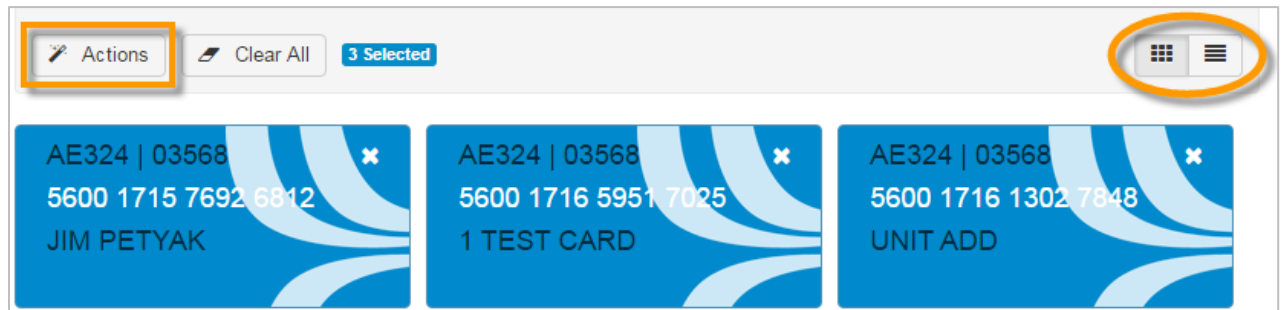
3. Select multiple cards from the listing by clicking the check box next to each one. Or click **Select All**.



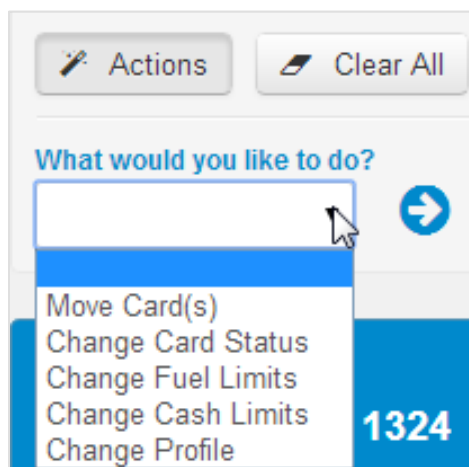
- Card images populate on the right side of the page for all cards selected. Select the **Actions** button.

Note: To change the view from images to a list view, use the icons in the far right corner.

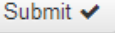

You can remove a card by selecting the small **X** button on the image. Select **Clear All** to remove all cards.







- A drop-down menu displays asking “What would you like to do?” Open the drop-down menu and select one of the five functions.



- **Move Card(s).** Not available.
- **Change Card Status.** Change card statuses to one of the following options: Active, Blocked, Deleted, Lost, or Stolen.
- **Change Fuel Limits.** Enter a new fuel limit for all selected cards.
- **Change Cash Limits.** Change the cash limits for all selected cards.
- **Change Profile.** Not available.


6. Select **Submit** () after making your changes. Use the drop-down menus labeled **Successful** and **Error** to clear all cards that received success or error messages. Use the red **X** buttons () to clear individual cards or use **Clear All** to clear all cards in the list.

 Actions
 Clear All
Successful: 3
Errors: 0
3 Selected








WHAT WOULD YOU LIKE TO DO? PLEASE SELECT A NEW STATUS

Change Card Status



Active

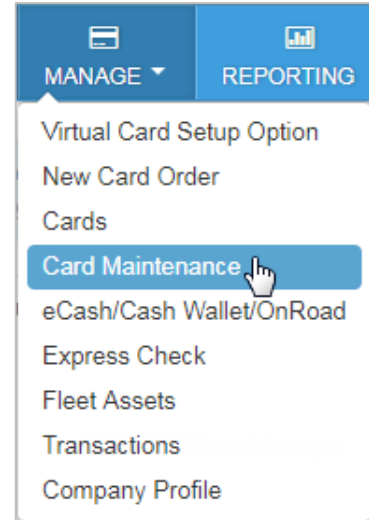
Submit 

Card Number	First Name	Last Name	Account	Cust	Employee Id	Unit Id	
5600 1715 7692 6812	JIM	PETYAK	AE324	03568	1576926812	6812	
Card status successfully changed.							
5600 1716 5951 7025	1	TEST CARD	AE324	03568	002233	5	
Card status successfully changed.							
5600 1716 1302 7848	UNIT	ADD	AE324	03568	7848	7848	
Card status successfully changed.							

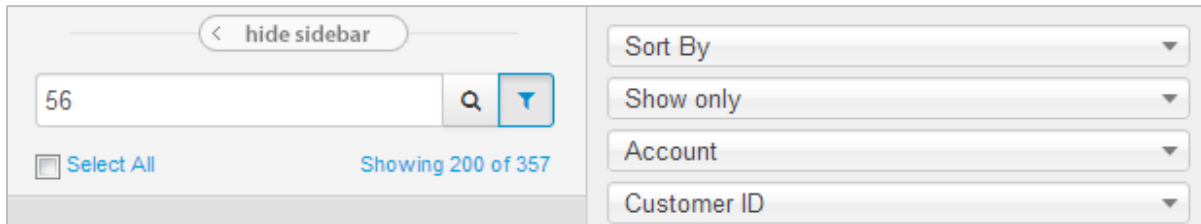
Activate Cards

Use card maintenance to activate new cards that are in blocked status. You can update a single card or multiple.

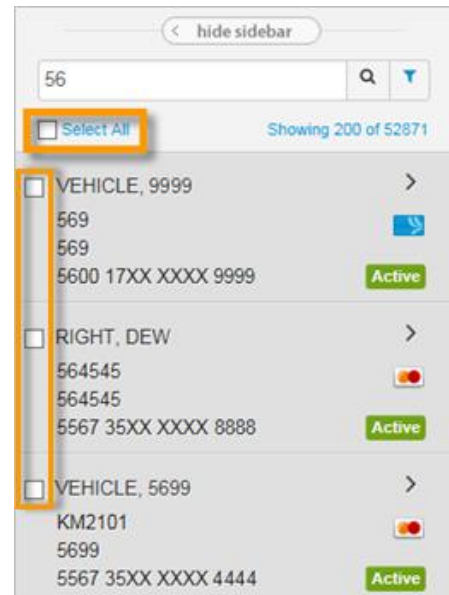
1. Access the Card Maintenance page from the iConnectData (ICD) menu bar (**Manage > Card Maintenance**).



2. Enter a search term for the card(s) you need to activate. Then, click the search icon ().



3. Select the card(s) from the list you want to activate. Or click **Select All** to select all cards in the list.



- 4. If you selected a single card, click **Edit** in the card's **Basic Information** section.

The screenshot shows a sidebar on the left with a search bar containing '56' and a list of cards. The selected card is 'VEHICLE, 568' with details: 568, 568, 5567 3559 8000 0568, and a 'Blocked' status. The main area is titled 'BASIC INFORMATION' and contains the following fields:



CARD NUMBER	5567355980000000	ACCOUNT ID	QA994
CUSTOMER ID	025QA	CUSTOMER ID DESCRIPTION	568 ACCT
PROFILE	[001] 3/2/V	EMPLOYEE NUMBER	568
GL CODE TRANSACTION ASSIGNMENT PROFILE	Not Available	LAST ACTIVITY DATE/TIME	06/28/2018 07:43
STATUS	Blocked	MOBILE NUMBER	
	Move Card	EXPIRATION DATE	04/2022
ALERTS ENROLLMENT CARDHOLDER EMAIL			
CARD HOLDER USAGE RPT EMAIL(S)			
COUNTRY CODE	US		

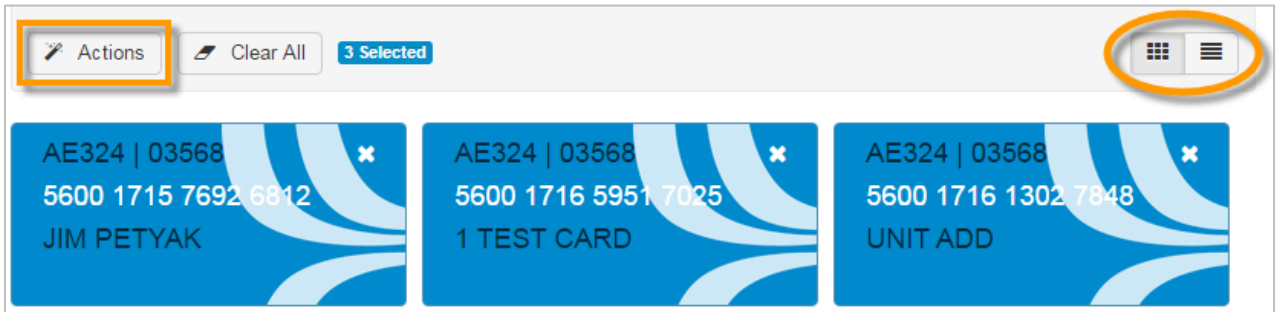
- 5. Select **Active** in the **Status** drop-down. Then, click **Save**. The card is now in active status and can be used by the cardholder.

The screenshot shows the same 'BASIC INFORMATION' section, but the 'STATUS' dropdown menu is now set to 'Active' and is highlighted with an orange box. The 'Save' button in the top right corner is also highlighted with an orange box. The other fields remain the same as in the previous screenshot.

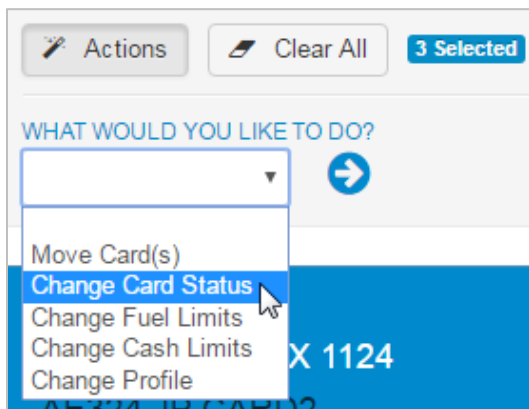
- 6. If you selected multiple cards from the list, you will see a card image on the right side of the page for each card you selected. Click **Actions**.

Note: To change the view from images to a list view, use the icons in the far right corner

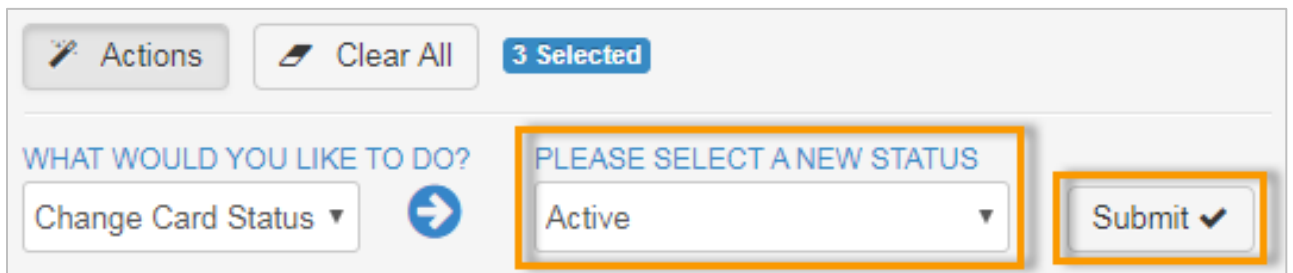
( ). You can remove a card by clicking the small **x** button on the image. Click **Clear All** to remove all cards.



- 7. A drop-down menu displays asking “What would you like to do?”. Open the drop-down menu and select **Change Card Status**.



- 8. Select **Active** from the **Please Select a New Status** drop-down. Then, click **Submit**.



9. The cards are now active and can be used by their respective cardholders.

Actions
Clear All
Successful: 3
Errors: 0
3 Selected

☰
☰

WHAT WOULD YOU LIKE TO DO? PLEASE SELECT A NEW STATUS

Change Card Status

➔

Active

Submit ✓

Card Number	First Name	Last Name	Account	Cust	Employee Id	Unit Id	
5567 000 0 00 10 8 000	FUEL	DRIVER	QA995	026QA	888888	N/A	✖
Card status successfully changed.							
5567 3559 8000 0000	568	VEHICLE	QA994	025QA	868	868	✖
Card status successfully changed.							
5567 3560 8888 8888	888	VEHICLE	ZV827	CSX01	555555	555555	✖
Card status successfully changed.							

Manage Cardholder and Vehicle IDs

ICD offers the ability to manage your cardholder and vehicle IDs.

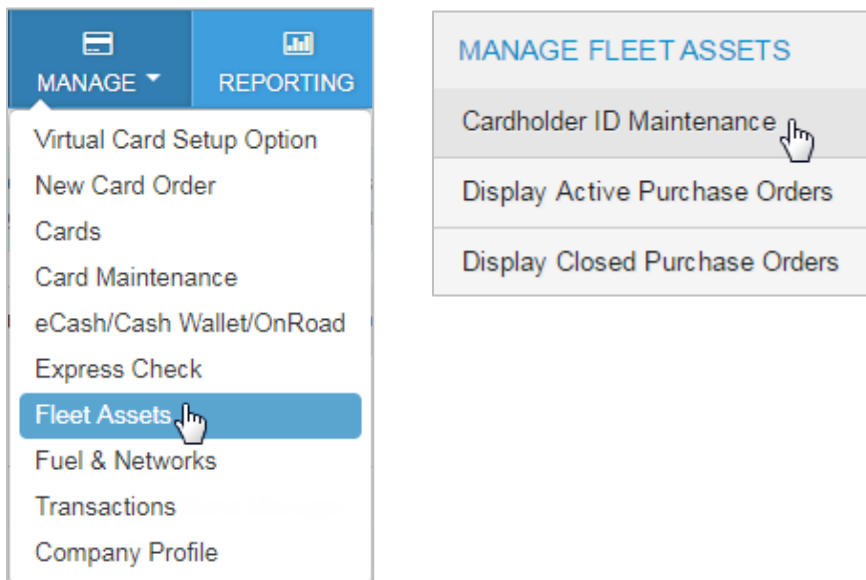
Performing Cardholder ID Maintenance

Cardholder IDs are assigned to individuals to use as PINs (personal identification numbers) for vehicle cards. Through Cardholder ID Maintenance, you can:

- Add Cardholder IDs.
- Delete Cardholder IDs. This should be done anytime a cardholder leaves your company.

Note: Your Customer Service Representative can set up a Cardholder ID Master with associated customer IDs. Changes to the Master will update all associated customer IDs.

1. On the ICD home page, select **Manage > Fleet Assets > Cardholder ID Maintenance**.



2. The Cardholder ID Maintenance – View List page opens. Select a different account code and customer ID if necessary. Optionally, you can use the **Search By** field to filter your results by **Cardholder ID, Last Name, or First Name**. Enter the corresponding search value in the **Search Value** field. When ready, click **Search**.

(image on next page)

Cardholder ID Maintenance - View List

Account Code:

Customer Id:

Search By: (optional)

Search Value:

3. The page refreshes and displays all cardholders within your selected account code and customer ID. From here, you have the following options in the left-hand menu:

- Select **Add** from the left-hand menu to add an additional vehicle. You can also select **View List/Delete** to return to the Cardholder ID Maintenance – View List page at any time.

Cardholder ID Maint

Add

View List/Delete

Upload Unassigned ID

The Cardholder ID Maintenance - Add Screen page opens. Enter all required information in the displayed fields and click **Submit**. Required fields are denoted by a red asterisk. Use the drop-down to select a Cardholder ID that currently exists in the system. This method allows you to assign unassigned IDs. Clicking **Add Additional Cardholder Ids** displays additional rows and clicking **Reset All Fields** clears all fields of any information you entered.

Cardholder ID Maintenance - Add Screen

Account Code:

Customer Id:

Fields that require information are designated with an asterisk.

* Cardholder ID	* First Name	* Last Name	Drivers License Number	Drivers License State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You should see an “Update Successful,” message after clicking **Submit**. Note that your changes may not apply immediately.

Cardholder ID Maintenance - Add Screen

Update Successful. Please be advised that changes made may not always be immediately displayed.

Account Code:


Customer Id:

- Select **Upload Unassigned ID** to upload Cardholder IDs that have not been assigned to a cardholder.

Cardholder ID Maint

Add

View List/Delete

Upload Unassigned ID 

The unassigned IDs will need to be an Excel spreadsheet. A message also displays informing you of how many unassigned Cardholder IDs currently exist in the system.

Cardholder ID Maintenance - File Upload Screen

99 unassigned cardholder ids are present in the database.

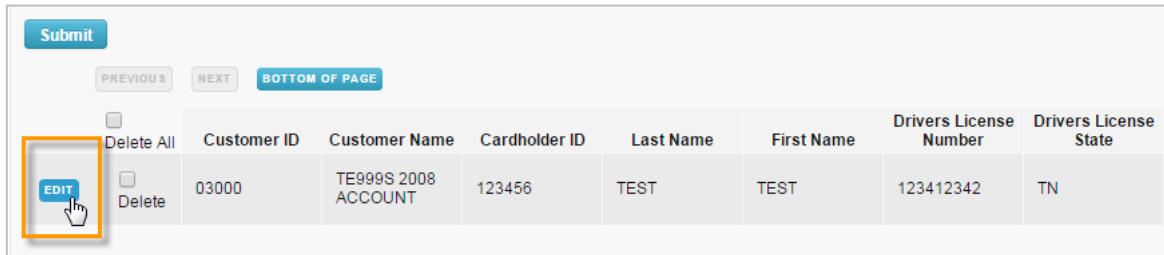
Account Code:

Customer Id:

Upload XL file to add new unassigned cardholder ids to the database:

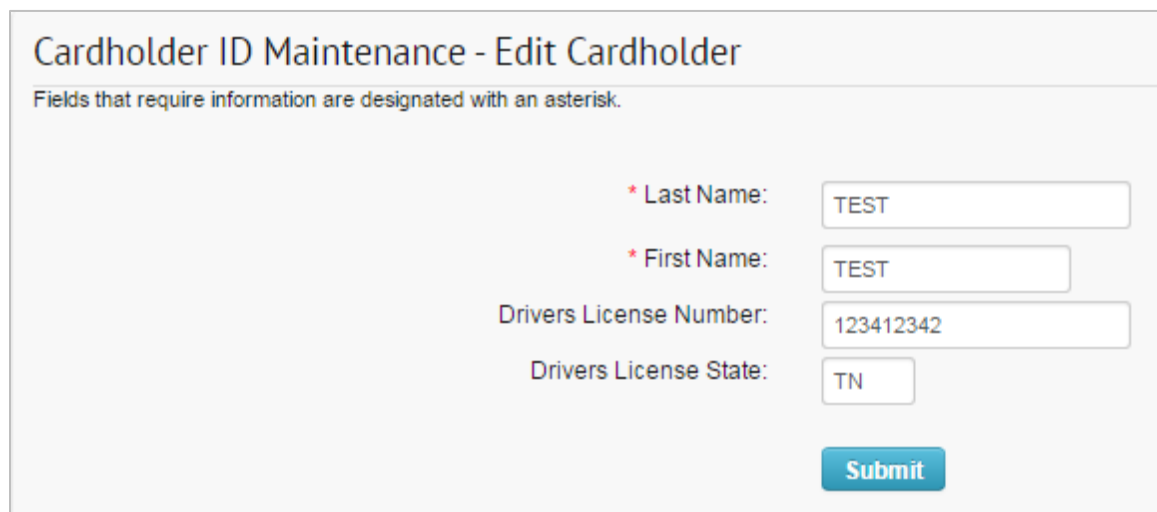
No file chosen

- On the Cardholder ID Maintenance – View List page, click **Edit** to open the Cardholder ID Maintenance – Edit Cardholder page.



	Customer ID	Customer Name	Cardholder ID	Last Name	First Name	Drivers License Number	Drivers License State
<input type="checkbox"/> Delete All <input type="checkbox"/> Delete <input type="button" value="EDIT"/>	03000	TE999S 2008 ACCOUNT	123456	TEST	TEST	123412342	TN

From here, you can add or change details on the Cardholder. Click **Submit** to save your changes.



Cardholder ID Maintenance - Edit Cardholder

Fields that require information are designated with an asterisk.

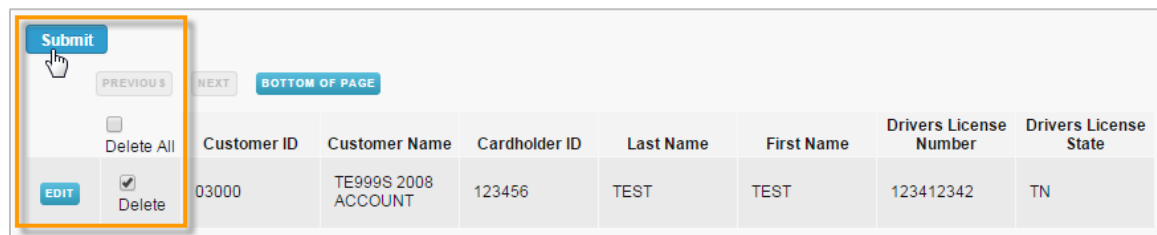
* Last Name:

* First Name:

Drivers License Number:

Drivers License State:

- Select the **Delete** checkbox > **Submit** to remove a Cardholder. You can also select **Delete All** > **Submit** to delete all vehicles in the list.



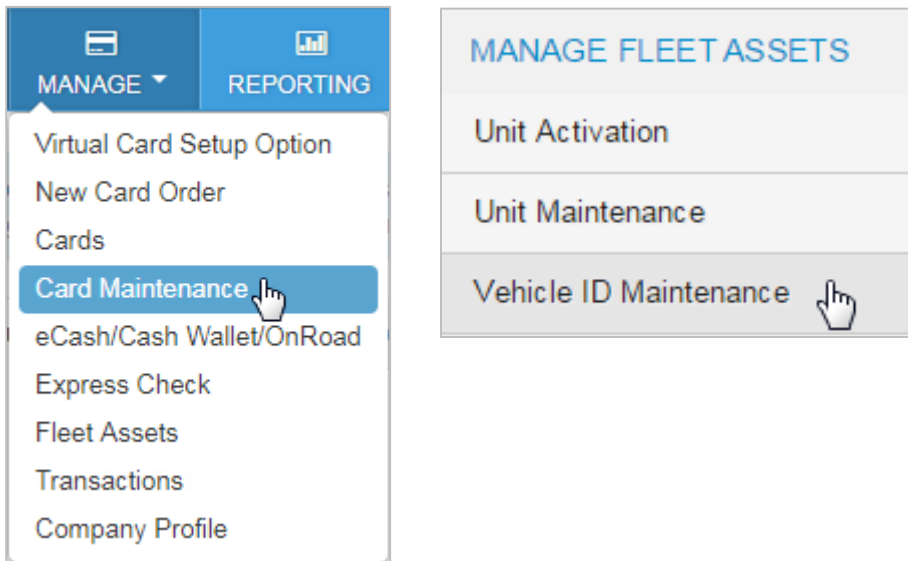
	Customer ID	Customer Name	Cardholder ID	Last Name	First Name	Drivers License Number	Drivers License State
<input type="button" value="Submit"/> <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="BOTTOM OF PAGE"/> <input checked="" type="checkbox"/> Delete All <input checked="" type="checkbox"/> Delete <input type="button" value="EDIT"/>	03000	TE999S 2008 ACCOUNT	123456	TEST	TEST	123412342	TN

Performing Vehicle ID Maintenance

Once your account has been set up for Vehicle Information Maintenance, you can edit information through the Vehicle Maintenance feature. In addition to routine edits and deletions, this feature includes additional options, such as:

- Customizing field names, both optional and required, to reflect your particular operation.
- Changing optional-entry fields to required entry fields for your particular operation.

1. On the ICD home page, select **Manage > Fleet Assets > Vehicle ID Maintenance**.



2. The Vehicle ID Maintenance – View List page opens. Select a different account code and customer ID if necessary. Optionally, you can also enter a vehicle number in the **Search By Vehicle Number** field to locate a specific vehicle. Click **Search** when ready.

Vehicle ID Maintenance - View List

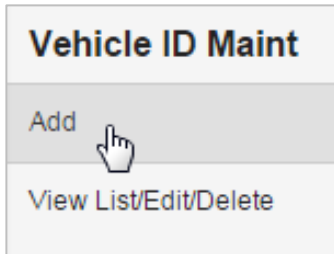
Account Code:

Customer Id:

Search By Vehicle Number:

(optional)

- 3. The page refreshes and displays all vehicles within your selected account code and customer ID. From here, you have the following options in the left-hand menu:
 - Select **Add** from the left-hand menu to add an additional vehicle. Select **View List/Edit/Delete** to return to the Vehicle ID Maintenance – View List page at any time.



The Vehicle ID Maintenance - Add Screen page opens. Enter all required information in the displayed fields and select **Submit**. Required fields are denoted by a red asterisk. Selecting **Add Additional Vehicle Numbers** displays additional rows and selecting **Reset All Fields** clears all fields of any information you entered.

A screenshot of the "Vehicle ID Maintenance - Add Screen" form. At the top, there are two dropdown menus: "Account Code:" with the value "LV007 - TRANSPORTATION TRAINING" and "Customer Id:" with the value "24719 - CS TRANSPORTATION TRAINING". Below these are four buttons: "Submit", "Add Additional Vehicle Numbers", "Reset All Fields", and "Bottom of Page". A note states: "Fields that require information are designated with an asterisk. Fields that are static will not allow entry." Below this is a table with seven columns: "* Vehicle Number", "Vehicle Id Nbr (VIN)", "Vehicle Description", "License Plate Number", "Registration Expiration (MMYY)", "Miscellaneous #1", and "Miscellaneous #2". Each column has an empty input field below it. At the bottom of the form are four buttons: "Submit", "Add Additional Vehicle Numbers", "Reset All Fields", and "Top of Page".

You should see an "Update Successful," message after selecting **Submit**. Note that your changes may not apply immediately.

A screenshot of the "Vehicle ID Maintenance - Add Screen" showing a success message. The message reads: "Update Successful. Please be advised that changes made may not always be immediately displayed." Below the message are the same "Account Code:" and "Customer Id:" dropdown menus as in the previous screenshot, with the same values: "LV007 - TRANSPORTATION TRAINING" and "24719 - CS TRANSPORTATION TRAINING".

- On the Vehicle ID Maintenance – View List page, select a **Vehicle Number** to open the Vehicle ID Maintenance – Edit page.

	Vehicle Number	Vehicle Id Nbr (VIN)	Vehicle Description	License Plate Number	Registration Expiration	Miscellaneous #1	Miscellaneous #2
<input type="checkbox"/>	2				0101		
<input type="checkbox"/>	5				0101		

From here, you can add or change details on the vehicle. Select **Submit** to save your changes.

Vehicle ID Maintenance - Edit

Vehicle Number: 2

Vehicle Id Nbr (VIN):

Vehicle Description:

License Plate Number:

Registration Expiration (MMYY):

Miscellaneous #1:

Miscellaneous #2:

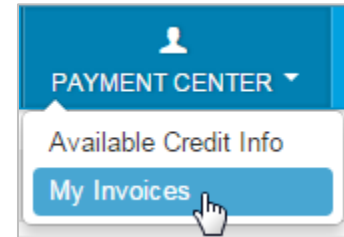
Select the **Delete** checkbox > **Submit** to remove a vehicle. You can also select **Delete All** > **Submit** to delete all vehicles in the list.

	Vehicle Number	Vehicle Id Nbr (VIN)	Vehicle Description	License Plate Number	Registration Expiration	Miscellaneous #1	Miscellaneous #2
<input checked="" type="checkbox"/>	2				0101		
<input checked="" type="checkbox"/>	5				0101		

Searching for an Invoice

Your invoices are available in ICD through the My Invoices feature. Anytime you need to see charges on your account, come here to view them.

1. Select **Payment Center > My Invoices**.



2. Complete each field as necessary to search for invoices and click **Get Reports**.

- **Report Type:** Select a report type from the drop-down (invoice, data, management) or select **Any Report Type** to select all reports for which you are registered.
- **Account Code:** If you have access to multiple account codes, the drop-down will display your default account code. Select a different account code if necessary.
- **Customer ID:** Select a customer ID associated with the account code or leave as **“All Customer Ids For “account code”**.
- **Start Date:** Defaults to the previous date. The drop-down contains dates for the past 14 months.
- **End Date:** Defaults to the current date. The drop-down contains dates for the past 14 months. Maximum date range of 45 days for start and end date.
- **Report Name/Code:** Defaults to **All Available Reports**. The drop-down contains all reports that match your report type.
- **Sort By, And Then:** Use these fields to sort your search results by the options provided such as account code, customer ID, or report name.

REPORT TYPE

ACCOUNT CODE

CUSTOMER ID

START DATE *

END DATE

REPORT NAME / CODE

SORT BY

AND THEN

AND THEN

GET REPORTS

* Data available for past 14 months. Maximum range of 45 days allowed.

3. The results will contain each invoice that matches your search criteria.

Tuesday, January 28, 2018 - Wednesday, January 29, 2018
ANY REPORT TYPE
Account Code: MC180

SEARCH AGAIN

Page 1 of 1 GO

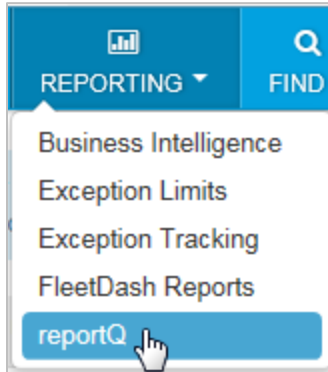
Date	Customer ID	Report
01/29/2018	NA	CONSOLIDATED INVOICE TOTALS [CXAC0002]
01/29/2018	NA	EXPEDITED FEES MANAGEMENT REPORT [CXAC0030]
01/28/2018	NA	CONSOLIDATED INVOICE TOTALS [CXAC0002]
01/28/2018	NA	EXPEDITED FEES MANAGEMENT REPORT [CXAC0030]

Records 1 - 4 4 Reports Found

Accessing Quick Reports

ICD contains several preformatted, canned reports that allow you to review specific details on your account. Use these reports to monitor and manage many aspects of your account, such as transaction spending per cardholder, disputed transactions, and card listings.

1. On the ICD home page, click **Reporting > reportQ**.



2. On the reportQ home screen, click **Quick Reports**.



- This action directs you to a library of reports available to you. Click a report in the list.

Note: Hover your mouse over a report name for a description of the report.

Close ReportQ

Quick Reports

Back to ReportQ Home

Administration

- Account Spend by Month
- Card Listing Report
- Exception Listing
- ID Report
- MCC Summary Report
- Corporate Payments Account Spend Report
- MasterCard Rebates Report
- MasterCard Dispute Report

Cardholder

- Cardholder Activity Report General
- Cardholder Group Summary
- Cardholder Group Summary - Enhanced
- Cardholder Spend Trend
- Cardholder Summary
- Cardholder Usage Report General
- Product Summary
- Transaction Listing

Debit

- eCash Transaction Activity - All Activity

Proprietary

- TMR Individual Transaction Price Detail
- TMR Individual Transaction Price Summary

SmartQ RFID

Purchasing/T&E

- T&E Cardholder Activity Summary
- T&E Cardholder Airline Activity
- T&E Cardholder Car Rental
- T&E Cardholder Hotel Activity
- Easy Savings Report

Dashboard

- Corporate Dashboard

Express Check

Fleet

- Cardholder Activity - Fleet
- Cardholder ID Report
- F Save Report
- Fuel and Maintenance MCC Report
- Fuel Purchase Summary by Customer ID
- Fuel Purchase Summary by POS
- Fuel Purchase Summary by POS & Cust ID
- Fuel Purchase Summary by Vehicle
- MPG Report
- Vehicle Listing
- Vehicle Report

Healthcare

Merchant

- MCC Description Summary
- Merchant Fuel Chain Summary
- Merchant Location Activity
- Merchant Spend Trend
- Merchant Summary

Vendor Enrollment

ePayables

- ePayables Virtual Card Listing
- ePayables Transaction Listing
- ePayables Outstanding Card Report
- ePayables Invoice Detail Report
- ePayables Reconciliation Report
- ePayables Peer Benchmarking

Virtual Card

Demo Reports

- Account Spend by Month
- Card Listing Report
- Merchant Summary
- TMR Individual Transaction Price Detail
- Transaction Listing

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