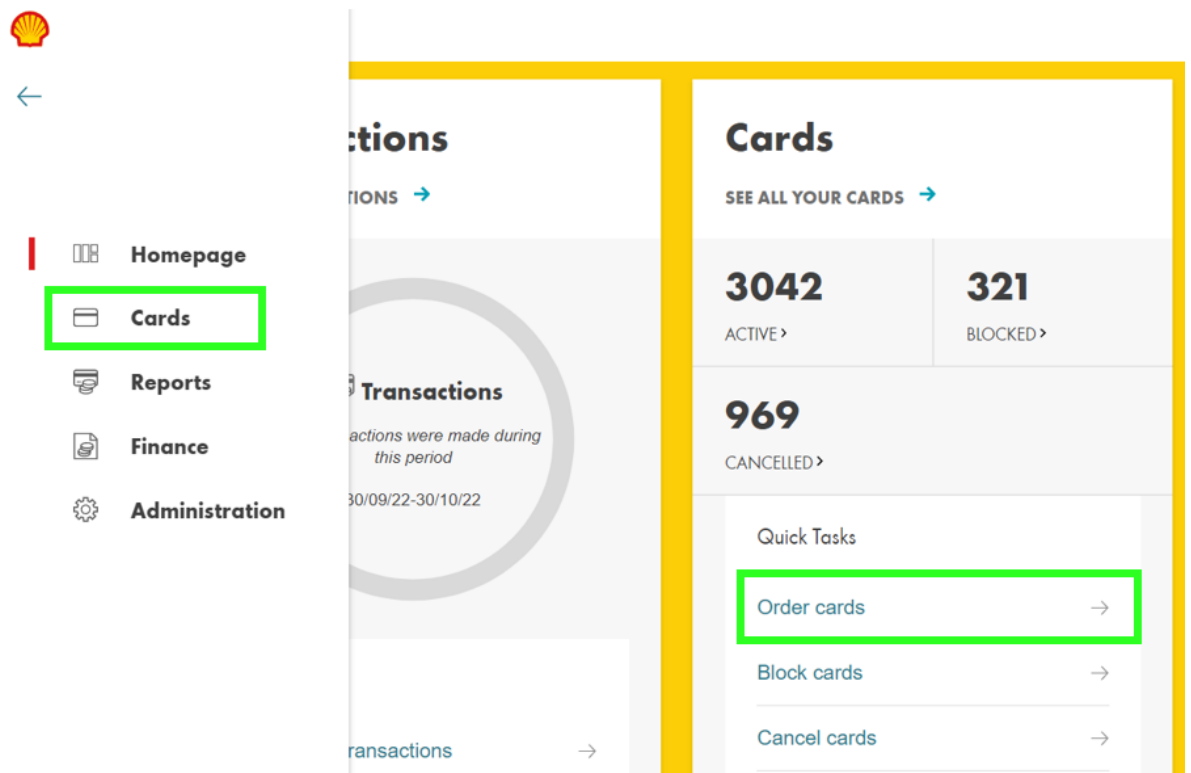


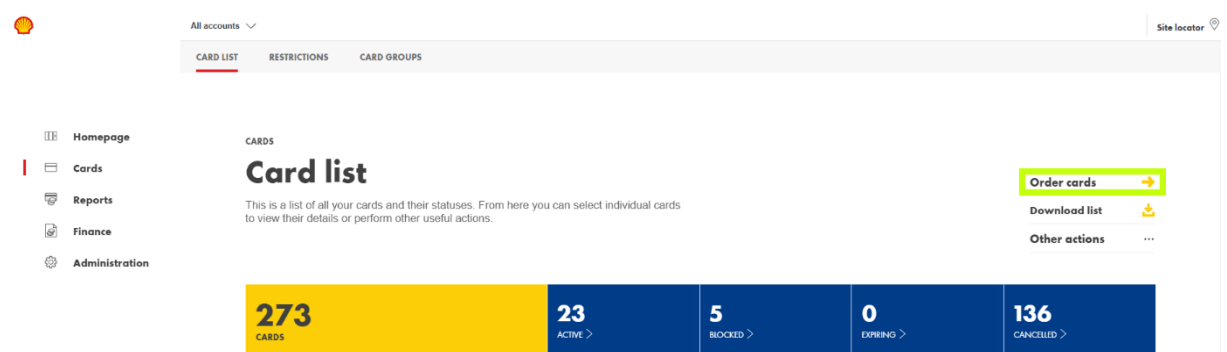
How can I order a card?

How to order a card:

You may either go to the **Homepage** and select **Order cards** under **Quick Tasks**,



or go to the **Cards** section of the left-hand menu. The **Order cards** link is displayed in the upper right corner of the **Cards list** page.



Note: If you have more than one account, you will be able to select which account you wish to order for before continuing.

← CARD LIST

Choose an account

First things first, please choose the account you wish to order cards for.

COMPANY TEST A	215
TEST CARD 1	542

Step 1: You will then need to select a few parameters to choose the type of card you wish to order:

← CARD LIST

Order cards

Step 1 of 7

Ordering cards is straight forward. Provide the following details then you're ready to get started.

A few details to get started

Vehicle type

The selected account has different types of vehicles. Select a vehicle type to continue ordering cards.

VEHICLE TYPE

- Small vehicle
- Large vehicle

Order with a template

Select an optional template to create your order

SELECT A TEMPLATE

Don't use template

Templates are optional but make ordering cards quicker.

Select a card type.

The Network coverage selections have different card types available.

CARD TYPE

CZ CRT INT MUL R7

Card details →

Step 2: You will then need to choose the number of cards you need and to fill out the **Card details** for each of the card

← ORDER CARDS

Card details

Step 2 of 7

Step 1

Number of cards to order

You can order up to 20 cards at the same time.

SELECT THE NUMBER OF CARDS TO ORDER

1

Step 2

Enter card details

Card details

Enter a driver name or vehicle registration number, or both.



DRIVER NAME

This is optional if a Vehicle Registration Number has been entered

VEHICLE REGISTRATION NUMBER

COMPANY NAME

TESTING

Assign to card group

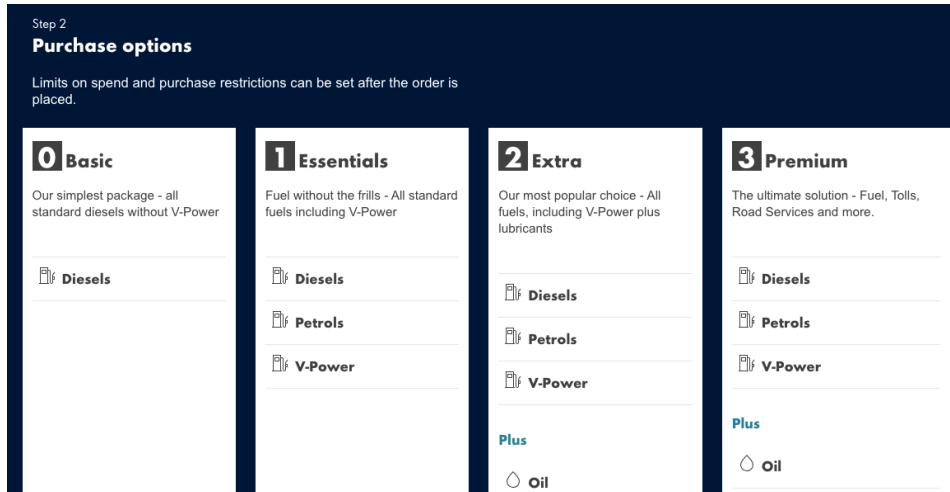
A card group can belong to one card group at a time

Note: You can choose to display either the driver's name, VRN or both of these on the physical card.

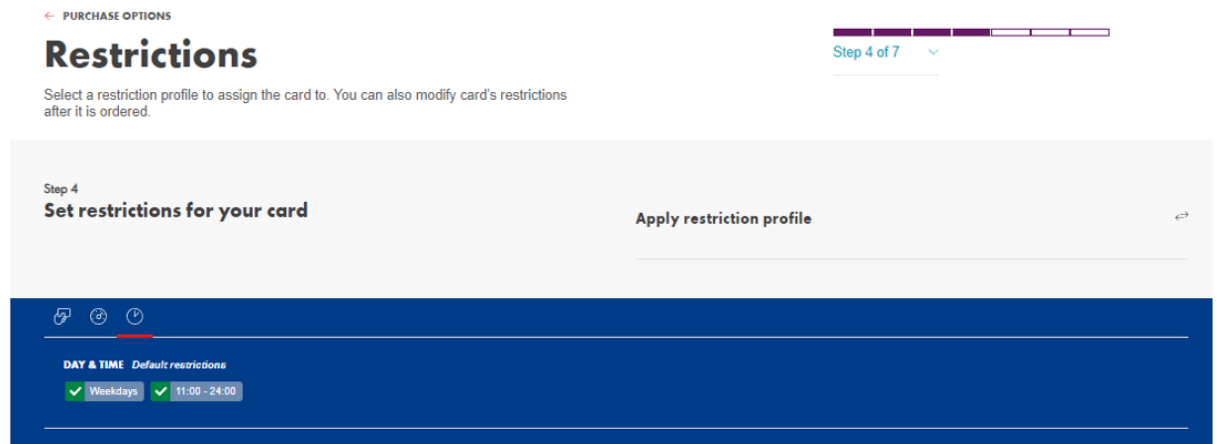
- Name on card (will be shown on the physical card as well as on invoices)
- Vehicle Registration Number (will be shown on the physical card as well as on invoices)
- Company Name (will show the account name by default but this can be edited. This will be shown on the physical card)
- Assign to card group: You can either assign the card to an existing card group or create a new one. (can be visible on the physical card and will be visible in the invoice)

Step 3: Select Purchase Category. Select according to which products you wish to purchase using the card.

Note: Options for purchase category vary across different countries and may be customizable.



Step 4: Select Restriction Profiles. You have the option to add the card to a **Restriction profile**. This means pre-defined restrictions will automatically be applied to your new card. You can find out how to create a restriction profile [here](#), or



Security →

You may also set the restrictions later by changing restrictions on one single card only. Find out more [here](#).

Step 5: Complete Security options. For each of the card, you have the option to create your own four-digit PIN code or to let the system randomly generate your PIN.

Shell Fleet Hub will ensure that the PIN is strong, so it will validate or not your input. If you wish to know what is considered as a weak PIN, click on the info button, or read the related article.

The screenshot shows the 'Security' settings page in the Shell Fleet Hub interface. At the top, there is a breadcrumb '← RESTRICTIONS' and a progress indicator 'Step 5 of 7'. The main heading is 'Security' with a sub-note: 'Security settings ensure your cards are being used safely.' Below this, it indicates 'Step 5 PIN settings' and provides a tip: 'You can choose your own PIN for new cards but don't forget to keep a secure record of it.' The 'Card 1 PIN' section features a yellow Shell Card image with the number 1234567890123456789 and fields for DRIVER NAME, VRN, and COMPANY NAME. To the right, the 'Pin 1' section has a toggle switch set to 'On' and the text 'Set your own PIN'. Below this are two input fields: 'ENTER PIN' and 'CONFIRM PIN', both showing four green dots. A 'SHOW' button is visible between the fields. A green checkmark icon and the text 'Pin validation success' are displayed at the bottom right of the PIN input area.

Note: If you have a fleet PIN on your account and you wish to apply it, then do not select 'Choose your own PIN'.

Select Driver Identification options. You can choose to turn on one or several options which will require the driver to provide their details when making a transaction. This could be **Fleet ID** and/or **Current mileage**.

The screenshot shows the 'Driver identification' settings page. It includes a heading 'Driver identification' and a sub-note: 'If you'd like your drivers to identify themselves at the point of sale, choose from the following.' There are two toggle switches: 'Fleet ID' and 'Current mileage', both currently turned off. Below the 'Fleet ID' toggle is a descriptive note: 'Fleets IDs can be used to distinguish drivers who share fuel cards. If enabled, drivers will need to enter a 6-digit number when making a transaction.' Below the 'Current mileage' toggle is a descriptive note: 'Your driver will be asked to record their mileage at the point of purchase.'

Step 6: Delivery management. You can select your card delivery address or create a new one. Card PIN can be delivered electronically via SMS, email or by post. If you have chosen your PIN or wish to send it later, *Don't send* is the right option.

← SECURITY

Delivery Management

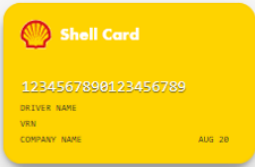
Security settings ensure your cards are being used safely

Step 6 of 7

Step 6
Card & PIN Delivery Address

Default address is selected but can be changed to other saved addresses. A new delivery address can be saved if needed. If PIN is self selected, by default the PIN is not sent. If needed, delivery channel can be changed

CARD 1 DELIVERY ADDRESS



Czech Republic
123 45

By Default Account Address is selected

PIN 1 DELIVERY COMMUNICATION

Don't send

Summary →

Note: Delivery by post is not available in case of self-selected PIN. Delivery by post take up to 10 working days. We recommend the use of SMS or Email for a fast delivery.

Step 7: Summary. Details of the order are summarized on this page. Click "Place Order" to proceed.

Note: After you have entered all of the above data, you have the option to [save the order as a template](#), [add more cards](#) of the same type to the order.

ORDER CARD

Order confirmed

We have received your order for 1 card.

Once dispatched, your card should be with you within 5 working days.

ORDER REF
865964

DATE / TIME
03/04/20 05:57 PM

ACCOUNT
COMPANY TEST A
(SG00532215)

Note: We have a variety of card types available depending on your account settings. For information about our services and cards please click [here](#).

Note: If you wish to order 20 cards or more, you can place a **Bulk order**. Find out more about bulk ordering [here](#).