



SUBMIT FUEL PRICE

PURPOSE:

This procedure is a step by step guide on how to update fuel prices or identify which fuel types are unavailable.

AUDIENCE:

All fuel outlet **Managers** and **Operators** who are registered in the MyFuel NT system.



STEP 1

If your search results for U91 do not appear anywhere on this website always choose LAF as it is a direct substitute for U91 in some areas of the NT

MyFuel NT NORTHERN TERRITORY CONSUMER AFFAIRS

Fuel Near Me

Average Price Now
121.9
Top End Rural - Biodiesel 20

Select Suburb/Postcode or Region.

Suburb/Postcode Region Enter suburb/postcode

Biodiesel 20

All Brands

Remember my settings

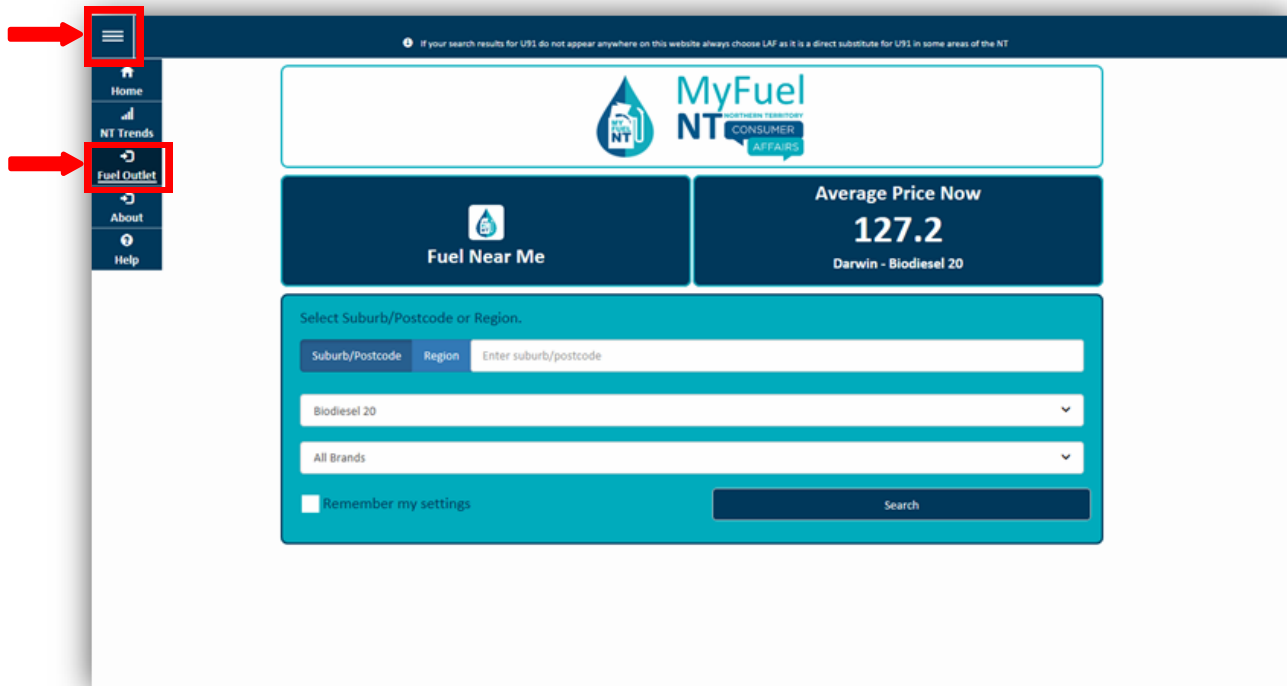
Search


Go to the MyFuel NT website at <https://myfuelnt.nt.gov.au>.

The **MyFuel NT** home page is displayed.



STEP 2



Navigate to the top left of the screen click the main menu  and a drop down menu will appear, select '**Fuel Outlet**'.



Step 3

The screenshot shows the MyFuel NT login interface. At the top, there is a dark blue header with the MyFuel NT logo and a hamburger menu icon. Below the header, the page title 'MyFuel NT' is displayed. The main content area is titled 'Fuel Outlet' and contains a login form. The form has two input fields: 'Email' with the value 'john.citizen@hotmail.com' and 'Password' with masked characters. Below the password field, there is a 'Remember me?' checkbox and a 'Forgot Password' link. At the bottom of the form, there is a 'Log in' button. A red arrow points to the 'Log in' button.

Enter your email address in the **'Email'** field.

Enter your password in the **'Password'** field.

Check the **'Remember me?'** checkbox if you prefer your details to be stored for your next login.

Click on the **'Log in'** button.



Step 4

MyFuel NT

✓ Login verification code is sent to your registered mobile.

VerifyCode

A verification code has been sent to your registered mobile number. Please enter to login.

Code

Submit

The **Verification Code** page is displayed.

The verification code will be sent to your registered mobile number. *










Enter the verification code in the '**Code**' field.

Click on the '**Submit**' button.

* If you **do not** have a mobile telephone, you will need to contact NT Consumer Affairs for assistance on telephone number: 1800 019 319 or 08 8999 1999



Step 5

Identifier	OutletName	Brand	Suburb	Post code	Actions
08280001	Caltex Berrimah	CA	Berrimah	0828	
08290010	Puma 11 Mile	PM	Holtze	0829	
08220050	Arnhem Land Progress Aboriginal	IN	Ramingining	0822	
08120015	BP Malak	BP	Malak	0812	
08100020	Caltex Woolworths Casuarina	CW	Casuarina	0810	
08000025	United Smith Street	UN	Darwin	0800	
08100030	Caltex Woolworths Nightcliff	CW	Coconut Grove	0810	
08200035	Coles Express Winnellie	CO	Winnellie	0820	
08380040	Caltex Berry Springs	CA	Berry Springs	0838	

You will be presented with the **Fuel Outlet Index** page.

All service stations that you manage or are an operator at, will appear on the list.

Click on the **'Edit Fuel Outlet'**  button in the **Actions** column.

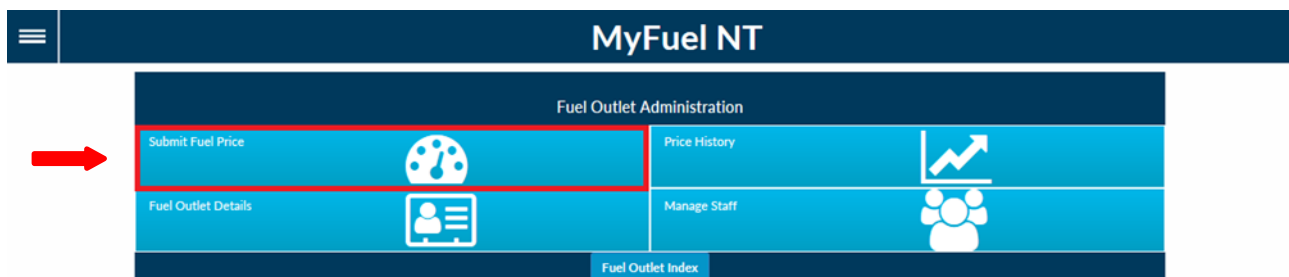


Step 6

The **Fuel Outlet Administration** page will be displayed.

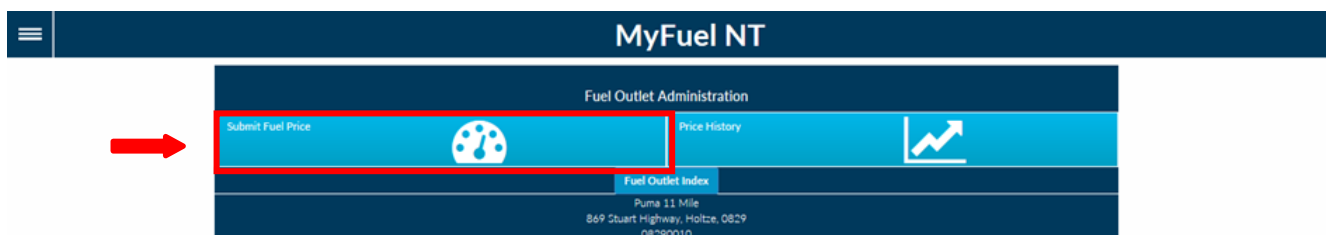
Managers are presented with the following options:

- Submit Fuel Price
- Price History
- Fuel Outlet Details
- Manage Staff



Operators are presented with the following options:

- Submit Fuel Price
- Price History



Both Managers and Operators should select '**Submit Fuel Price**'.



STEP 7

Fuel Type		Cents Per Litre	
Premium 95 <small>736576 days ago.</small>	Yes Available	<input type="text" value="126"/>	<input type="text" value=".1"/>
Premium 98 <small>2:57 hours ago.</small>	Yes Available	<input type="text" value="155"/>	<input type="text" value=".7"/>
Unleaded 91* <small>736576 days ago.</small>	Yes Available	<input type="text" value="109"/>	<input type="text" value=".2"/>

Cancel Submit Undo

You will be presented with the **Submit Fuel Price** page.

This will only display fuel types that are marked **'Yes Available'** on the Fuel Outlet Details page (refer **Update Fuel Outlet Details** training module).



Step 8



This Fuel Type section allows you to set the availability of individual fuel types listed for retail sale.

Turn the fuel type on or off by clicking on the 'Yes Available' or 'Available No' toggle.

Set the fuel type to 'Available No' if the particular fuel is **temporarily** unavailable for retail sale, eg out of stock.

NOTE: Particular fuel types set as 'Available No' will appear as "n/a" on your service station listing on the MyFuel NT website.

IMPORTANT: To set a fuel type as PERMANENTLY unavailable refer to the Update **Fuel Outlet Details** training module



STEP 9

Fuel Type		Cents Per Litre	
Premium 95 <small>736576 days ago.</small>	Yes Available	126	5
Premium 98 <small>2:57 hours ago.</small>	Available No	155	7
Unleaded 91 * <small>736576 days ago.</small>	Yes Available	109	2

Cancel Submit Undo

The 'Cents Per Litre' section shows the existing price of each fuel type. There are two separate fields to display decimal value.

You can update the fuel price by replacing the existing price with the latest price.

Once you click in the Cents Per Litre field the existing price can be deleted by clicking the 'x' which appears on the right of that field.

Enter the latest fuel price in the first field. Then the post decimal amount in the second field.

126	.	5
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Selecting 'Undo' will reset **all** changes made.



Step 10

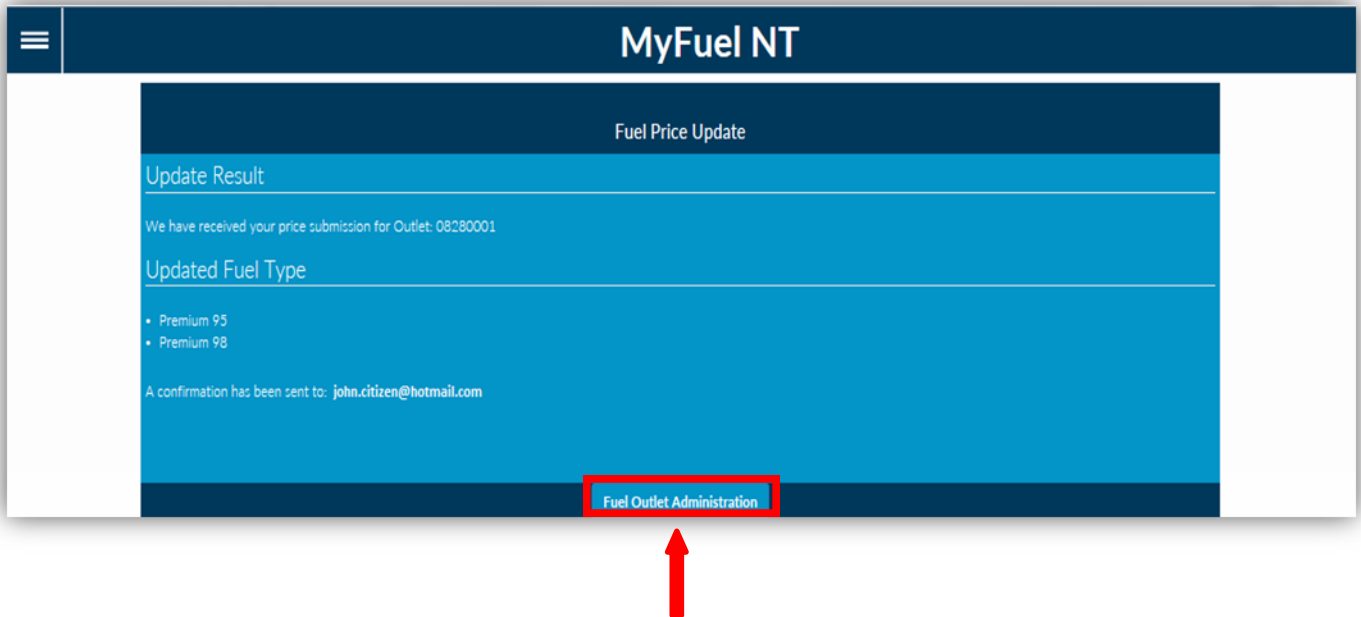
Fuel Type		Cents Per Litre	
Premium 95 736576 days ago.	Yes Available	126	5
Premium 98 2:57 hours ago.	Available No	155	7
Unleaded 91 * 736576 days ago.	Yes Available	109	2

Cancel Submit Undo

Click on the **'Submit'** button once all required updates have been made.



Step 11



A confirmation page containing all the details that were updated will be displayed.

An email notification will be sent to your registered email address.

Click on the '**Fuel Outlet Administration**' button to return to the **Fuel Outlet Administration** Page.