



## ACTIVATE YOUR ONLINE ADVANCED CUSTOMER AREA

Petromiralles, constantly looking for ways to improve its services, offers its customers a new tool in the online Customer Area at [www.petromiralles.com](http://www.petromiralles.com), the so-called Advanced Area, where customers can manage their fuel cards directly: change the card limits, (de)authorize products, change PIN-codes and block cards in case of necessity.

For security reasons, the customer must assign an Account Administrator to manage the Advanced Customer Area, who will be responsible for registering other users as well as defining their functions. The Administrator may choose between the following profiles for the users he authorizes.

- Inquiry User. This user type can only request information on supplies, invoices and consumptions/card balances. This user may register without further authorization on [www.petromiralles.com](http://www.petromiralles.com).
- Advanced User. This user is authorized to make changes in the card settings.

Procedure for Advanced User Area registration:

1- Send an email to [fuelcards@petromiralles.com](mailto:fuelcards@petromiralles.com) indicating your customer code, customer name and email address.

2- Petromiralles will generate a contract with the details of the authorized representative of the company who appears on the fuel card contract.

3- Petromiralles will send this contract by email.

4- The customer must print two copies and sign both.

5- The contract will provide the user name of the Account Administrator. Only one Account Administrator per customer is allowed.

6- The Account Administrator must sign the contract and complete the requested information:  
a. Cell phone number  
b. Email address

7- The Account Administrator provides the details of users to be assigned for card management (Advanced User).

8- The customer must send two signed contract copies to Petromiralles.

9- If the customer wishes to allow access to the Advanced Area to additional third authorized users (Advanced Users), then Petromiralles will create the corresponding user names.

10- Petromiralles will send an email with the password of the Account Administrator to the Account Administrator's email.

11- Petromiralles will send a separate email with the user names and passwords of the requested additional users (Advanced Users) to the Account Administrator's email address.

12- Petromiralles will sign a copy of the original contract and return it to the customer by regular mail.