

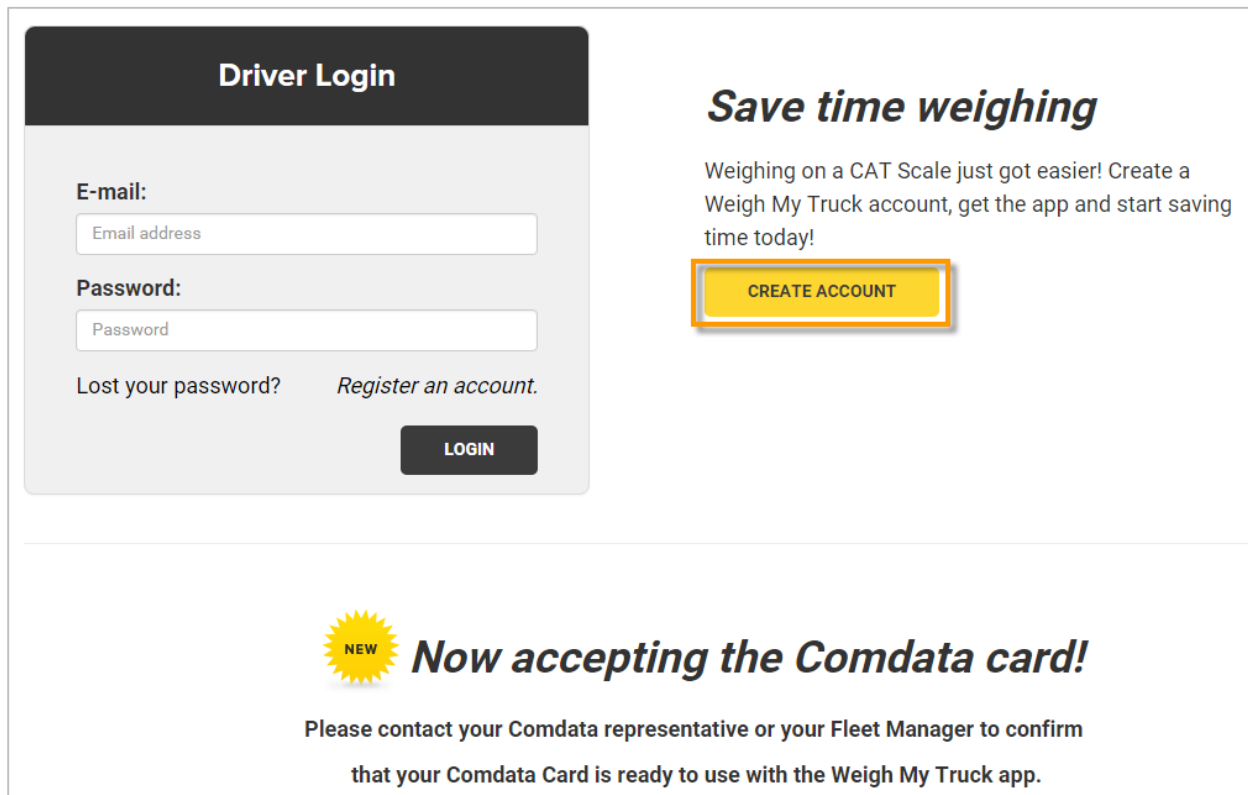
Use your Comdata Card for CAT Scale Weighs

Comdata's new product offering enables you to utilize your Comdata card for CAT Scale weighs via the Weigh My Truck mobile app. To get started:

- 1) complete a one-time registration of your Comdata card on the Weigh My Truck website (<https://weighmytruck.com/>)
- 2) download the Weigh My Truck mobile app and use the app at the weigh scales.

Register on Weigh My Truck Website

1. Access the Weigh My Truck website (<https://weighmytruck.com/>). Then, scroll to the bottom of the page and select **Create Account**.



The screenshot shows the 'Driver Login' section of the Weigh My Truck website. It features a dark header with the text 'Driver Login'. Below the header, there are two input fields: 'E-mail:' with a placeholder 'Email address' and 'Password:' with a placeholder 'Password'. To the right of these fields is a yellow button labeled 'CREATE ACCOUNT'. Below the password field, there are links for 'Lost your password?' and 'Register an account.'. At the bottom of the login section is a dark button labeled 'LOGIN'. To the right of the login section, there is a section titled 'Save time weighing' with the text 'Weighing on a CAT Scale just got easier! Create a Weigh My Truck account, get the app and start saving time today!'. Below this text is a yellow button labeled 'CREATE ACCOUNT'. At the bottom of the page, there is a yellow starburst icon with the word 'NEW' inside, followed by the text 'Now accepting the Comdata card!'. Below this text is a paragraph: 'Please contact your Comdata representative or your Fleet Manager to confirm that your Comdata Card is ready to use with the Weigh My Truck app.'

2. On **Step 1 – Authentication Information**, enter your email address, password, and password recovery questions and answers. Then, select **Next Step**.

Note: Required fields are denoted by a red asterisk.

Authentication Information

Registration Step 1 of 5

Authentication Information

Payment Information

Account Profile

Vehicle Information

Registration Confirmation

1

2

3

4

5

PLEASE NOTE: The CAT Scale Weigh My Truck App is only available for Standard weighing. If a Split-axle or Double weigh is required, please use the CAT Scale Intercom.

Email and Password

* Required Fields

Before you begin using the CAT Scale Weigh Truck App, you will need to create an account. Please enter your Email and password to get started.

Email Address *

Password *

Your password must be at least 8 characters in length, contain at least one upper case letter, contain at least one lower case letter and contain at least one number.

Repeat Password *

Password Recovery Information

Security Question 1 *

In what city or town was your first job?

▼

The Answer to Security Question 1 *

Security Question 2 *

Where did you go to high school?

▼

The Answer to Security Question 2 *

Security Question 3 *

In what city did you meet your spouse/significant other?

▼

The Answer to Security Question 3 *

NEXT STEP

3. An email will be sent to the address you entered, prompting you to confirm your email address. If the address is correct, select **Confirm email address**.

Confirm your email address

Please confirm that you own the email address pgolden@comdata.com specified in your Weigh My Truck registration.

Click the button below to verify:

Confirm email address

If the link above does not work, please copy and paste the following web address directly into the address bar of your web browser

<https://weighmytruck.com/account/register/step-2/confirm/PP27bNazqytlM>


Sincerely,
CAT Scale





4. The link directs you to **Step 2 – Payment Information** of the process. Select **Comdata** as your payment method.

Payment Information Registration Step 2 of 5


Authentication Information **Payment Information** Account Profile Vehicle Information Registration Confirmation

Please choose a payment method






REGISTER WITH PAYPAL



 **EFS** electronic funds source

Electronic Funds Source (EFS) authorized payment includes either of the following brands. Please make sure your card contains one of these logos before proceeding with your registration.

REGISTER WITH EFS

 **COMDATA**
Payment Innovation

REGISTER WITH COMDATA

5. Enter your employee/driver ID and your full card number. Then, select **Validate**.

Note: If you have a 10-digit card number, first enter 560017 and then the card number. Also, note that the **Employee ID** field is case sensitive.

Payment Information

Registration Step 2 of 5

Authentication Information

Payment Information

Account Profile

Vehicle Information

Registration Confirmation


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Please enter your Employee ID number and 16 digit Comdata card number. NOTE: If you have a ten digit card number, please lead this with 560017 followed by your card number. The Employee ID field is case sensitive. *

Employee ID:

Card Number:

6. On **Step 3 - Account Profile**, enter your personal information (first and last name, address, etc.) and an email address for receiving electronic copies of your CAT Scale tickets (receipts). You can enter up to five email address, in case others in your company need to receive receipts, such as your fuel manager or dispatcher. Separate each address by a semi-colon (;).

Select **Next Step** when ready.

Note: Required fields are denoted by a red asterisk.

Account Profile

Registration Step 3 of 5

Authentication Information

Payment Information

Account Profile

Vehicle Information

Registration Confirmation

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*** Required Fields**

First Name

Last Name

Address

City

State


Zip


Phone *

Email *

Please tell us how you would like weights e-mailed to you.

Email type

☒ PDF 

☐ Plain Text 

Time on The Ticket

☒ Yes

☐ No

NEXT STEP

7. On **Step 4 – Vehicle Information**, complete the details on your vehicle (company name, tractor and trailer number, etc.). Then, select **Next Step**.

Note: Required fields are denoted by a red asterisk.

Step Four

Authentication Information

Payment Information

Account Profile

Vehicle Information

Registration Confirmation

1

2

3

4

5

*** Required Fields**

Tractor Details

Company Name *

Truck Number

Truck License Plate State

Truck License Plate Number

NOTE: The States of **Arizona** and **Nevada** require by state law that all weights performed in **Arizona** and **Nevada** contain the Tractor License Number and Trailer License Number including the state. If you frequently weigh your vehicle in **Arizona** and **Nevada**, you may opt to store one or both items to save time when weighing. This will only show on tickets printed in **Arizona** and **Nevada**.

Trailer Details

Trailer Number

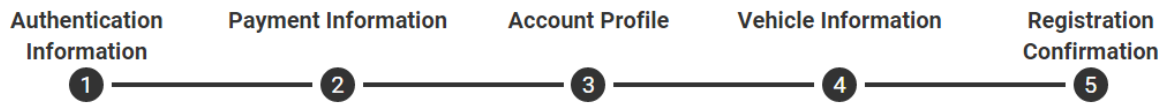
Trailer License Plate State

Trailer License Plate Number

NEXT STEP

8. Once you reach **Step 5 – Registration Confirmation**, your account is completely registered and your profile information is saved. Review the information to ensure everything is correct. You can make changes to this information anytime you log in to Weigh My Truck. Select **Continue** to finish.

Step 5



You have successfully completed your registration. You may edit information in the My Account section.

Profile Information

First Name: Pollen

Last Name: Gold

Address: 5301 Maryland Way

City: Brentwood

State: Tennessee

Zip: 37027

Phone: 615-370-7351

Email: pgold@comdata.com

Vehicle Information

Tractor Details

Company Name: CSPEND TEST ACCOUNT

Truck Number: 123456

Truck License Plate State: South Dakota

Truck License Plate Number: XYZ123

Trailer Details

Trailer Number: 1234567

Trailer License Plate State: Tennessee

Trailer License Plate Number: ABC321

CONTINUE

Use Weigh My Truck with your Comdata Card

1. Download the Weigh My Truck mobile app from the Apple App Store or Google Play Store on your smartphone. In the app store, search for **Weigh My Truck** and download the app free of charge.

Apple App Store:

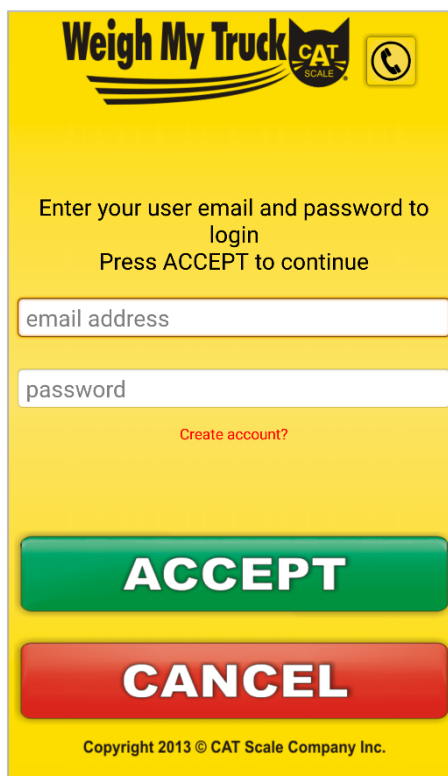


Google Play Store:




2. When you arrive at a CAT Scale location, park your truck on the weigh scale and then open the mobile app. Enter the same email address and password you used to registered on the Weigh My Truck website and then select **Accept**.

Note: After the first log in, you will remain logged in each time you open the mobile app.



3. Verify the details displayed for the CAT Scale location are correct and select **Accept** again.





PLEASE ENTER THE LOCATION CODE LOCATED ON INTERCOM SIGN AND PRESS ACCEPT

CAT Scale Location #:

ACCEPT

CANCEL



CAT SCALE LOCATION #: 9996
RODGER TEST
I-80 EXIT TEST
WALCOTT, IA


Press ACCEPT if location shown is correct.

If the location shown is not correct, enter the location code located on the intercom sign and press ACCEPT

CAT Scale Location #:

ACCEPT

4. Verify your truck information is displayed correctly, and then select **Accept**. You can make changes if necessary. Select **Accept** again once the total fee for your weigh displays.



Complete all fields and press ACCEPT
Highlight to edit

Company:

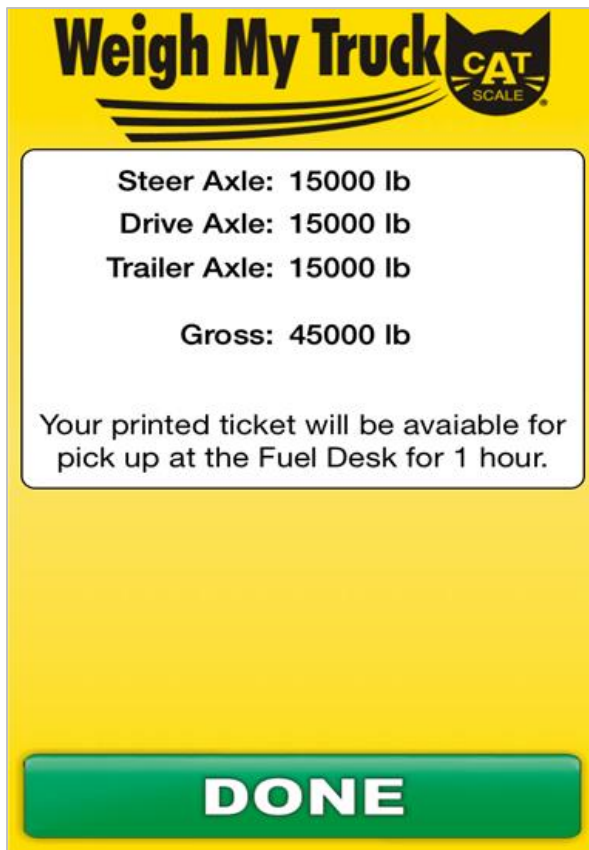
Tractor:

Trailer:

Commodity:

ACCEPT **BACK** **CANCEL**

5. If your truck is positioned correctly on the scales, a Weighmaster will verify your position and a guaranteed weight will display, confirming your weigh is completed. Select **Done** to view your electronic receipt.



That's it! No need to swipe your card. The Weigh My Truck mobile app will recognize your Comdata account and process the transaction accordingly. An electronic copy of your receipt will be sent to your registered email address(es), and you can receive a printed copy from the cashier up to an hour after weighing is completed.

Reweigh Your Vehicle

If you need to reweigh your vehicle, follow the same steps described in the “Use Weigh My Truck with your Comdata Card” section (page 8). Reweighs are permitted only if:

- Same vehicle (tractor and trailer)
- Reweigh must be from the same scale as the full priced ticket (initial weigh)
- Reweigh must be within 24 hours of the full priced ticket

Resolving Issues

For weighing issues, call the CAT Scale Help Desk toll free at 1-877-228-7225, option 6. If you need to request a refund, use this number and have your ticket ready.

For card-related issues, call Comdata using the number found on the back of your card.

Overweight Fines

CAT Scale guarantees that weights will always be accurate. However, if you are charged an overweight citation after a legal CAT Scale weigh, the CAT Scale company will reimburse you for the fine or a CAT Scale representative will appear in court with you to dispute the fine.

If you are charged an overweight citation, complete the following:

1. Post bond and request a court date
2. Call CAT Scale toll free at 1-877-228-7225
3. Immediately send a copy of the citation, CAT Scale ticket, your full name, company, address, and phone number to the following address:

CAT Scale Company
P.O. Box 630
Walcott, IA 52773
Attn: Guarantee Department