



You legend!

You're about to join the future of NZ fuel.

If you've still got questions after reviewing this guide, get in touch with the FILL team at customercare@fill.co.nz or 0800 GO FILL

1. get started

You can find the FILL app on Google Play and the iTunes App store OR use the web based app on your desktop at www.fill.co.nz



2. create account

Before you start make sure you have your vehicle information handy (Make, year, model, licence plate number, fuel type – for each vehicle) and your credit card details.

Here are the steps to get started with the FILL app;

1. Open the app and select 'create account' to sign up.



2. Enter your details. You'll need to provide your name, mobile, email and password.



3. Select 'sign up'

3. add vehicles

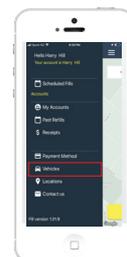
You'll need to enter the vehicles that you want to FILL in to the app.

Here are the steps to add vehicles;

1. Click on the hamburger menu.



2. Select 'Vehicles' from the left-hand menu.



3. Select 'add vehicle', enter the vehicle details and select 'save'.



* To add another vehicle select 'add vehicle' or select 'order fuel' to schedule your next FILL.

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add payment details

You'll need to enter credit card details before you can schedule any FILL ups.

Here are the steps to add payment details;

1. Click on the hamburger menu.



2. Select 'Payment Method' and 'Add payment method'.



3. Select 'Credit or Debit Card', enter your card details and hit submit.



* Select 'on account' to be directed to an account authority pdf to be completed and returned to the FILL team.

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setup FILL locations

You can choose your current location or setup favourite locations eg, work or home.

If you're saving a location, make sure you enlarge the map to ensure the pin is dropped where your vehicle is most likely to be, so that our drivers can find you easily.

Here are the steps to add a FILL location;

1. Click on the hamburger menu.



2. Select 'Locations' and either pin to your current location or select 'Add location'.



3. 'Save' your pinned location and then name it.



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order fuel

You'll need to enter credit card details and accept FILLs user terms and conditions before you can book a FILL.

Here are the steps to order fuel;

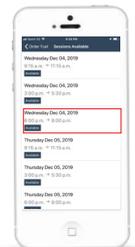
1. Select either your current location or one that you've previously saved and select 'find sessions'.



2. Review and accept FILLs t&cs (you'll only do this once)



3. Select the day/time you'd like to be FILLED from the session menu.



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invite drivers

The account owner can invite other drivers to their account, and link vehicles to them.

Only the owner of an account can make changes to account settings. The invited driver can just book FILLs for linked vehicles.

Here are the steps to invite a driver to your account;

1. Select 'My Accounts' and click on your account (you will be the 'owner')



2. Select 'invite driver'.



3. Enter the drivers contact details and select 'invite'. The driver will be sent an email invitation inviting them to your account. They will need to register via the link in this email.



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The invited driver

You will have received an email invitation. We suggest before you accept this invitation download the app - fillforfuel and set up an account. Then go back to your email and click on the link. This will take you through to the app for you to accept the invitation.

Go to hamburger menu, click on my accounts, then the account you've been invited to. Then click on switch account. You're now ready to book a fill.

Here are the steps to invite a driver to your account;

1.

Select 'My Accounts' and click on your account (you will be the 'owner')



2.

Select 'invite driver'.



3.

Enter the driver's contact details and select 'invite'. The driver will be sent an email invitation inviting them to your account. They will need to register via the link in this email.



contact

Customer care

☎ 0800 GO FILL
✉ customercare@fill.co.nz

Business Accounts

☎ xxx
✉ tracy@fill.co.nz

Social

@ [fillforfuel](#)
🌐 [fill.co.nz](#)



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