

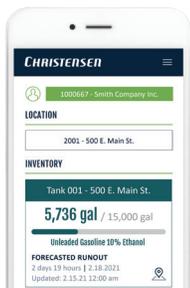
CHRISTENSEN CUSTOMER PORTAL

CLICK & GO FOR FULL CONTROL!

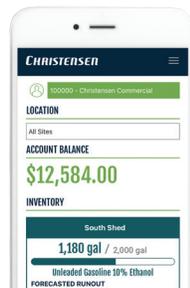
This powerful tool provides you with immediate access to:



TODAY'S PRICES



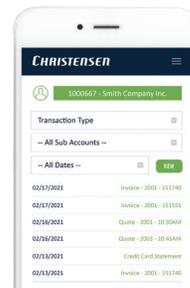
REAL-TIME INVENTORY LEVELS



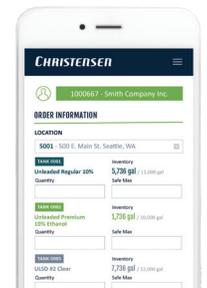
ACCOUNT BALANCE



ORDER HISTORY



REVIEW INVOICES



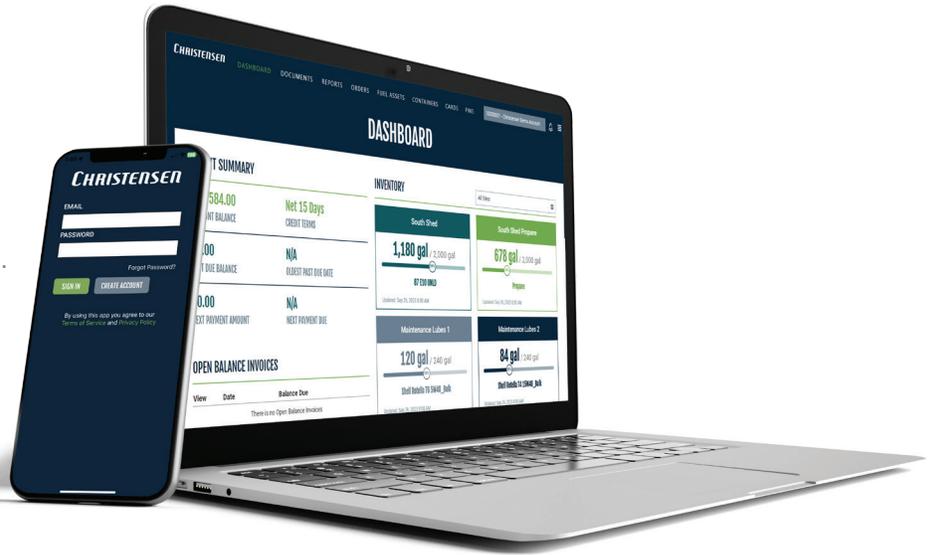
PLACE ORDERS IN A FEW CLICKS!

GETTING ACCESS

OPEN YOUR EMAIL INVITATION

After requesting access to the customer portal through your sales representative, you will receive an email inviting you to register for Christensen's Customer Portal.

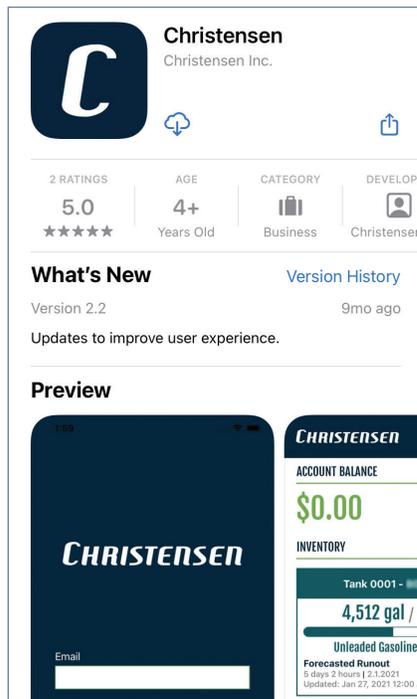
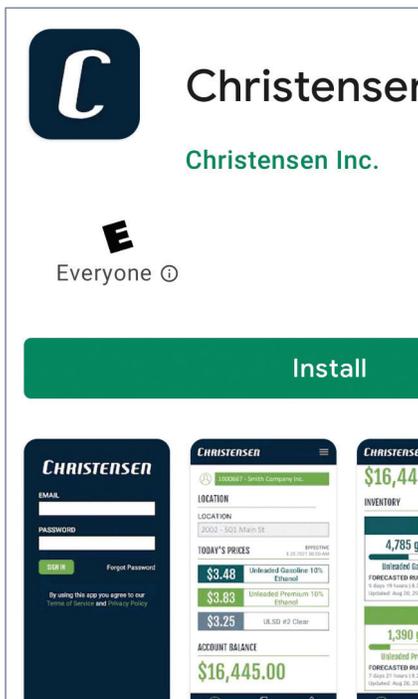
In the email click "Register Now". Provide the requested information to create your account, and you will be automatically logged into the Customer Portal.



EASY ACCESS

After creating your account, you can access the portal using the link below or by downloading the Christensen app on your mobile device from the Google Play Store or Apple Store.

 account.christensenusa.com/login



CHRISTENSEN

ACCOUNT SETTINGS & USER ROLES

At the top right of the customer portal you will find your account profile, settings and the account picker.

ACCOUNT PICKER

If you have more than one account, use the account picker to navigate between accounts and view information by account.



MANAGE USERS

Each Portal account is set up with two types or roles: **Managers** and **Users**. The Manager role is the primary account owner, and can create and edit other users from their account group. Users are those who have access to the account. **Both managers and users are able to place orders, view the dashboard and access all documents.**

If you need to add or deactivate a user on your customer portal account select “**Manage Users**” from the profile menu.

ACCOUNT SETTINGS

If you need to update your contact information, change your password or select a new security question, select “**Account Settings**” from the profile menu.

A screenshot of the 'ADD USER' form. The form is titled 'ADD USER' in large white letters on a dark blue background. Below the title, there are several input fields: 'TYPE' (a dropdown menu), 'FIRST NAME' (a text box), 'LAST NAME' (a text box), 'EMAIL' (a text box containing 'marketing@christensensusa.com'), 'PHONE' (a text box), 'PASSWORD' (a text box with dots), and 'VERIFY PASSWORD' (a text box). At the bottom, there is a checkbox labeled 'Show Password' and two buttons: 'SAVE' (green) and 'CANCEL' (blue).

NAVIGATION MENU & DASHBOARD

MENU

In the upper left of the portal you will find the main navigation menu. This menu will direct you to the different features of the customer portal: **Dashboard**, **Documents**, **Reports** and **Orders**.

CHRISTENSEN DASHBOARD DOCUMENTS REPORTS ORDERS 100002 - Jones Blvd Site Smith Company

DASHBOARD

TODAY'S PRICES EFFECTIVE 12.22.2021 12:15 PM

\$2.89*	Unleaded Gasoline 10% Ethanol
\$3.32*	Unleaded Premium 10% Ethanol
\$3.68*	ULSD #2 Clear

* This price is for a full load of this product or a load combined with other products totaling 11,400 gallons of gasoline or 9,800 gallons of diesel.

ACCOUNT BALANCE

\$8,584.00

INVENTORY 2001 - 1060 Jadwin Ave

Tank 1	Tank 2
5,840 gal / 12,000 gal 48% Unleaded Gasoline 10% Ethanol FORECASTED RUNOUT 3 days 6 hours 12.25.2021 Updated: Dec 22, 2021 1:15 PM	4,593 gal / 12,000 gal 38% Unleaded Premium 10% Ethanol FORECASTED RUNOUT 10 days 2 hours 1.1.2022 Updated: Dec 22, 2021 1:15 PM
4,053 gal / 12,000 gal 34% ULSD #2 Clear FORECASTED RUNOUT 13 days 2 hours 1.4.2022 Updated: Dec 22, 2021 1:15 PM	

© 2021 Christensen, Inc. All rights reserved | Terms & Conditions | Privacy Policy

DASHBOARD

Once you log into the portal you will be directed to the Dashboard (above). The Dashboard displays: Tank inventory levels, Current pricing information and Current account balance.

DOCUMENTS

Access all documents related to your account by document type and date range, including:

- Invoices
- Quotes
- Account statements
- Credit card statements
- EFT notifications

You can even add a note to the document for your personal reference. Notes are visible to all portal users accessing that document in your account.

CHRISTENSEN DASHBOARD DOCUMENTS REPORTS ORDERS 100C02 - Jones Blvd Site Smith Company

DOCUMENTS

DOCUMENT TYPE SELECT DATE RANGE Search

View	Date	Type	Document	Note
	12-28-2021	Quote	1001296-1000040 Quote 2021-12-28T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-27-2021	Quote	1001296-1000040 Quote 2021-12-27T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-25-2021	Quote	1001296-1000040 Quote 2021-12-25T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-24-2021	Quote	1001296-1000040 Quote 2021-12-24T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-24-2021	Statement	Account Statement	
	12-23-2021	Quote	1001296-1000040 Quote 2021-12-23T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-22-2021	Quote	1001296-1000040 Quote 2021-12-22T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-21-2021	Quote	1001296-1000040 Quote 2021-12-21T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-18-2021	Quote	1001296-1000040 Quote 2021-12-18T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-17-2021	Quote	1001296-1000040 Quote 2021-12-17T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-17-2021	Statement	Account Statement	<input checked="" type="checkbox"/>
	12-16-2021	Quote	1001296-1000040 Quote 2021-12-16T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-15-2021	Quote	1001296-1000040 Quote 2021-12-15T00:01:00+00:00	<input checked="" type="checkbox"/>
	12-14-2021	Quote	1001296-1000040 Quote 2021-12-14T00:01:00+00:00	<input checked="" type="checkbox"/>

ADD/EDIT NOTE

I will pay this invoice next week.

UPDATE CANCEL

PLACING & TRACKING ORDERS

PLACING ORDERS

The easiest way to order fuel from Christensen is through the Place Order feature. You can easily reorder any product you have previously purchased from us.

1. Select your delivery location.
2. Request the quantity and safe maximum for each tank.

CHRISTENSEN DASHBOARD DOCUMENTS REPORTS **ORDERS** 100002 - Jones Blvd Site Smith Company

PLACE ORDER

ORDER INFORMATION ORDER TRACKER

LOCATION
2001 - 1060 Jadwin Ave

Tank	Quantity	Safe Max	Inventory
Tank 1 Unleaded Gasoline 10% Ethanol	<input type="text"/>	<input type="text"/>	5,840 gal / 12,000 gal
Tank 2 Unleaded Premium 10% Ethanol	<input type="text"/>	<input type="text"/>	4,593 gal / 12,000 gal
Tank 3 ULSD #2 Clear	<input type="text"/>	<input type="text"/>	4,053 gal / 12,000 gal

ADD PRODUCT
Select...

DELIVERY INFORMATION

Delivery Date mm/dd/yyyy <input type="text"/>	Delivery Time Window Select... <input type="text"/>	PO Number <input type="text"/>
Comments <input type="text"/>		

3. Select Delivery Date and Delivery Time Window: You can select your preferred delivery day, your preferred 3-hour delivery time window. Orders must be placed at least 48 hrs in advance of the selected delivery day.
4. Provide a PO Number for the order, if desired.
5. Provide comments helpful to your delivery driver, such as a gate code.

ORDER TRACKER

You can quickly view the status of all orders in your account. You will see the product type, quantity, timeline, and the destination. The timeline displays these key stages: ordered, scheduled, out for delivery, and either the estimated time of delivery or the time the delivery was completed.

CHRISTENSEN DASHBOARD DOCUMENTS REPORTS **ORDERS** 100002 - Jones Blvd Site Smith Company

ORDER TRACKER

ORDERS UPDATED 12.23.2021 8:10am

Order 0259544 Johnson West 555 East Ridge Dr. Seattle, WA 98274	DEF_1*55gl - 1 units	ORDERED 12.17.2021 7:48am	SCHEDULED 12.22.2021 4:00pm	OUT FOR DELIVERY	DELIVERED 12.22.2021 11:32pm
Order 0259488 South Hill 7672 Jackson St. Seattle, WA 98274	Shell Spirax S4 TXM_1*55gl - 2 units	ORDERED 12.17.2021 3:37am	SCHEDULED 12.19.2021 4:00pm	OUT FOR DELIVERY	DELIVERED 12.20.2021 2:04am
Order 0256157 East Station 1223 Brown Ln. Seattle, WA 98274	Shell FormShell SB 5W20_1*55gl - 1 units Shell Spirax S4 TXM_1*55gl - 1 units DEF_Bulk - 200 gallons	ORDERED 12.8.2021 1:25am	SCHEDULED 12.12.2021 4:00pm	OUT FOR DELIVERY	DELIVERED 12.13.2021 1:41am
Order 0253952 Jones Building 1223 Brown Ln. Seattle, WA 98274	Shell Turbo T 68_1*55gl - 2 units	ORDERED 12.1.2021 4:05am	SCHEDULED 12.5.2021 4:00pm	OUT FOR DELIVERY	DELIVERED 12.6.2021 6:51am

© 2021 Christensen, Inc. All rights reserved | Terms & Conditions | Privacy Policy

REPORTS

This is your main source for business information encompassing costs, volumes, invoices, and transaction breakdowns to the line-item level. You can also select the date range to limit the data for your needs.

You can view these reports online or download the Excel spreadsheets.

The screenshot displays the Christensen Reports interface. At the top, there is a navigation bar with the Christensen logo and menu items: DASHBOARD, DOCUMENTS, REPORTS (highlighted), and ORDERS. On the right, there is a dropdown menu for the site (100002 - Jones Blvd Site) and the user name (Smith Company). The main heading is 'REPORTS'. Below this, there is a filter section with a dropdown menu set to 'Costs - By Product', a date range selector for '11/29/2021 to 12/29/2021', and buttons for 'VIEW' and 'DOWNLOAD'. A search bar is also present. The main content is a table with the following data:

Item Code	Item Code Desc	Quantity	Avg. Price	Total
99512000004055	DEF_1*55gl	2	\$208.34000	\$416.68
99512000004000	DEF_Bulk	230	\$2.22600	\$511.98
81	ULSD #2 Dyed	5350.1	\$3.53597	\$18,917.81
80	ULSD #2 Clear	22171.099988	\$3.15728	\$81,344.09
34	Unleaded Gasoline 10% Ethanol	6100	\$2.84871	\$17,377.11
104351000068355	Shell Turbo T 68_1*55gl	2	\$1,031.25000	\$2,062.50
10120100006055	Shell Spirax S4 TXM_1*55gl	3	\$775.39550	\$2,326.19
101132000520055	Shell FormShell SB 5W20_1*55gl	1	\$504.73500	\$504.74
10	Propane	75	\$3.70000	\$277.50
/SURCHARGE	Fuel Surcharge	18925.1	\$0.03000	\$567.75
/SEA_FSCHG	Fuel Surcharge	4	\$35.08500	\$140.34
/DIESELADD	Diesel Additive	12750.1	\$0.04000	\$510.00

At the bottom of the interface, there is a copyright notice: © 2021 Christensen, Inc. All rights reserved | Terms & Conditions | Privacy Policy.

FREQUENTLY USED REPORTS

- Transaction Details: All line item quantities and totals from invoices.
- Costs- By Product: Total product quantities, average and total price paid.
- Credit Card Transactions: Credit Card totals, fees, and rewards.
- Statements: Backward looking account balance history reflecting invoices, payments, and other adjustments.

CUSTOMER ASSISTANCE

FORGOT YOUR PASSWORD?

Go to account.christensenusa.com and click the link “Forgot Password?” next to the Sign In button to reset your password. You will receive an email with instructions to reset your password.

Your username is the email address you provided.

NEED ASSISTANCE?

If you are still unable to log in, please email customerservice@christensenusa.com for further assistance.

WE’RE ALWAYS LOOKING TO IMPROVE YOUR EXPERIENCE!

Would you like to see an enhancement made to the portal? Please email customerservice@christensenusa.com with any feedback or suggestions. We love your insight.

CUSTOMER SERVICE

Please contact our customer service team if you have any additional questions.

855.931.1402

customerservice@christensenusa.com

CHRISTENSEN