**VIEW FUEL PRICE HISTORY**

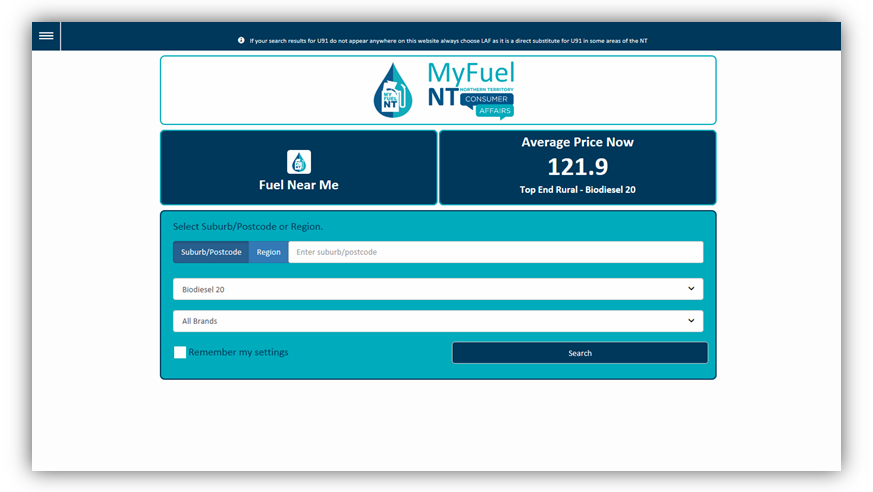
**PURPOSE:**

This procedure is a step by step guide on how to view the submitted fuel price history for fuel types sold at your service station.

**AUDIENCE:**

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

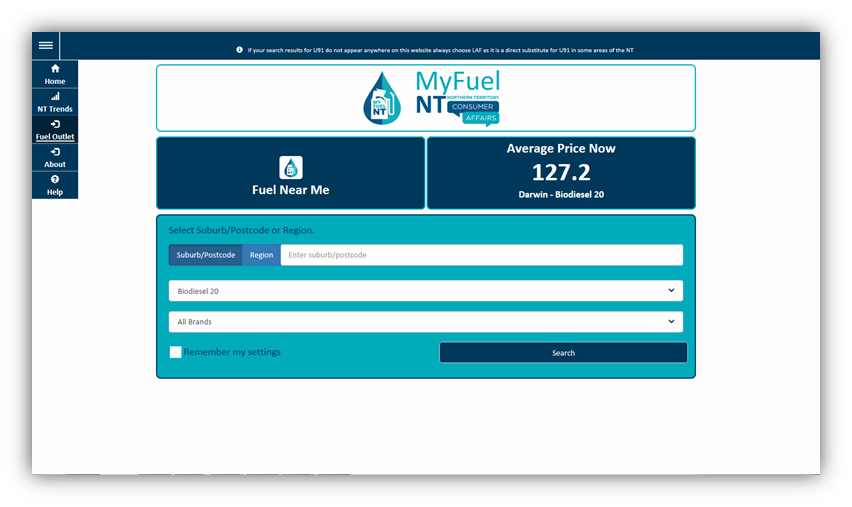
# STEP 1



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

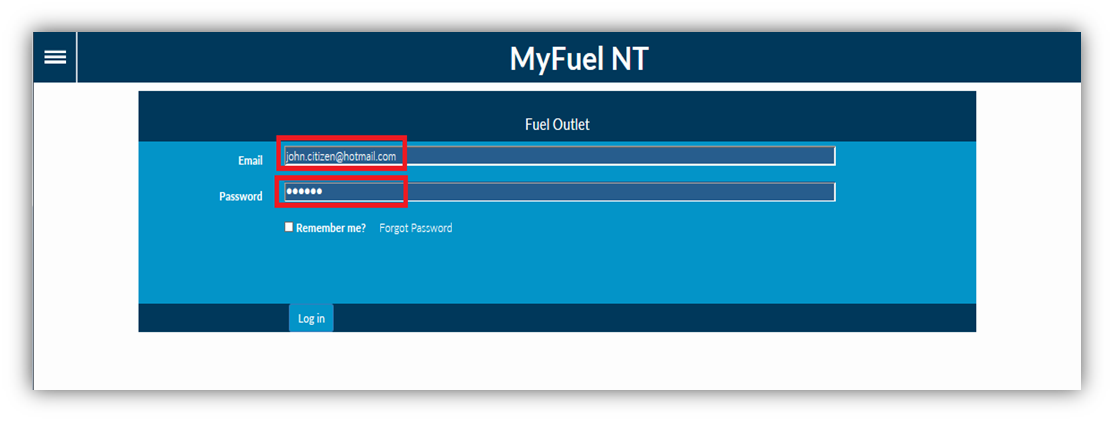
The **MyFuel NT** home page is displayed.

# STEP 2



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

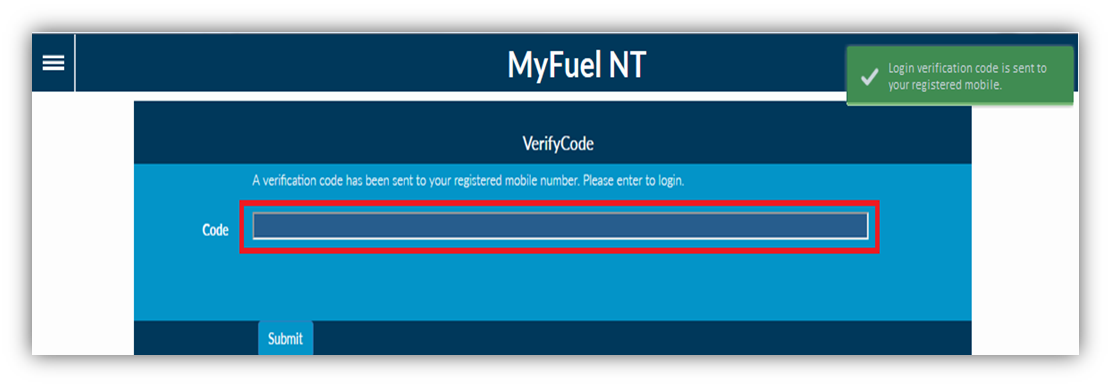
# Step 3



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



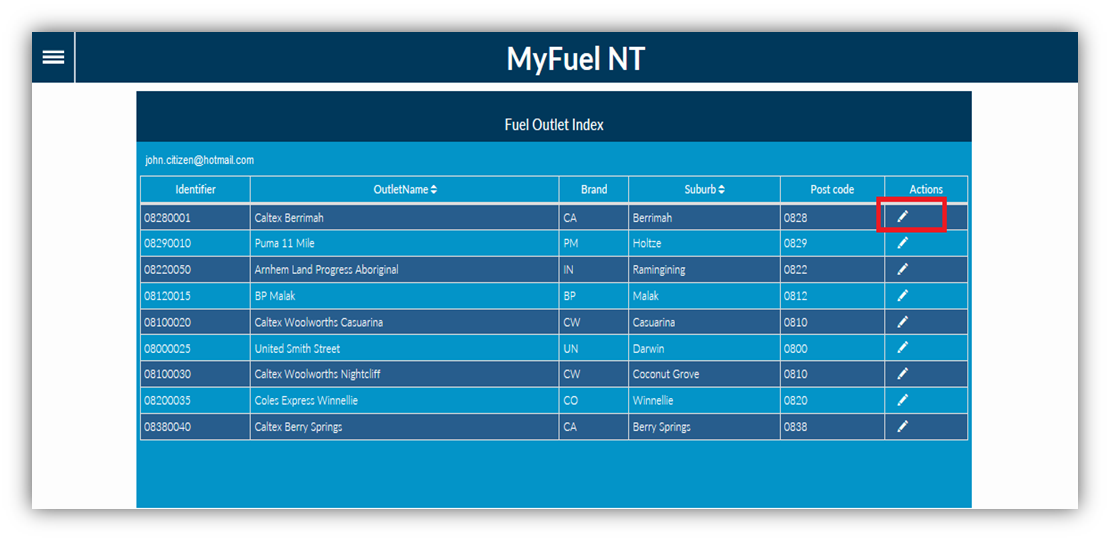
The **Verification Code** page is displayed.

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

Enter the verification code in the ‘**Code’** field. Click on ‘**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.

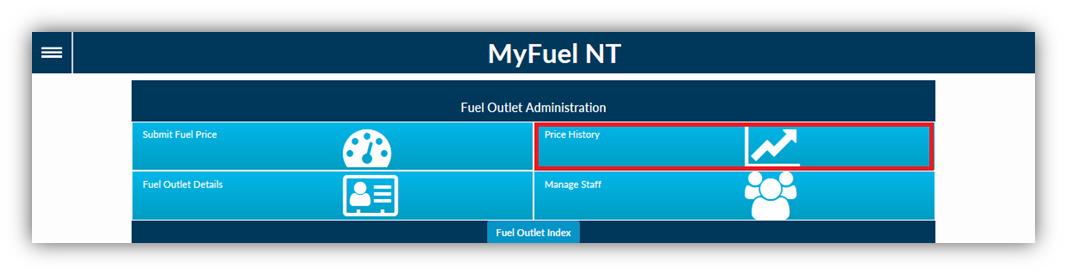
All service stations that you manage or are an operator at, will appear on the list. Click on the ‘**Edit Fuel Outlet’ ** button in the **Actions** column.

# Step 6

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

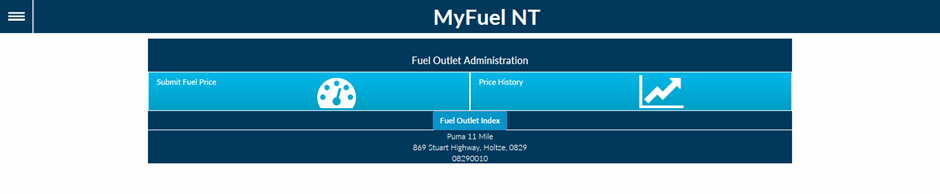
**Managers** are presented with the following options:

* + Submit Fuel Price
  + Price History
  + Fuel Outlet Details
  + Manage Staff



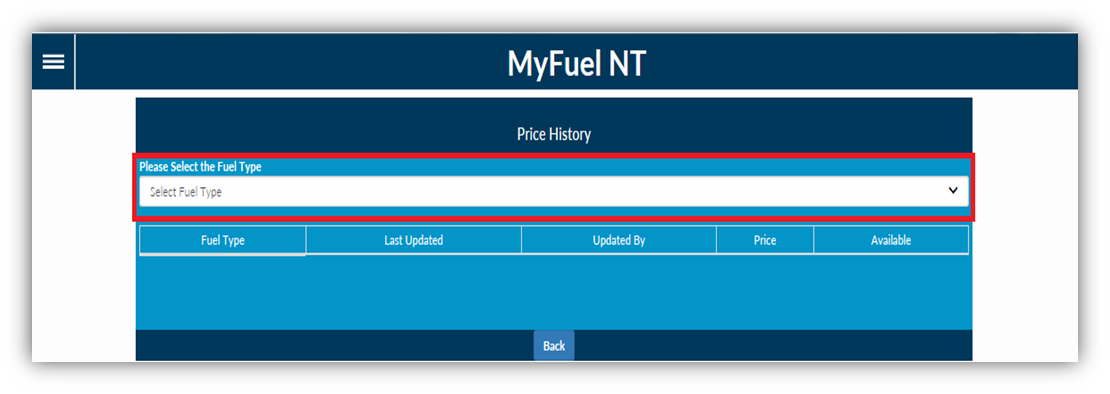
**Operators** are presented with the following options:

* + Submit Fuel Price
  + Price History



Both Managers and Operators should select **‘Price History’.**

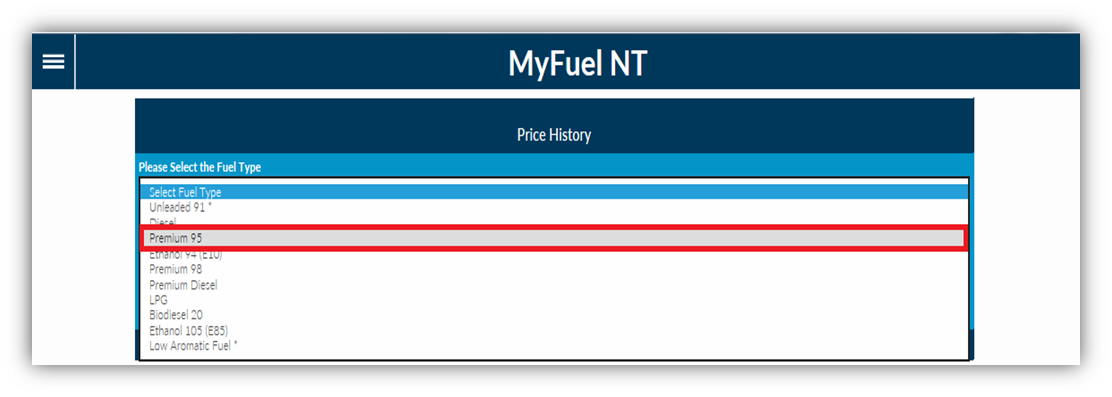
# Step 7



You will be presented with the **Price History** Page.

Click on the **‘Select Fuel Type’** dropdown list to view all available fuel types.

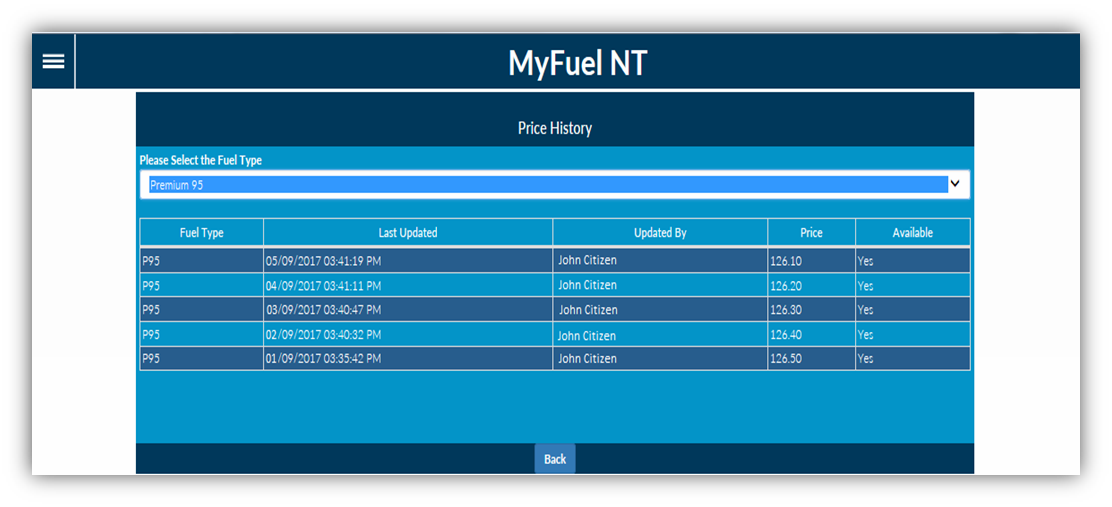
# STEP 8



A list of all available fuel types will be displayed.

Select the fuel type you want to view the history of by clicking on it.

# STEP 9



All changes in the fuel prices for the selected fuel type will be displayed. Click on the ‘**Back’** button to return to the **Fuel Outlet Administration** Page.