

Instructions

A Quick Account Setup Guide for Fleet Owners and Managers

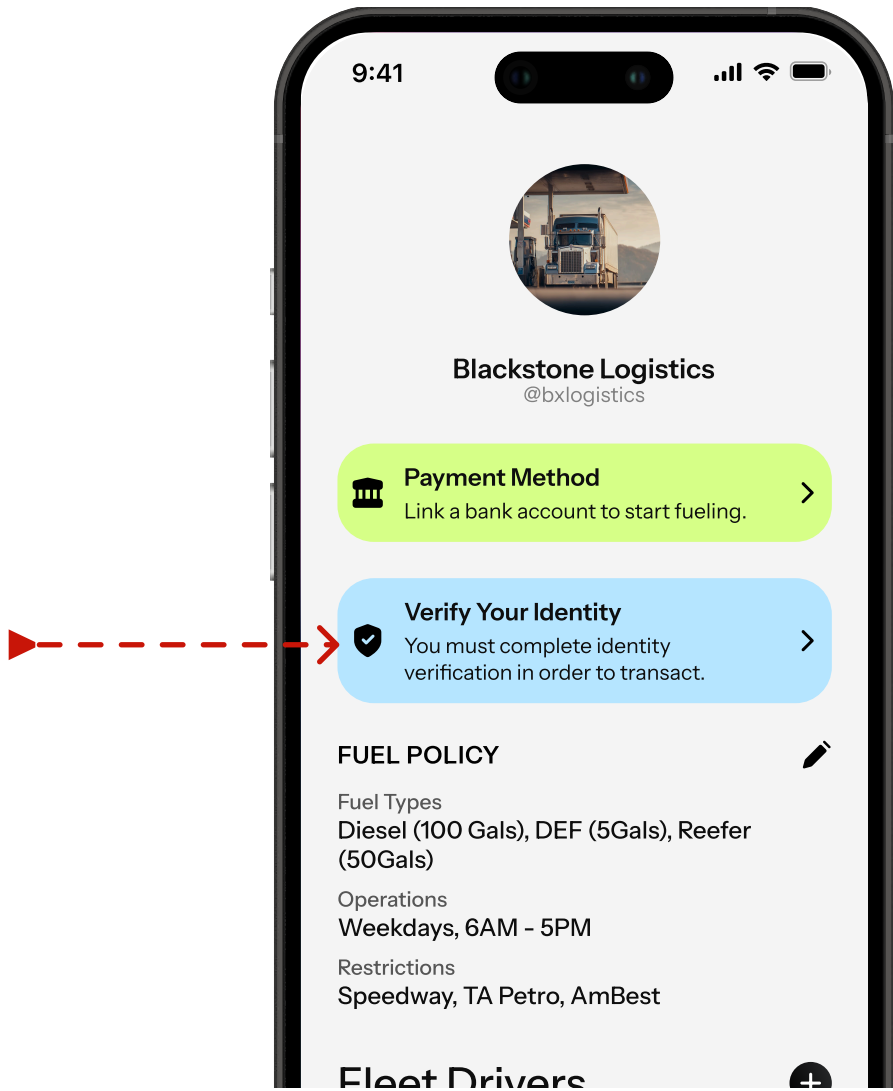
CONTACT sales@greenlane.ai (800) 716-6997

✓ STEP 1: VERIFY IDENTITY

Make sure you have the following required information:

- 1. Your CDL and SSN
- 2. Business information such as Employer Identification Number (EIN)
- 3. USDOT information

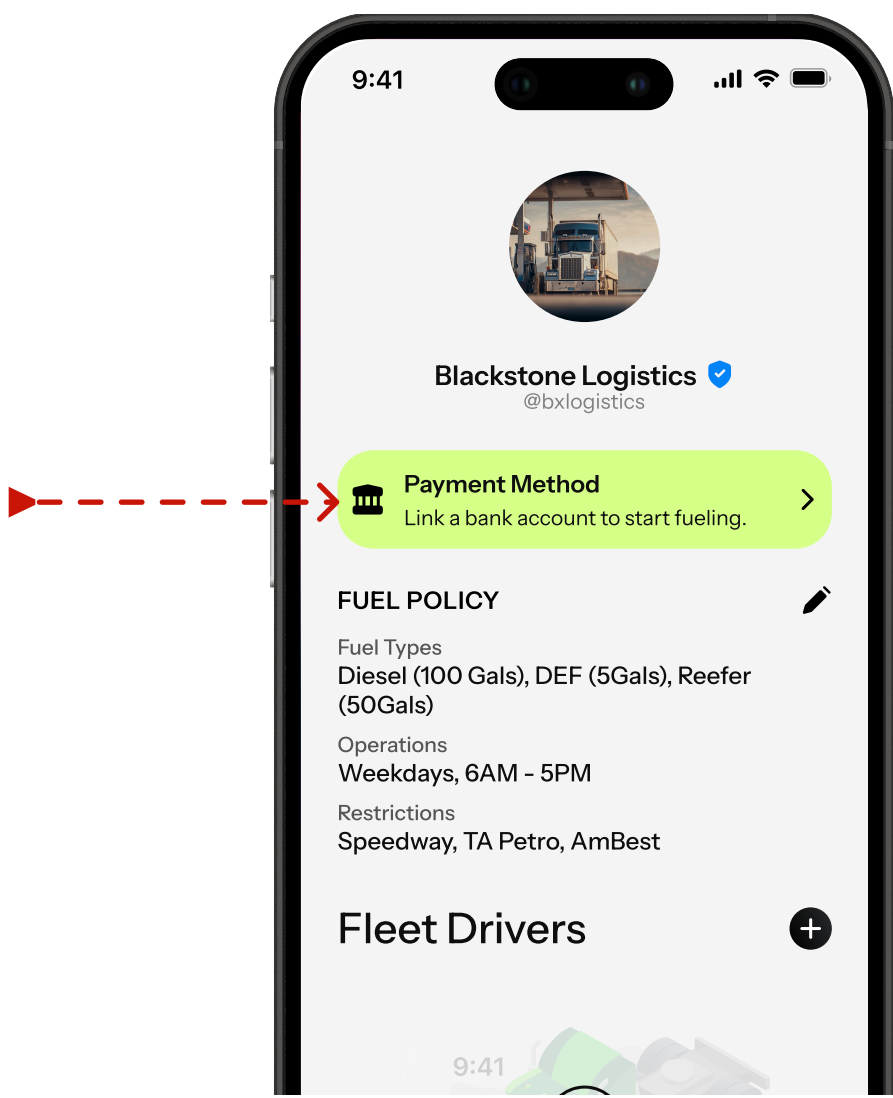
⚠ You must **pass identity verification** before your fleet can **purchase fuel**.



✓ STEP 2: ADD A CREDIT CARD

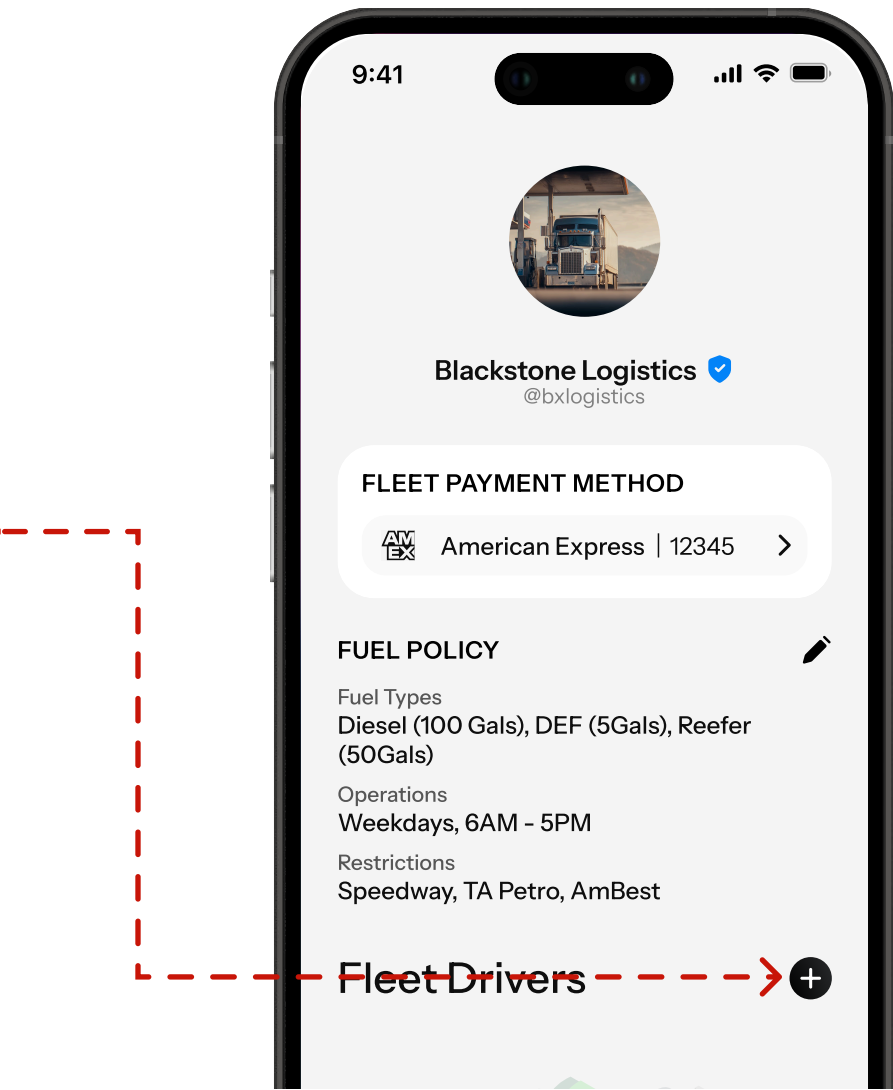
Add the credit card you want to use to pay for your fleet’s fuel purchases.

Please note we **do not support Debit Cards** for fleet. However, we will soon roll out our **Pay By Bank** option.



✓ STEP 3: INVITE DRIVERS

Invite drivers using the **email** and **mobile number** they plan to use for creating their account.



✓ STEP 4: SET FUEL POLICY

The Fuel Policy feature is an innovative way for you to manage your fuel costs.

Set daily limits for each fuel type (diesel, reefer, DEF). Your drivers can always **request an override** if they need more fuel.

