

## Managing your Comdata Card

As a Comdata cardholder, you have several convenient options for managing your card, such as checking your balance and depositing funds to a bank account. To perform these tasks and more, you can use either the Comdata Cardholder Web portal or the new FleetAdvance mobile application. To get started, follow the steps and helpful hints in this document.

### Comdata Cardholder Web

Cardholder Web is an online, self-service website that allows you to monitor and manage your card. Follow the steps below to access and use the website:

1. Go to [www.cardholder.comdata.com](http://www.cardholder.comdata.com).
2. First-time users will need to register and create a profile, including a username and password. To register, you will need to enter your card number and activation code (usually your employee ID). If you do not know your activation code, contact the card administrator in your company.
3. After entering your activation code, you can set up the following details on your profile: username, email address, a desired password, and a security question. Click **Submit** when finished.
4. You are now registered for Cardholder Web. From here, you can securely check your account balance, deposit funds, view up to 14 months of account activity, and print account statements.

### Helpful Hints!

- Always know the balance on your card before making a purchase or withdrawal. Some merchants may not be able to provide you with this information.
- Before you can perform direct deposit, you must fill out your company's direct deposit form with your bank account information.
- There is no charge to register or to check your balance in Cardholder Web.
- If you forget your login credentials, click the **Username** or **Password** link on the login page ([www.cardholder.comdata.com](http://www.cardholder.comdata.com)) to retrieve your information via email.
- Cardholder Web is compatible with Internet Explorer 7 or higher, Mozilla Firefox, and Google Chrome.

### FleetAdvance Mobile App

The FleetAdvance mobile application provides another method for you to monitor and manage your card balance. Follow the steps below to check your balance and deposit funds to a bank account:

1. Download the FleetAdvance mobile app from either the Apple App Store or Google Play Store (compatible with iPhones versions 4, 5, and 6 with an iOS of 8.0 or later and Android phones versions 4.0 and 5.0).
2. Once downloaded, open the app and add a Comdata card that is set up for Express Cash.
3. After adding a card to the app, locate the card and click on the **Express Cash** link.
4. A screen opens with details on how to use a card's Express Cash in the app (logging in, viewing your balance, making a deposit). Click **Sign Up** on this screen.
5. Enter an email address and password and then click **Sign In**. Be sure that this information is easy to remember. If you forget your login credentials, you will need to reregister.
6. Enter your email address and password again in the new window that opens. Then, click **Login**.
7. Enter your activation code (usually your employee ID) and then click **Submit**. If you do not know your activation code, contact the card administrator in your company.
8. You are now set up for Express Cash features in the FleetAdvance mobile app. The next time you select **Express Cash**, the Card Management screen will display, allowing you to view the card's balance and transaction history, plus perform direct deposits and register Comchek drafts.

### Helpful Hints!

- There is no charge to download the FleetAdvance mobile app.
- Once you download the app, click the **Find Fuel** button. The app will then use your phone's mapping feature to display suggested best price fueling locations near your current area on the road.
- Check your balance while on the road to ensure you have enough money on the card to make purchases. Checking your balance is free of charge.
- Before you can perform direct deposit, you must fill out your company's direct deposit form with your bank account information.
- The app is not compatible on Windows phones.
- To find out more about the FleetAdvance mobile app, visit the following web address: <http://www.comdata.com/FleetAdvanceMobile>.