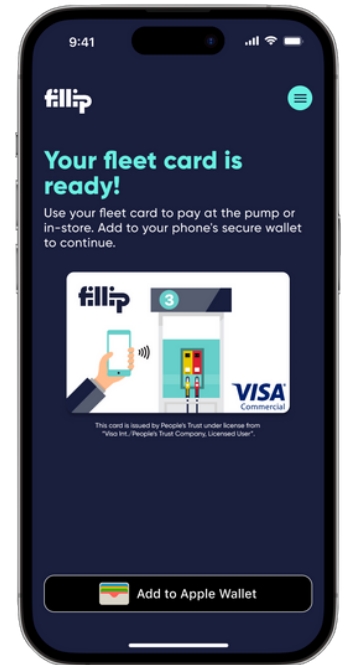


Fillip Fleet Operator Guide

Getting started

1. Download the app to login with your mobile phone number
2. Follow the steps in-app to activate your fleet account
3. Add your new card to the wallet on your phone

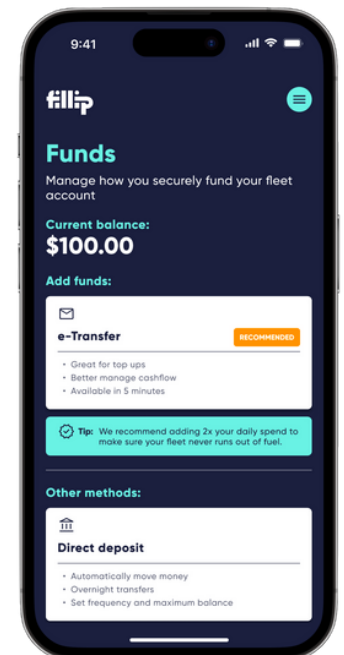


Virtual card

Next, let's get your fleet ready to fuel!

Adding funds

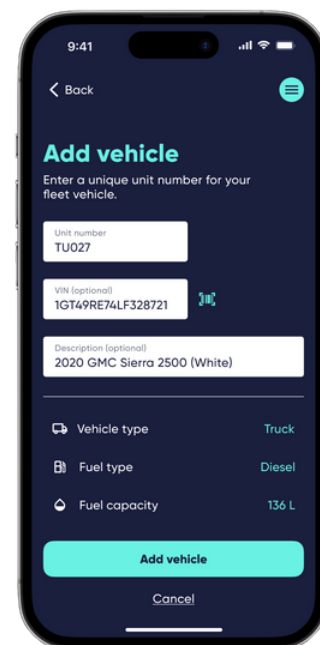
1. Open the app menu and tap **Funds**
2. Select the method that best matches your needs
 - Credit card
 - eTransfer
 - Direct deposit



Secure funding

Adding fleet vehicles

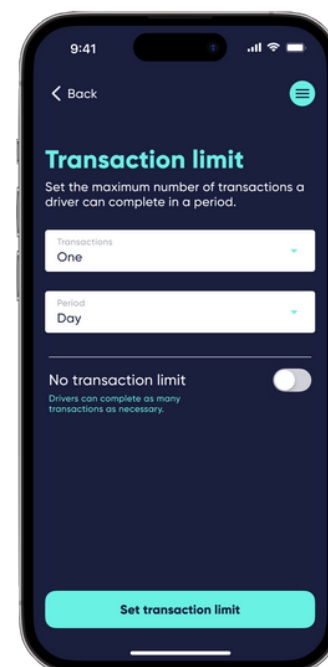
1. Open the app menu and tap **Settings**
2. Select **Manage vehicles** and tap on **Add vehicle**
3. Enter a unique identifier to create a unit number
4. Scan the VIN number to capture additional details
5. Drivers can select their unit when making a purchase



Vehicle details

Setting spend controls

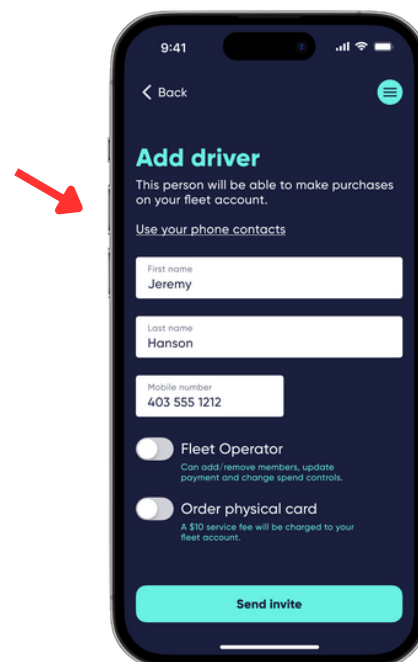
1. Open the app menu and tap **Settings**
2. Select **Spend controls** from the list
3. Set fleet-wide purchase and transaction limits
4. Override these limits by Driver from their profile screen



Global limits

Inviting drivers

1. Open the app menu and tap **Drivers**
2. Tap on the **Add driver** icon
3. Enter your driver's name and mobile phone number
4. You can also use your phone contacts
5. Tap on **Send invite** to deliver SMS invitation



Driver details

Helpful information

1. Direct deposit funding requires your online banking credentials
2. Ongoing credit card deposits are subject to a surcharge
3. Vehicle VINs help reduce fraud with the expected fuel type and volume
4. Fleet Operators are notified of all Driver purchases
5. Order physical cards if regularly purchasing more than \$250/transaction
6. Removing a Driver terminates their virtual (and physical) payment card

We're always here to help!
Call 1-844 4-FILLIP