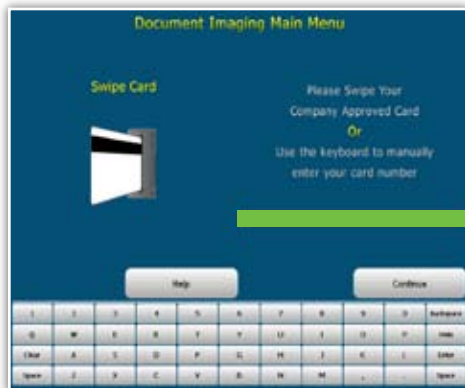


Step 1: Enter PIN



To begin, swipe your company approved fuel card or enter your pin number using the touch-screen keyboard. You may also use the keyboard to manually enter your card number.

Step 2: Scan a Document Page



This screen will prompt you to scan your documents. Prepare your documents by placing one or more pages upside down and facing backwards in the document feeder. Place small receipts in the center. Touch 'Start Scan' when ready.

Step 3: Scanning



This screen will appear as your documents are being scanned.

Step 4: Additional Pages



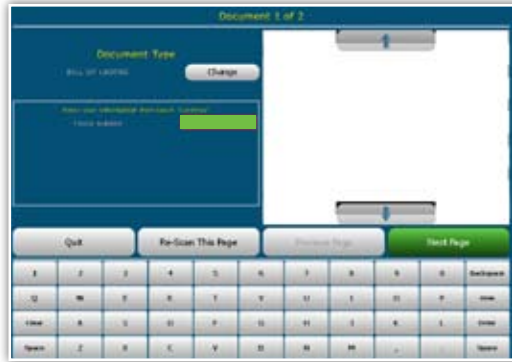
Select 'Yes' if you have more documents to scan or 'No' if you would like to proceed to the next screen.

Step 5: Select Doc Type



Select the document type you are scanning for by touching it on the screen. If your company does not want you to select a type of document, this screen will be skipped.

Step 6: Enter Load Info/Doc Preview



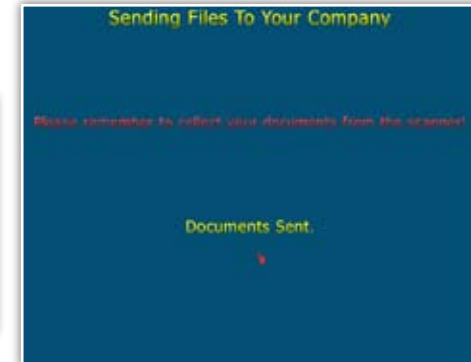
Use the 'Change' button to change the document type. If you need to re-scan the image touch the "Re-Scan" button and scan the document again. If your company does not provide load data, you may be prompted to enter your load data instead. The document preview allows you to view your pages after scanning. Use the arrows to scroll through your documents. If you have more documents press 'Next'.

Continue with Load Data



This screen will allow you to select the load assigned to the documents you are scanning. Select 'continue' once you see the correct load. If you don't see the load, select 'Not In List' and you can manually enter the load information on the touch-screen keyboard.

Step 7: Collect Originals



This page displays as the files are being sent to your company

DON'T FORGET TO COLLECT YOUR ORIGINALS FROM THE SCANNER!

Step 8: Confirmation

After you have completed the scanning session you will see a screen that confirms the information has been sent. You also have the option to scan again at this point. You can retrieve your confirmation receipt from the printer located next to the scanner.

Frequently Asked Questions

1. How can I get assistance with scanning?
Find a fuel desk attendant or call 1-800-206-5506 for assistance.
2. What if I do not get my confirmation number?
Call 1-800-206-5506. You will need to tell them the Flying J location you are at.
3. How do I clear a paper jam?
Open the scanner by pressing the button on the top. Retrieve the document, then close the scanner. OR Find a fuel desk attendant for assistance.
4. When is customer service available?
Customer service is available 24/7 to provide support for scanning assistance and basic troubleshooting procedures.
5. Is there another option for scanning if the fuel desk scanner is not available?
Scan & Go is also available near the driver's lounge and also on the Driver Services kiosk located next to the Scan & Go machine at Flying J Travel Plazas nationwide.