



FUEL CARD USAGE PROCEDURES

Thank you for visiting our fuel dock and using your Port of Edmonds Fuel Card – we hope you have been enjoying your time on the water! To ensure that your Fuel Card transaction processes smoothly and without error, we ask that you carefully review the below instructions. It is imperative that these steps are followed in the exact sequence presented below.

As a courtesy to other customers, please complete the fueling process quickly. Also, the equipment will time out if no action is taken, which results in a fueling error and an extra charge on your customer account. To ensure fueling success, get everything ready before activating the card and only have a Fuel Card Trained person assist with this process. Thank you for your attention to this message, and please let our staff know if you have any questions. We hope to see you around the marina soon, happy boating.

PRIOR TO TOUCHING THE PUMP, DISPENSER, OR HANDLE;

1

Safely secure your boat at the dock, shut down your on-board systems, and prepare for fueling.

2

Make note of the pump number you wish to use, but do not lift the nozzle or handle.

3

Proceed to the Petrovend Terminal, located under the covered area, and insert your Port of Edmonds Fuel Card.

4

When prompted on the screen, input the pump number and press ENTER. Always double check that you have an accurate pump number.

5

Remain at the terminal until the screen reads "Use Pump _ _"

6

Return to your vessel.

NOW IT'S TIME TO DISPENSE FUEL;

7

Lift the nozzle from the same pump number that you entered at the terminal and securely place it in the boat's fill port.

8

Return to the dispenser and flip the handle upward; this will allow fuel to flow. At this point, the sale screen should show all zeros for both sale amount and gallons pumped.

9

Begin fueling your boat – do not leave the nozzle unattended. Please make sure to leave room for fuel expansion by not topping off your tank, and always have an oil absorbent pad ready for any minor fuel spills.

10

When complete, flip the pump handle down, reel in the hose, and place the nozzle back in the holder.

IF NO RECEIPT IS REQUIRED, YOU ARE DONE!

IF YOU WOULD LIKE A COPY OF THE TRANSACTION, PLEASE FOLLOW THESE ADDITIONAL STEPS:

11

Return to the Petrovend Terminal, located under the covered area, and insert your Port of Edmonds Fuel Card.

12

Once the card is read, the screen will display "Issue Receipt?"

13

Select YES.

14

When printing is complete, carefully pull straight down on the receipt.

15

If an error message appears while retrieving your receipt, please contact the fuel dock staff or the Operations office at 425-775-4588. If the error occurs during non-operating hours, please email our team to retain a receipt.