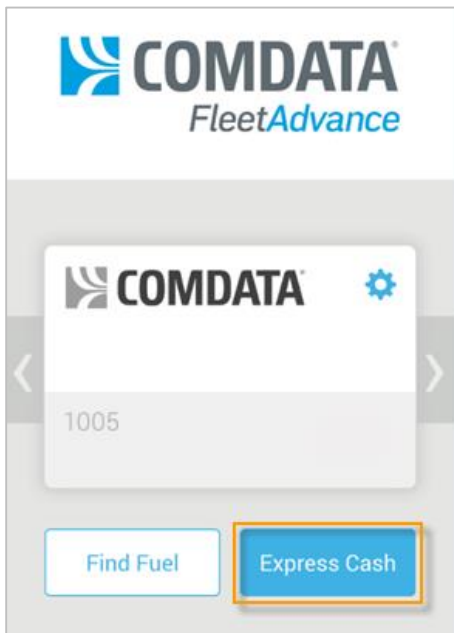


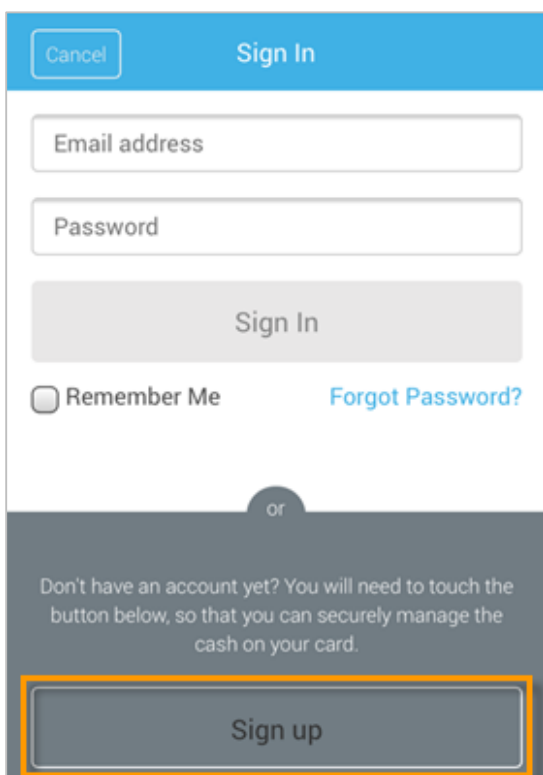
FleetAdvance Mobile App: Registering for Express Cash

If you add a card with Express Cash to the FleetAdvance Mobile app, you can view the card's balance and deposit funds into a bank account set up with Comdata. You must register in order to use this feature. Follow the steps below:

1. Select **Express Cash** (displays only if the card is set up for Express Cash).



2. Read the descriptions on screen and then select **Sign Up**.



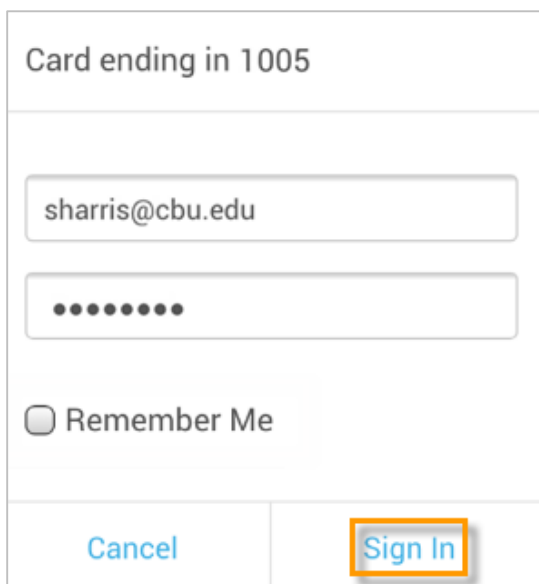
- 3. Enter an email address, password, and confirm the password. Then, select **Sign Up**.

Note: If you ever forget your password, select **Forgot password?** on the previous screen.



The image shows a mobile app screen for signing up. At the top, there is a blue header with a 'Cancel' button on the left and 'Sign Up' text on the right. Below the header are three input fields: the first contains the email address 'sharris@comdata.com', the second and third are masked with black dots. At the bottom of the screen is a large blue button labeled 'Sign Up'.

- 4. Enter the email address and password you registered and then select **Sign In**. Select the **Remember Me** checkbox to populate your email address in the username field the next time you log in.



The image shows a mobile app screen for signing in. At the top, it displays 'Card ending in 1005'. Below this are two input fields: the first contains the email address 'sharris@cbu.edu' and the second is masked with black dots. Underneath the input fields is a checkbox labeled 'Remember Me' which is currently unchecked. At the bottom, there are two buttons: 'Cancel' on the left and 'Sign In' on the right, which is highlighted with an orange border.

5. Enter your Activation Code and then select **Submit**.

Note: The activation code is usually your employee ID or driver number, depending on your fleet account's set up. Contact your program administrator for the correct activation code.

6. You are now set up to use the Express Cash features. The next time you select **Manage Express Cash**, the Express Cash screen will display, allowing you to view the card's balance, transaction history, perform direct deposits, and register Comchek drafts. The transaction history displays up to 25 recent transactions and includes the transaction type (load, ATM withdrawal, purchase, etc.), description, amount, date, and the previous balance. Click **Make Deposit** to deposit funds.

7. From here, click in the **Amount** field and enter your deposit amount. Then, click **Submit Deposit**.

Note: Be sure to read the *Notice* on this screen as it relates to fees that can affect your balance. Also note that Primary Account refers to the primary bank account you have set up with Comdata. To change your primary account, contact Comdata.

Cancel
Make a Deposit

From Card	1005
Balance: \$200.00	
To Account	Primary Account
Amount	\$ 0.00

Submit Deposit

Notice: This deposit may be subject to fees. If so, those fees will be deducted from your card balance or the deposit itself, depending on the amount remaining on your card. Also, deposits must be greater than or equal to \$1.00 and the lesser amount of either the current card balance or \$10,000.

8. Select **Confirm** to proceed.

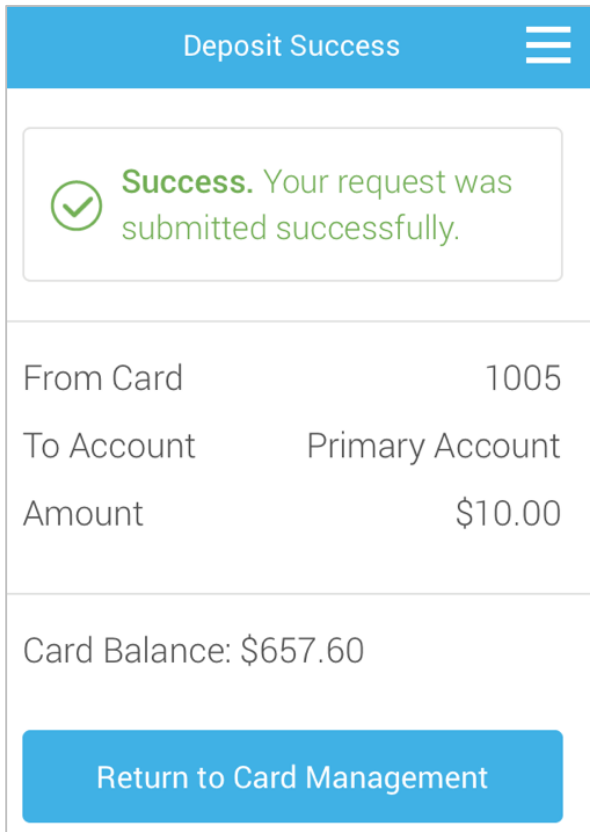
Bank Deposit

Are you sure you want to deposit \$10.00 into your primary bank account (Notice: this transaction may be subject to fees)?

Cancel

Confirm

9. You should see the following screen upon completion.



Note that if your card is not set up for direct deposit, the following error will display.

