



## Member Guide

Call us at 912-231-1001

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<b>About Business Elite.....</b>	<b>1</b>
Club Fuel Price.....	1
Business Elite Rebates.....	1
Fuel Only Cards .....	1
Allow In-Store Purchases .....	1
<b>Account Management.....</b>	<b>1</b>
Request New Cards.....	2
Assign New Cards.....	2
Account Limits.....	3
Individual Card Limits.....	3
Account Activity .....	3
Disable Compromised Cards .....	3
Reset Password .....	3

## About Business Elite

Parker's Business Elite members save up to 10¢ per gallon on every transaction. In addition to the club fuel price, Parker's will credit monthly rebates to the checking account on file.

### Club Fuel Price

- ✦ The club discount is typically 5-10¢ per gallon, but varies by location

### Business Elite Rebates

Monthly rebate rates are determined by the amount of fuel purchased in the previous month. These are automatically credited to the checking account on file.

- ✦ Elite: 0 – 99.99 gal = 1¢/gal
- ✦ Silver: 100 – 199.99 gal = 2¢/gal
- ✦ Gold: 200 – 499.99 gal = 3¢/gal
- ✦ Platinum: 500 – 999.99 gal = 4¢/gal
- ✦ Diamond: 1,000+ gal = 5¢/gal

### Fuel Only Cards

- ✦ Business Elite cards are only for fuel purchases, including any fuel grade & DEF
- ✦ Purchases can be made at the regular fuel pumps & the diesel truck pumps

### Allow In-Store Purchases

- ✦ Business Elite members may request cards to be used inside the store, too
- ✦ We can assign a Parker's Rewards card to any Elite account to allow for this
- ✦ This rewards card will enjoy member pricing and be able to make any type of purchase
- ✦ This rewards card will not earn rewards points because it will receive rebates instead
- ✦ Call us at 912-231-1001 or email [bizelite@parkersav.com](mailto:bizelite@parkersav.com) to request this type of card

# Account Management

Login to the Business Owner Portal at ParkersKitchen.com/Elite by clicking Manage Account.

## Request New Cards

- 🌟 “Request Additional Cards” in the top-left corner\*
- 🌟 Enter number of cards then click Submit
- 🌟 Parker’s will send the new cards via USPS

\*If your account is pending verification, you cannot access this screen yet. Please contact Parker’s to request cards.

## Assign New Cards

- 🌟 “Assign Card” in the bottom-left corner
- 🌟 Enter the driver’s name, select a card number & create a unique PIN code. This should not match the Account Master PIN created during enrollment.

The screenshot shows the Business Owner Portal interface with several key areas annotated:

- Request Additional Cards:** Located in the top-left corner, featuring a text input field for the number of cards (currently '0') and a 'SUBMIT' button.
- Account Limits:** A section showing 'Daily' and 'Weekly' limits with amounts and transaction counts, and a 'REQUEST LIMIT INCREASE' button.
- Standard ACH ("Std") or "Non-ACH":** A label pointing to the 'ACH Billing: Std' field.
- Request credit limit changes:** A label pointing to the 'REQUEST LIMIT INCREASE' button.
- Enable or disable Cards (To change, use Edit button):** A label pointing to the 'Edit' column in the Driver Cards table.
- Assign a Card to a Driver:** A label pointing to the 'ASSIGN CARD' button.
- View All or Individual Driver Account Activity:** A label pointing to the 'VIEW ALL ACTIVITY' button.
- Manage individual Card limits. Daily and Weekly Dollars and transaction counts.** A label pointing to the 'Limits' column in the Driver Cards table.
- Edit driver Card attributes.** A label pointing to the 'Edit' column in the Driver Cards table.

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Driver-0041	6394712250250041	****	<a href="#">VIEW</a>			<input checked="" type="checkbox"/>
Driver-0058	6394712250250058	****	<a href="#">VIEW</a>			<input checked="" type="checkbox"/>

## Account Limits

- ⚙ Account limits are displayed in the top-right corner, along with “Request Limit Increase”
- ⚙ Parker’s will call you to discuss the limit increase & email you when it’s approved
- ⚙ Limits are defined by dollar amount & transactions (number of card swipes allowed)
- ⚙ Max Transaction Amount is the dollar amount allowed per transaction (each card swipe)
- ⚙ The standard Max Transaction Amount is \$100 and the maximum possible is \$300

## Individual Card Limits

- ⚙ Edit individual card limits by clicking the wrench icon
- ⚙ If this icon is orange, it means the card limits match the account limits (maximum)
- ⚙ Whenever your account limits are raised, please review your individual card limits, too

## Account Activity

- ⚙ You will receive an emailed receipt with every transaction
- ⚙ To view card activity, find the card & click view under the activity column
- ⚙ To view all activity, click “View All Activity” at the bottom of the portal
- ⚙ You will see the driver name, date, time, location & dollar amount
- ⚙ There are options to filter by month/year & download .csv files

## Disable Compromised Cards

- ⚙ Business Elite Members have the ability to enable/disable cards on their own
- ⚙ Navigate the “Driver Cards” section by using First, Previous, Next & Last (bottom-right)
- ⚙ Click the checkmark to disable a card & click again to enable
- ⚙ Business Elite customers do not need to contact us to disable compromised cards

## Reset Password

- ⚙ Use PIN code if signing in for the first time, then you’ll be asked to create a password
- ⚙ Forgot Password option requests email address & PIN code to reset password
- ⚙ If you are locked out of your account, please call ZipLine at 800-211-1242