**UPDATE FUEL OUTLET DETAILS**

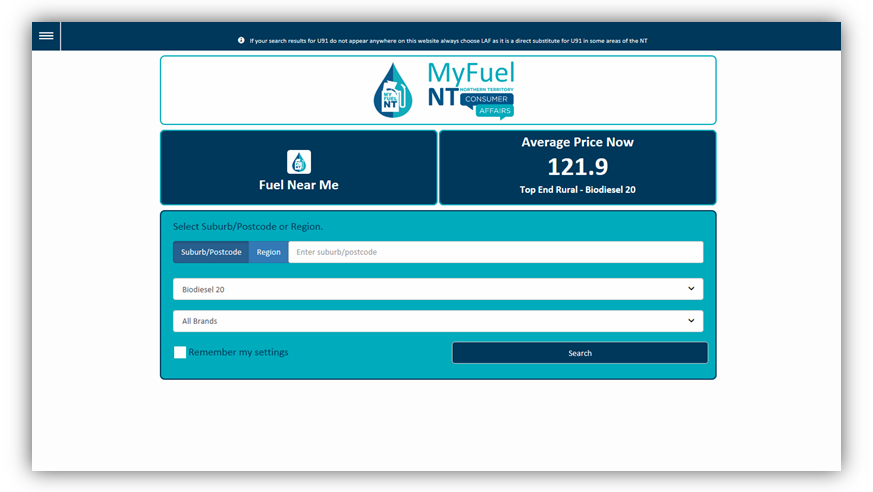
**PURPOSE:**

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.

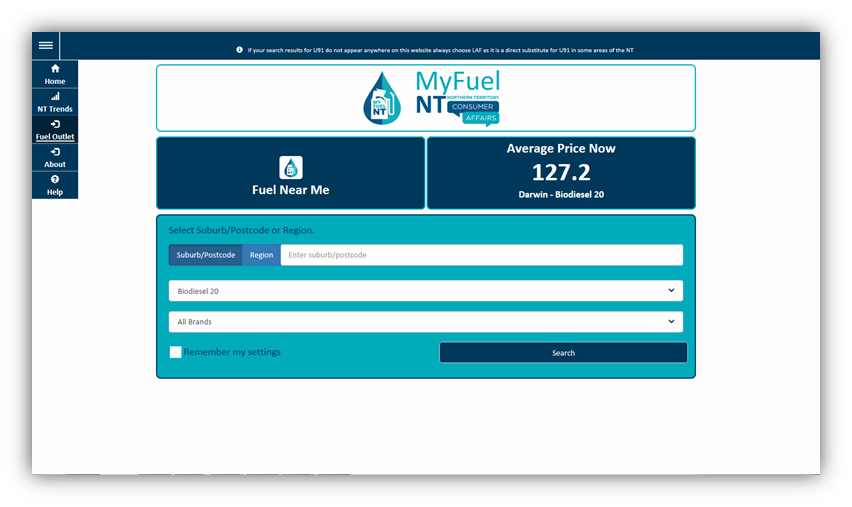
# STEP 1



Go to the MyFuel NT website at [**https://myfuelnt.nt.gov.au.**](https://myfuelnt.nt.gov.au/)

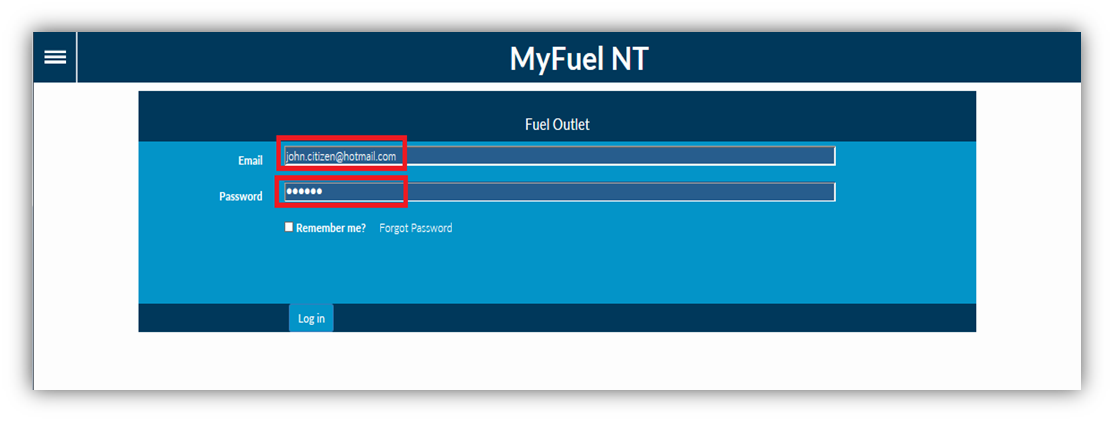
The **MyFuel NT** home page is displayed.

# STEP 2



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

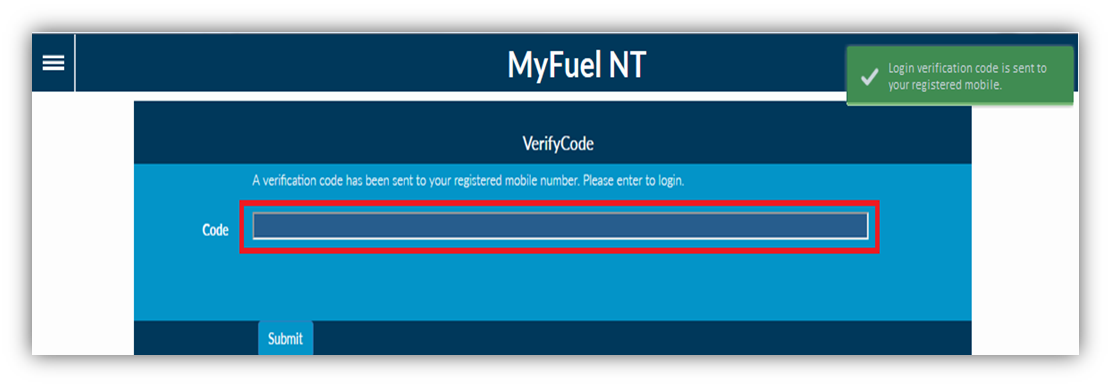
# Step 3



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



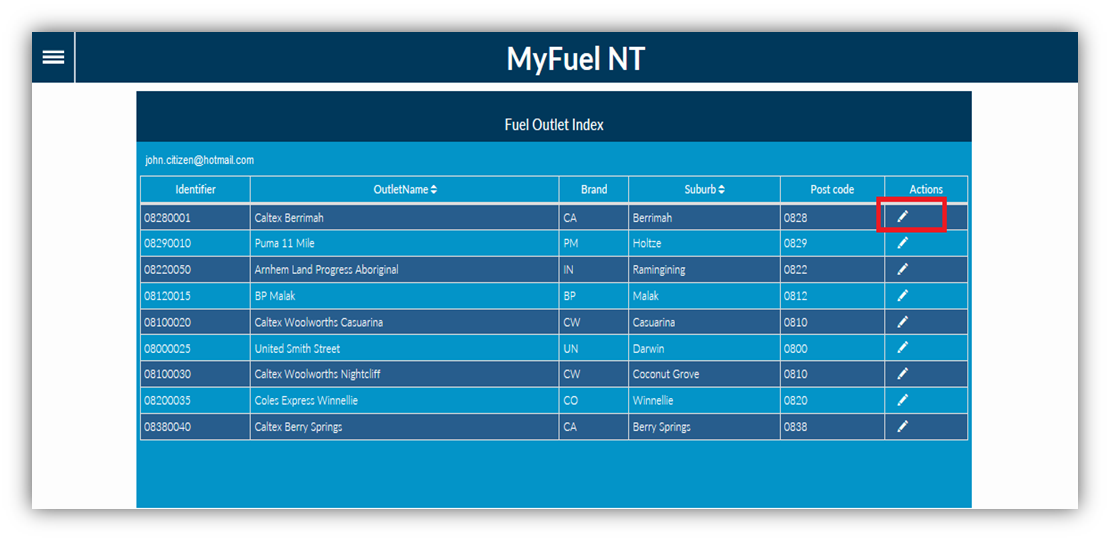
The **Verification Code** page is displayed.

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.

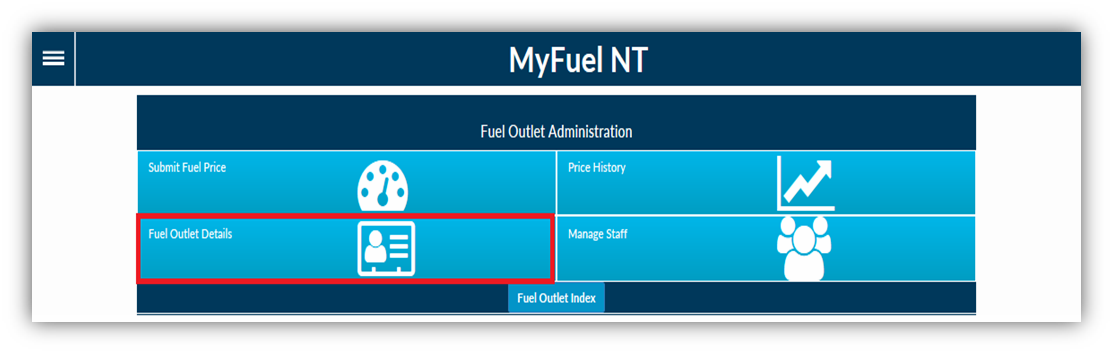
# Step 5



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

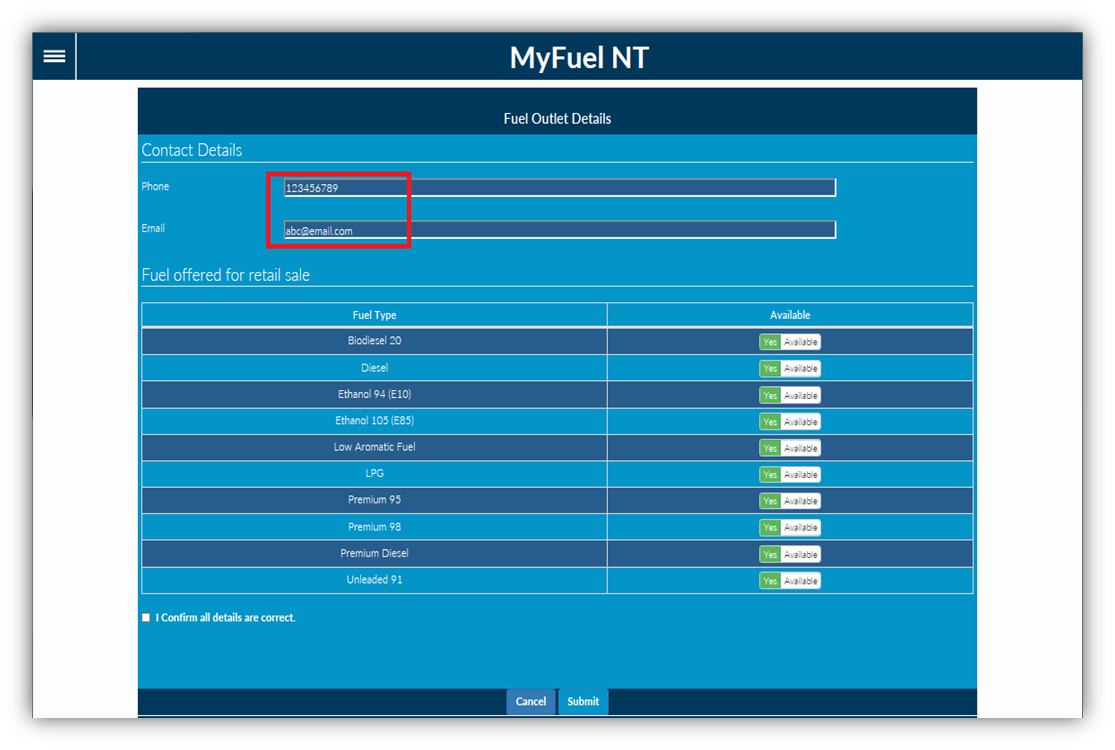


The **Fuel Outlet Administration** page will be displayed.

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

* + Submit Fuel Price
  + Price History
  + Fuel Outlet Details
  + Manage Staff Select **‘Fuel Outlet Details’.**

# STEP 7

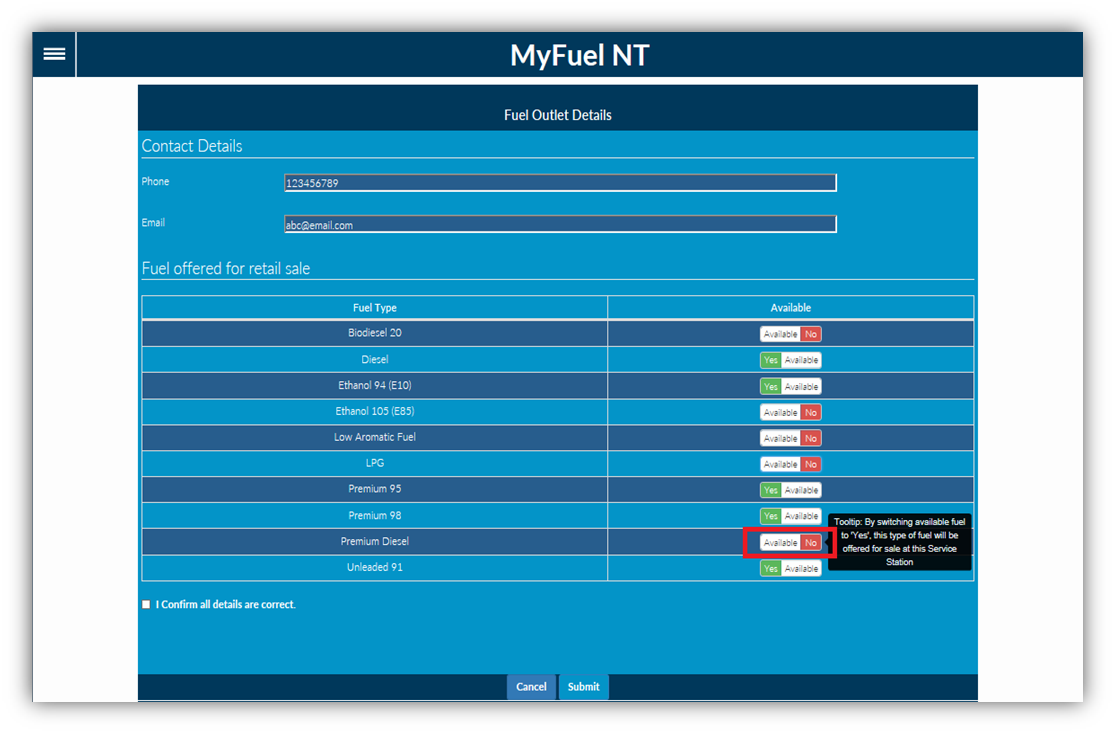


The **Fuel Outlet Details** page displays the Contact Details of the fuel outlet.

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.

# Step 8



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 MyFuel NT;

OR

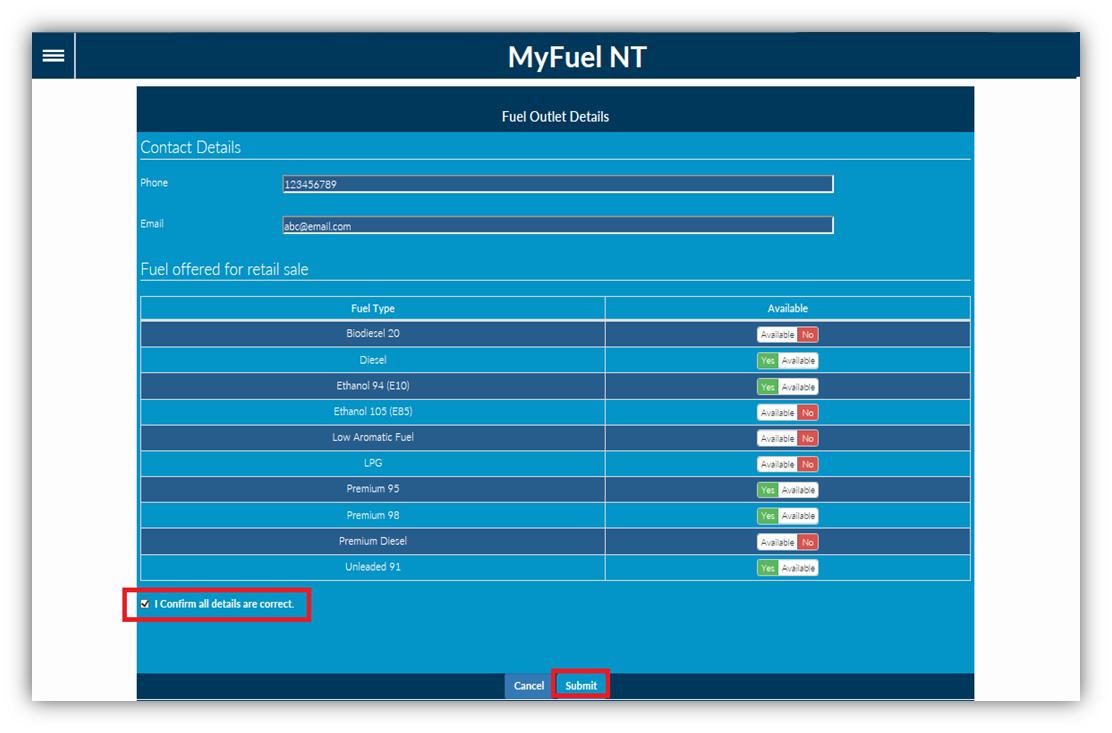
turned OFF when a fuel type is removed from retail sale PERMANENTLY. To turn **ON** a fuel type set the availability to **‘Yes Available’.**

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

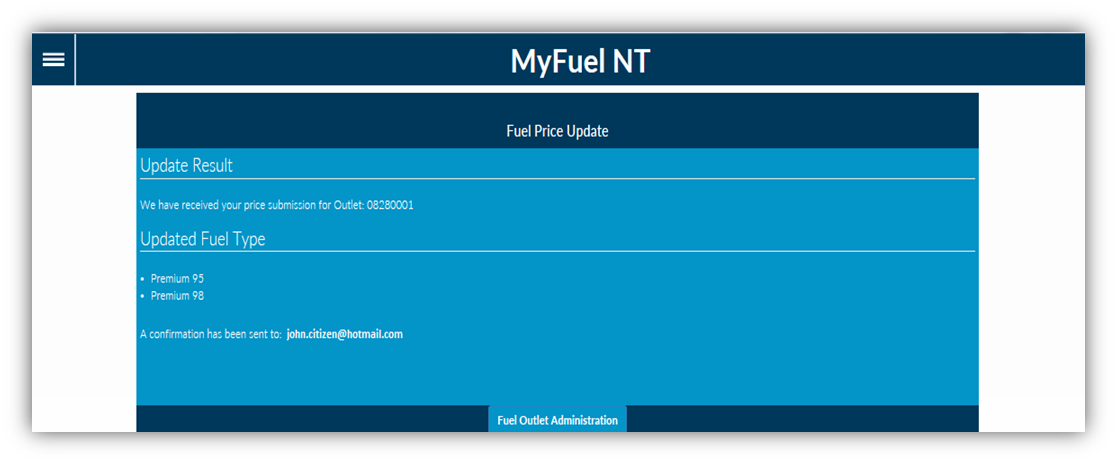


1

2

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.