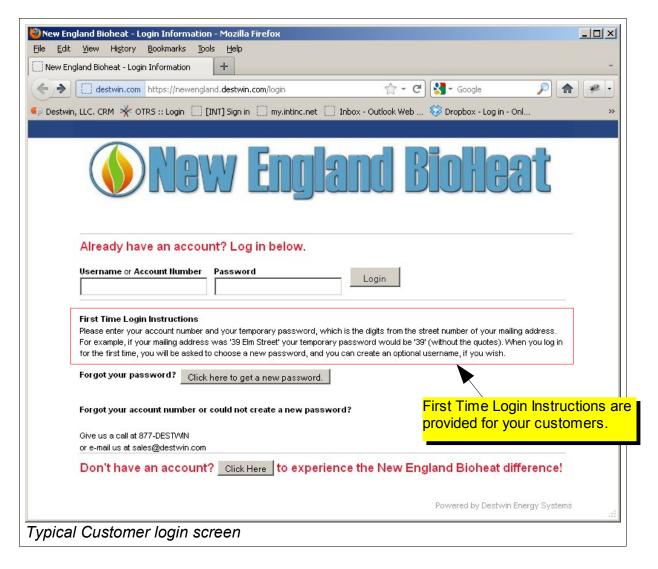
Destwin<sup>®</sup> Quick Reference Guide Console Version 2.0 How to Access the Destwin Fuel Dealer Solution<sup>™</sup> 09-JAN-12

This Help Document describes how to access the Customer (public) and Administrator (private) pages of the Destwin Fuel Dealer Solution<sup>™</sup> web portal.

## Web Site Address (URL)

The Destwin Fuel Dealer Solution is a web based business application that is accessed through a web browser. The "Customer" section of the site is accessed through password protected "My Account" link on your home page. The "Admin" section of the site is also accessed via secure logins with login credentials and passwords established for the individuals within your organization who will be responsible for the site and for your CSRs.



Accessing the Site page 1 of 3

## **Administrator Login Instructions**

The Destwin Fuel Dealer Solution resides on servers at a commercial web hosting facility. Your site can be accessed by entering the web address (URL) you chose for your portal in the address bar of a web browser. Most often Fuel Dealers use 'myaccount' as the prefix for their Deswin URL. For example if your primary web site address is:

## oilwebsite.com

the your Destwin URL might be: myaccount.oilwebsite.com

The Administrative pages or Dealer Management Console, are accessed by adding: /admin

to the end of the customer portal URL. Following the above example, the Dealer Management Console URL would be:

myaccount.oilwebsite.com/admin

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- 1. In the Name field enter the User Name that has been assigned to you.
- 2. In the Password field enter the Password that has been assigned to you.
- 3. Click on the Login button.

After logging in you should arrive at the Dealer Management Console. The content of the landing page for the Console can be set to a number of different screens. Contact Destwin for additional information.

To navigate through the Console, position the mouse over one of the top level blue buttons in the upper menu bar. A drop down sub-menu will apprear. Position the mouse over the desired function and click to access that item.

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