



# UPDATE FUEL OUTLET DETAILS

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## **PURPOSE:**

This procedure is a step by step guide on how to update the service station contact details and fuel types offered for retail sale

## **AUDIENCE:**

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



**STEP 1**

The screenshot shows the MyFuel NT website interface. At the top, there is a navigation bar with a menu icon on the left and a notice: "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". Below the navigation bar is the MyFuel NT logo. The main content area is divided into two sections: "Fuel Near Me" with a fuel pump icon, and "Average Price Now" showing "121.9" for "Top End Rural - Biodiesel 20". Below these is a search form titled "Select Suburb/Postcode or Region." with tabs for "Suburb/Postcode" and "Region". The "Suburb/Postcode" tab is active, and the input field contains "Enter suburb/postcode". Below the input field are two dropdown menus: "Biodiesel 20" and "All Brands". At the bottom of the form is a checkbox for "Remember my settings" and a "Search" button.


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

MyFuel NT

Fuel Outlet

Email john.citizen@hotmail.com

Password \*\*\*\*\*

Remember me? [Forgot Password](#)

Log in

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

VerifyCode

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

Code

Submit

Login verification code is sent to your registered mobile.

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	

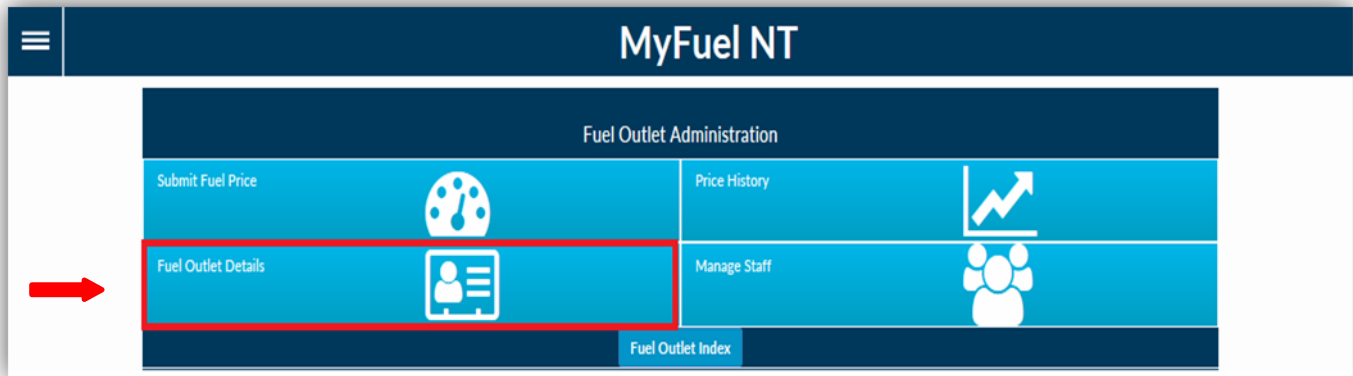
You will be presented with the **Fuel Outlet Index** page.

All service stations under your management 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.

As a Manager, the following options are available to you:

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

Select **'Fuel Outlet Details'**.



## Update Fuel Outlet Details

### STEP 7

**MyFuel NT**

Fuel Outlet Details

Contact Details

Phone

Email

Fuel offered for retail sale

Fuel Type	Available
Biodiesel 20	Yes Available
Diesel	Yes Available
Ethanol 94 (E10)	Yes Available
Ethanol 105 (E85)	Yes Available
Low Aromatic Fuel	Yes Available
LPG	Yes Available
Premium 95	Yes Available
Premium 98	Yes Available
Premium Diesel	Yes Available
Unleaded 91	Yes Available

I confirm all details are correct.

The **Fuel Outlet Details** page displays the Contact Details of the fuel outlet.

The fuel outlet's **Phone** number and **Email** address can be modified here if needed.

A list of fuel types that are available for retail sale on an ongoing basis are also displayed.





## Update Fuel Outlet Details

### Step 8

Fuel Type	Available
Biodiesel 20	Available No
Diesel	Yes Available
Ethanol 94 (E10)	Yes Available
Ethanol 105 (E85)	Available No
Low Aromatic Fuel	Available No
LPG	Available No
Premium 95	Yes Available
Premium 98	Yes Available
Premium Diesel	Available No
Unleaded 91	Yes Available

I Confirm all details are correct.

Cancel Submit

Availability of individual fuel types can be turned on or off here. For example, turned ON when you commence selling a fuel type not previously listed when you registered for MyFuelNT;

OR

turned OFF when a fuel type is removed from retail sale PERMANENTLY.

To turn **ON** a fuel type set the availability to **'Yes Available'**.

To turn **OFF** a fuel type set the availability to **'Available No'**.

**IMPORTANT:** Fuel types set to **'Available No'** will be removed from your service station listing on the MyFuel NT website and will not appear on the fuel types listed on the Submit Fuel Price page.

To set a fuel type as TEMPORARILY unavailable refer to the **Submit Fuel Price** training module.



STEP 9

**MyFuel NT**

Fuel Outlet Details

Contact Details

Phone: 123456789

Email: abc@email.com

Fuel offered for retail sale

Fuel Type	Available
Biodiesel 20	Available No
Diesel	Yes Available
Ethanol 94 (E10)	Yes Available
Ethanol 105 (E85)	Available No
Low Aromatic Fuel	Available No
LPG	Available No
Premium 95	Yes Available
Premium 98	Yes Available
Premium Diesel	Available No
Unleaded 91	Yes Available

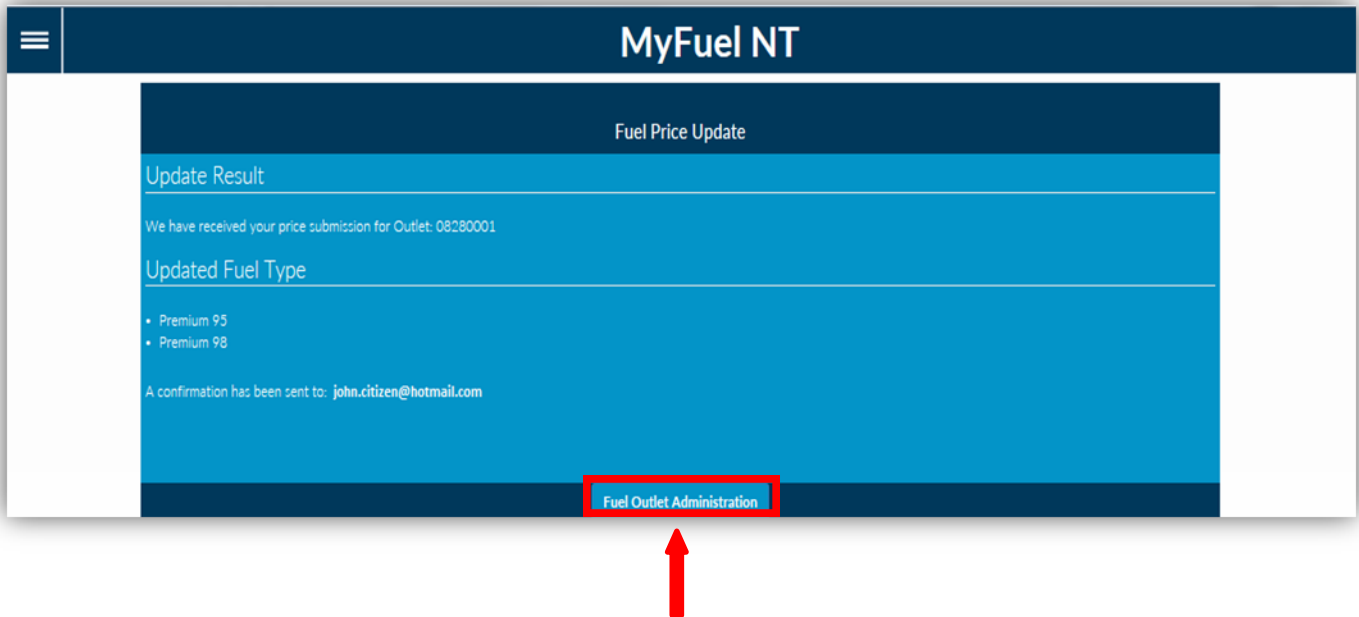
I Confirm all details are correct.

Cancel Submit

1. Once all updates are completed, click on the checkbox '**I Confirm all details are correct**'; then
2. Click on the '**Submit**' button.



## Step 10



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.