

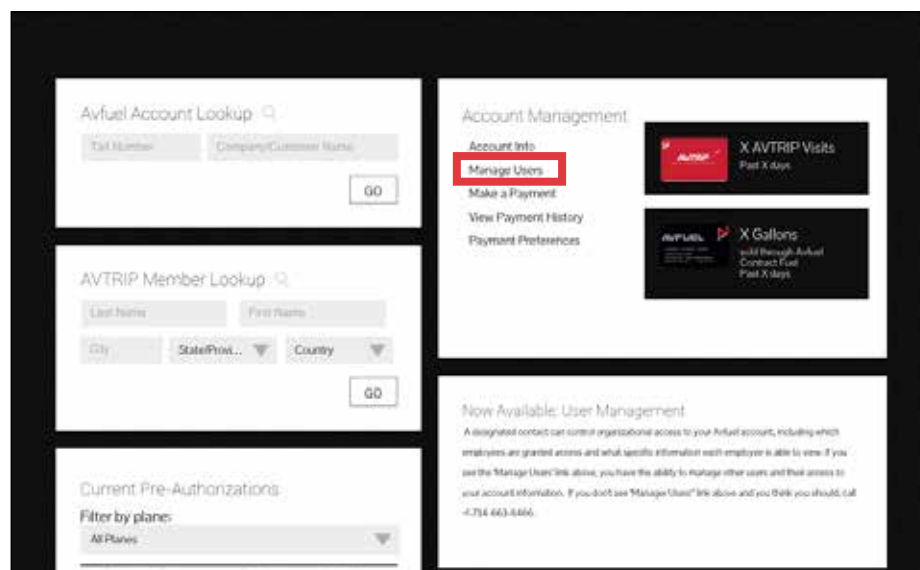
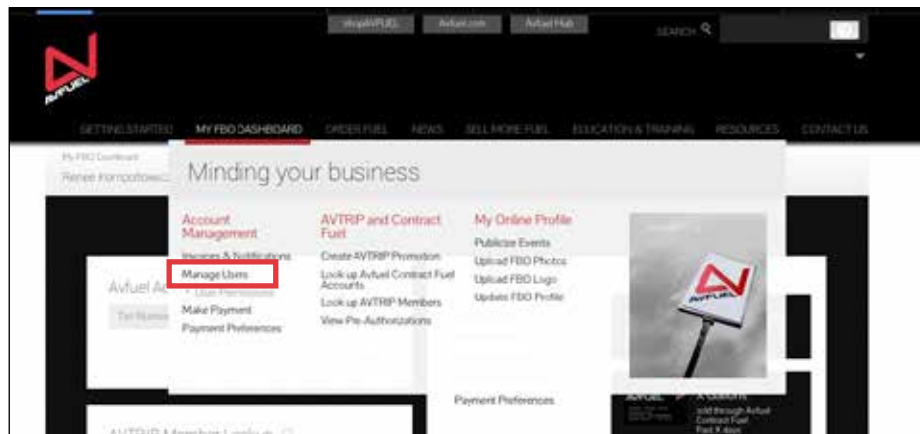


To create and manage users on the Avfuel website, you must be an Website Administrator. If you don't know who is assigned this role within your organization, or would like to change your Website Administrator, please contact Avfuel at login@avfuel.com.

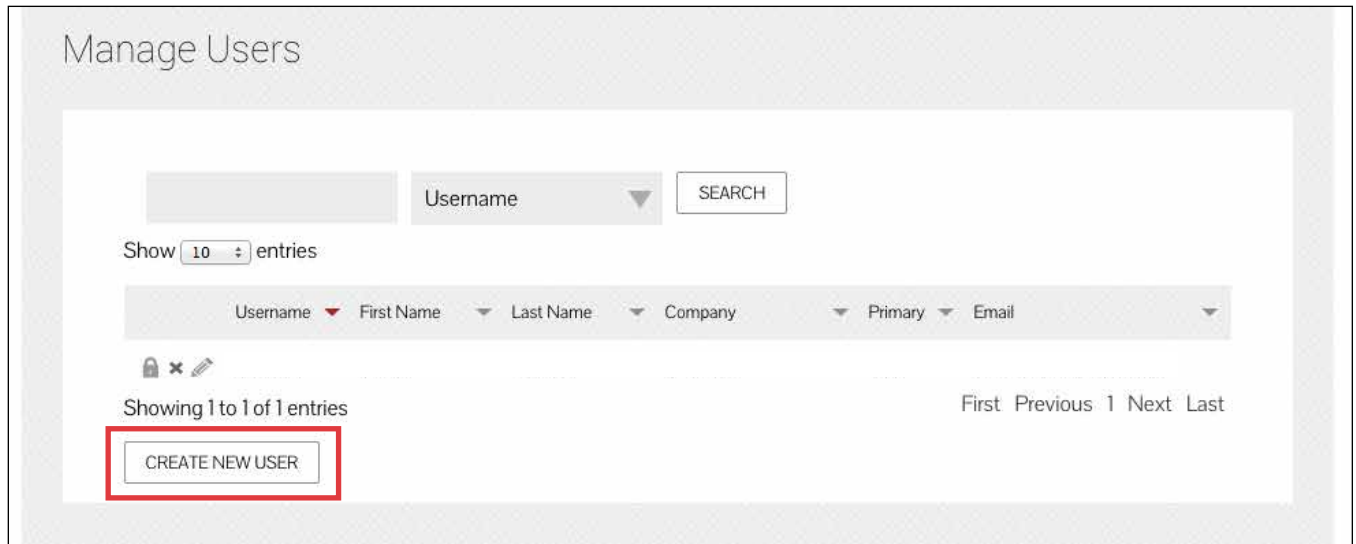
avfuel.com allows the Website Administrator to create and manage users' accounts. This feature provides: real time updates, customizable permission levels and the ability to activate or deactivate account access as necessary.

Create a User:

1. Log into www.avfuel.com
2. Select **'Manage Users'** either from the Mega Menu or from the Account Management section on your **'My Avfuel FBO Dashboard'**



3. Select '**Create New User**' at the bottom of the page



4. Enter values for all required fields

- a. Username: we recommend using the employee email address unless already utilized by another website user.
- b. Email
- c. First Name, Last Name
- d. User Type: Either or both Contract Fuel User and FBO User depending on level of access (some of our customers are both an FBO and a Contract Fuel customer)

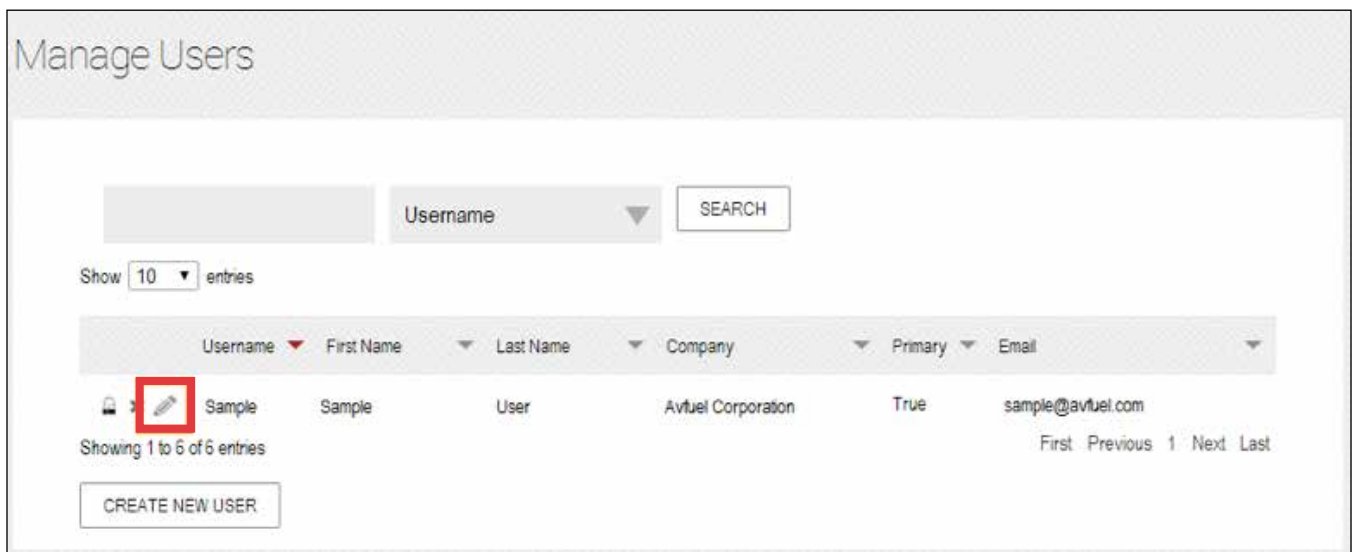
5. Set Permissions

- a. Clicking on '**Select a Permission**' will display a complete list of the information to which the individual user will have access/permissions
- b. Any permission may be removed by selecting the X next to the value.
 - i. See the below chart describing access levels to website features.

6. Select '**Update**' to complete the user account creation

Update User Permissions or Settings

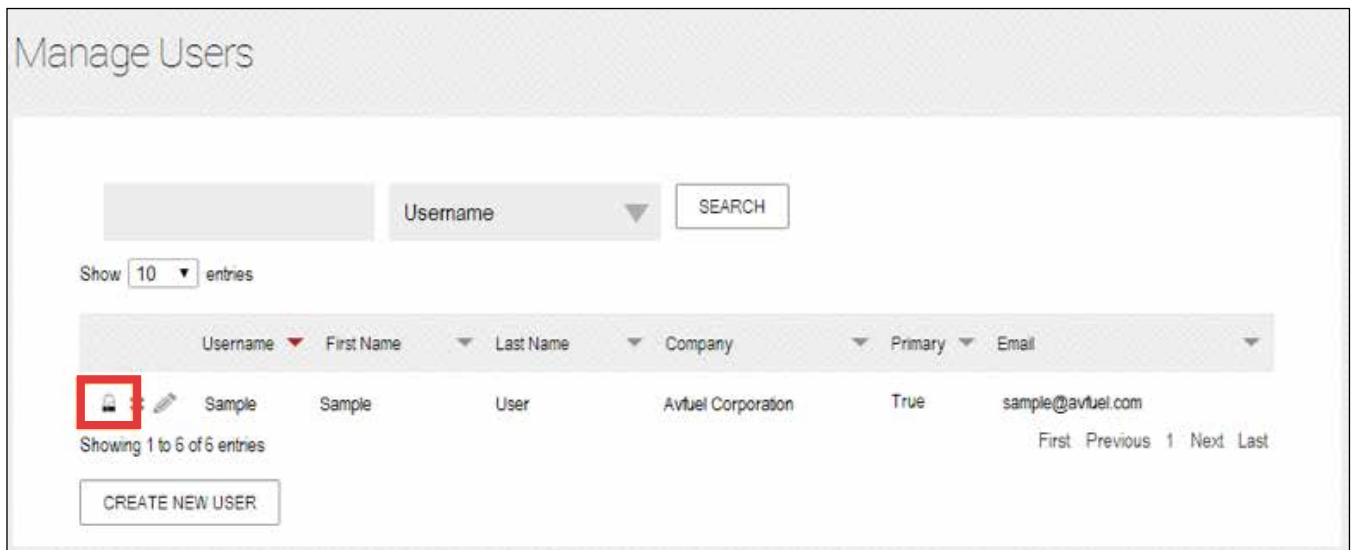
1. Log into **www.avfuel.com**
2. Select '**Manage Users**' either from the Mega Menu or from the Account Management section of your My FBO Dashboard
3. Locate the desired user account
4. Select the pencil icon on the same row as the user name



5. Update user settings or permissions
 - a. See the below chart describing access levels to website features.
6. Select '**Update**' to commit changes

Reset User Passwords

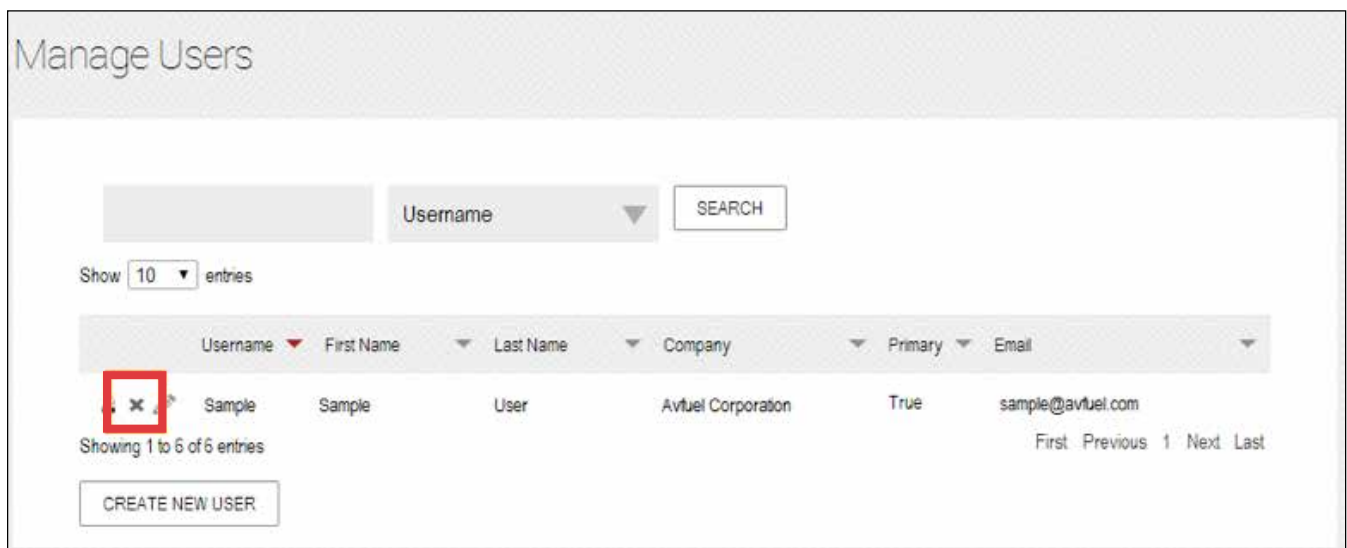
1. Log into **www.avfuel.com**
2. Select '**Manage User's**' either from the Mega Menu or from the Account Management section of your "Avfuel Account Dashboard"
3. Locate the desired user account
4. Select the pad lock icon on the same row as the user name



5. To send an email to the user to change the password
 - a. Select the '**Reset Password**' button
6. Optionally: To manually update an email address enter a new password, select '**Change Password**' button

Deactivating User Accounts

1. Log into www.avfuel.com
2. Select 'Manage Users ' either from the Mega Menu or from the Account Management section of "My FBO Dashboard"
3. Locate the desired user account
4. Select the X icon on the same row as the user name



5. Confirm that the user should be deactivated

Accounts that are deactivated may only be re-activated by Avfuel. Please contact login@avfuel.com for assistance.