

DRIVER QUICK STEPS

As a Comdata cardholder you have several convenient options for managing your card, such as checking your balance and depositing funds to a bank account. To perform these tasks and more, download the FleetAdvance mobile application. To get started, follow these steps and helpful hints!

FleetAdvance Mobile App

The FleetAdvance mobile app allows you to monitor and manage your cash balance. Follow these steps to check your balance, view your transaction history, transfer funds and more:

-  Download the FleetAdvance mobile app from either the Apple App Store or Google Play Store (compatible with iPhone versions 4, 5 and 6 with an iOS of 8.0 or later and Android phones versions 4.0 and 5.0).
-  Once downloaded, open the app and add a Comdata card that is set up for Express Cash.
-  After adding the card, locate the card and click on the Express Cash button.
-  A screen opens with details on how to use Express Cash in the app (logging in, viewing your balance, making a deposit, registering a draft, etc.). Click Sign Up on this screen.
-  Enter an email address and password and then click Sign Up. Be sure that this information is easy to remember.
-  Enter your email address and password again in the new window that opens. Then, click Login.
-  Enter your activation code (usually your employee ID) and then click Register. If you do not know your activation code, contact the card administrator in your company.
-  You are now set up for Express Cash features in the FleetAdvance mobile app. Locate a card and select Express Cash to display the card management screen, allowing you to view the card's balance and transaction history, plus make a direct deposit and register Comchek drafts.

Helpful Hints!

- There is no charge to download the FleetAdvance mobile app.
- Check your balance while on the road to ensure you have enough money on the card to make purchases. Checking your balance with the app is free of charge.
- Before you can perform direct deposit, you must fill out your company's direct deposit form with your bank account information.
- The app is not compatible on Windows phones.