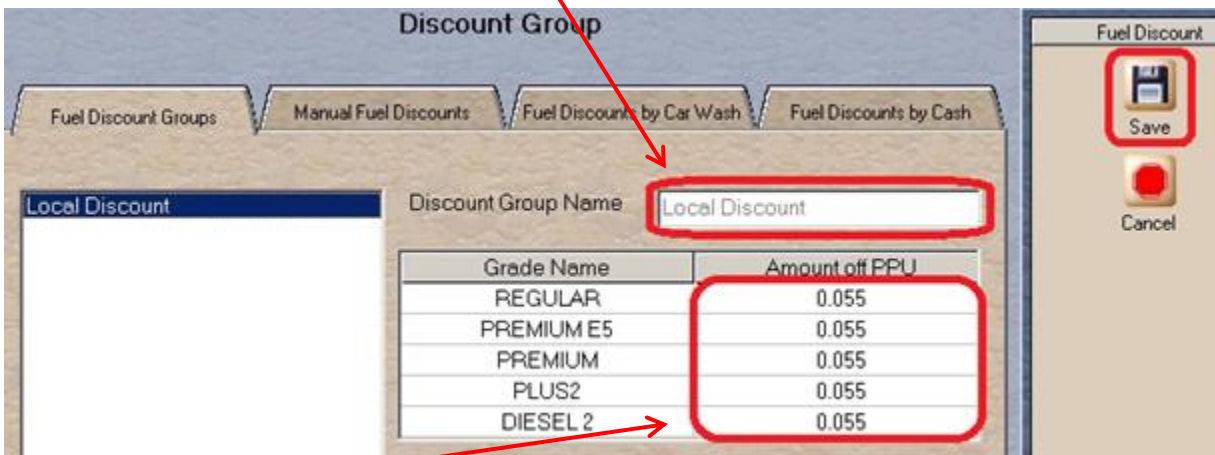


**Create Discount Group if needed**

- Navigate to \Fuel \Fuel Discount Maintenance
- Select **Fuel Discount Groups** tab
- Click **Add**



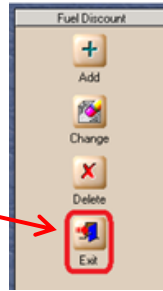
- Enter a name in **Discount Group Name** field



- Enter the discount amount for each grade equal to the difference between cash and credit prices (*example shows a .055 cent per gallon discount*)

- Click **Save**

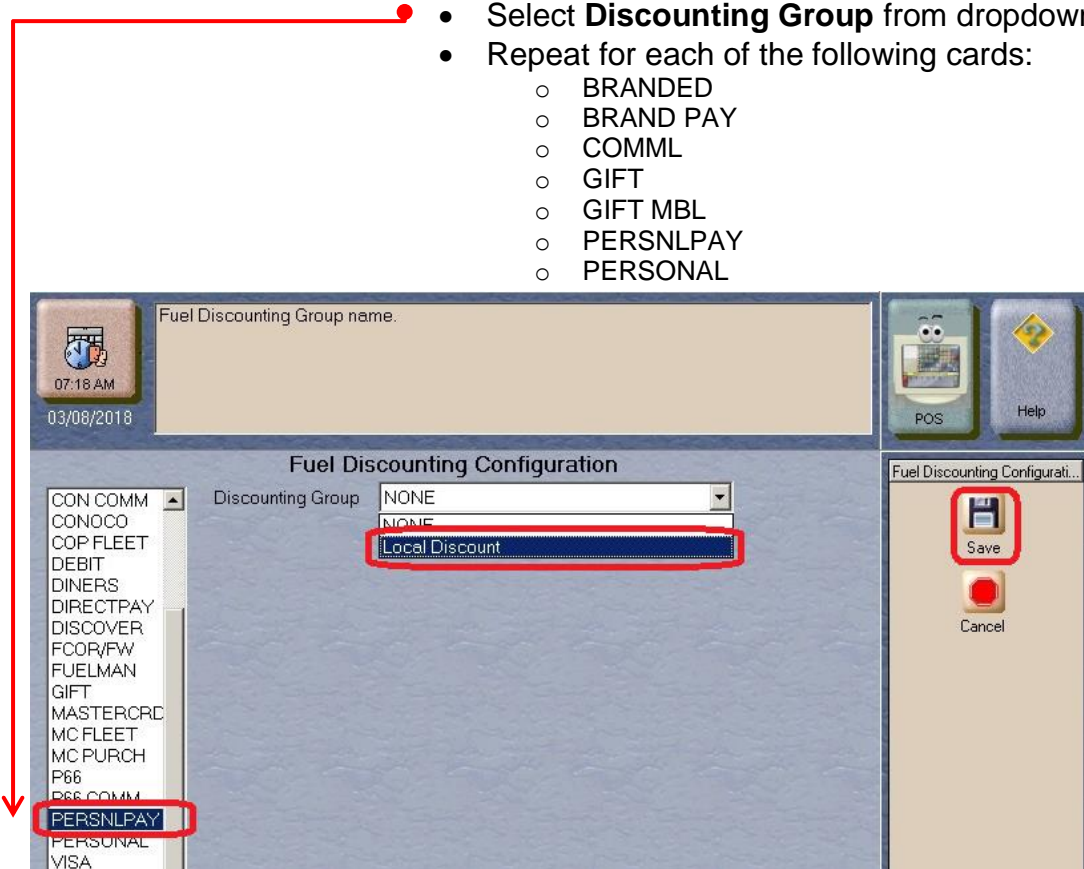
- Click **Exit**



### Assign cards to Discount Group

- Navigate to \Setup \Network \COP or Phillips66 \Fuel Discount configuration

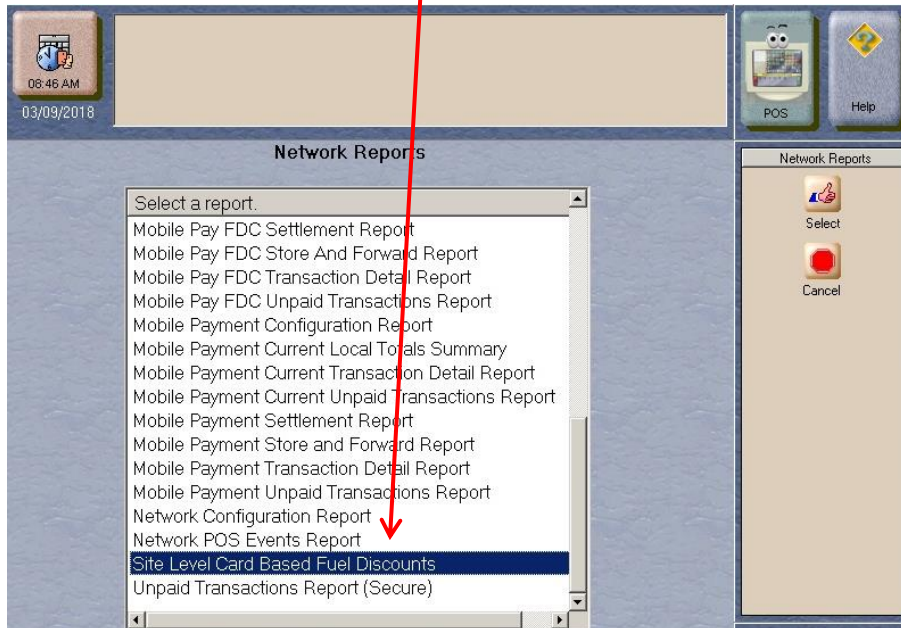
- Highlight card type on left
- Select **Discounting Group** from dropdown
- Repeat for each of the following cards:
  - BRANDED
  - BRAND PAY
  - COMML
  - GIFT
  - GIFT MBL
  - PERSNLPAY
  - PERSONAL



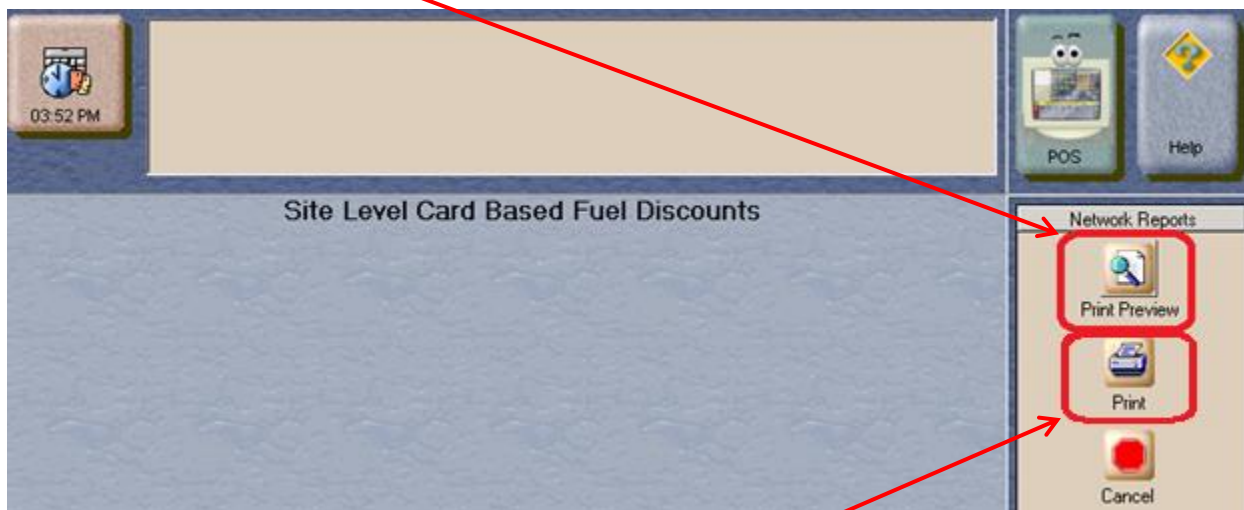
- Click **Save** when finished with all cards

## View discount report to verify configuration

- Navigate to \Reports \Network
  - Highlight **Site Level Card Based Fuel Discounts**
  - Click **Select**



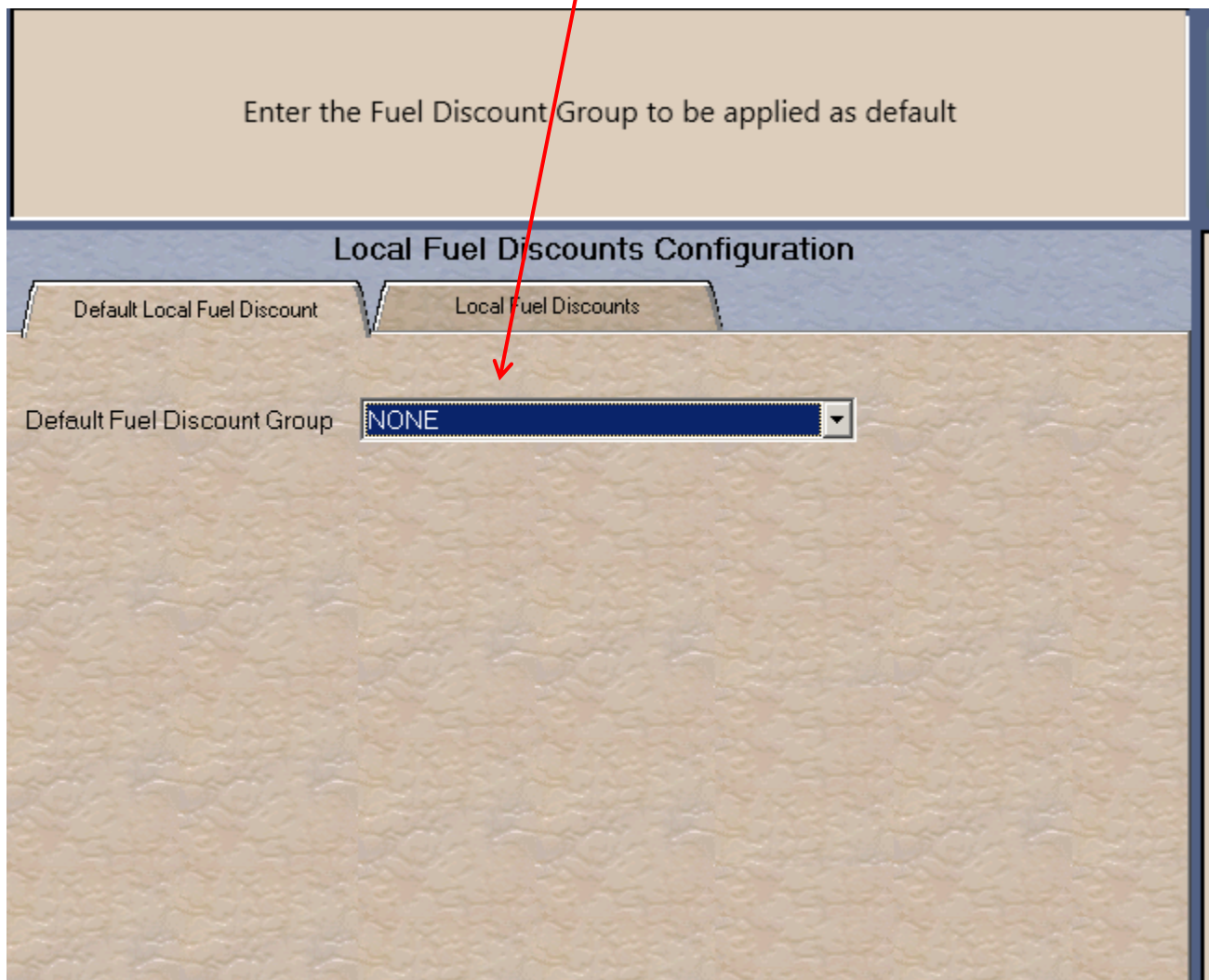
- Click **Print Preview** to view on screen to verify correct discount group is setup for each of the cards indicated in prior step



- Click **Print** if a hard copy is needed

**Verify discount group is “None” in mobile configuration**

- Navigate to \Setup \Network \Mobile Payment \ Fuel Discount Configuration
- Verify “Default Fuel Discount Group” is set to “None”



Enter the Fuel Discount Group to be applied as default

**Local Fuel Discounts Configuration**

Default Local Fuel Discount    Local Fuel Discounts

Default Fuel Discount Group   

A red arrow points from the text "Verify 'Default Fuel Discount Group' is set to 'None'" to the dropdown menu showing "NONE".