



GETTING STARTED - E-FUEL ACCOUNT

eFuel is an automated payment solution that allows motorists to pay for their fuel electronically .Your efuel prepaid account allows you to make cashless payments at any of the participating filing stationsl. eFuel is a product within our ePass solutions which includes eTolls - a cashless payments solution for your Tolls

Step 1: Registration

To sign up for eFuel for your fleet of vehicles - go to our website www.epass.co.zm and on the home page- Go to the 'Register Now' Section and click on Register under eFuel Fleet.

Complete the registration form and a member of the operations team will contact you when your account is set up and provide you with your login credentials.

ePass		Features Sign Up Contact	t	Sign in
	ePass	eToll	eFuel	
	Individual 1 to 5 Cards	Fleet 5+ Cards	Fleet 5+ Cards	
	Buy fuel, pay for road tolls and access roadside assistance for your household, small business or individual employes in a secure and convenient way. Access your account online or use the mobile applications.	Manage your fleet with a cashless eToll payment solution and word class online reporting solutions that will make Toll Management in your company faster, convenient, secure and efficient.	Manage your fleet with automated cashless payment solution by opening an an efuel account. Our world class online reporting solutions will make toll and fuel management in your company faster.	
	Coming Soon	Register Getting Started Guide	Register Getting Started Guide	

Step 2.: Account Activation

Before your account is activated an initial payment must be made into your eFuel account (see section 3 on re-charging your account) and the details of each vehicle must sent to a member of the operations team via email or using the card order function in your online account portal. The information should include Vehicle registration numbers and the Driver names. So in the Vehicle Reg Space- also add the name of the driver.

🖵 Dashboard	Card Orders					
₩ Expense	+	Copy CSV Print Excel PDF				
Ф Accounting	+	Search:				
Management	+	Service Provider Choose	e one What's the vehicle reg?	Order		
 Card Orders 		Order # 11 Vehicle Registration #	11 Service Provider	11 Order Status 11		
 Card Top-ups 		6 AAA111	Total	Delivered		
 View Cards 		5 BBB222	Total	Delivered		
 Usage Alerts 		4 CCC333	Total	Delivered		
🙆 Settings	+	3 DDD444	Total	Delivered		
		2 BAG2103	Total	Delivered		
		1 аааа222	Engen	Delivered		
		Showing 1 to 6 of 6 entries Bulk Vehicle	e Registration Upload	Previous 1 Nex		

• Please note that Samfuel, Karan and Mt Meru do not issue physical eFuel cards- instead you will be issued with a virtual account number consisting of the vehicle number plate and Drivers Name.

Step 3 : Ordering Fuel

Once the account has been credited, orders can me made through our customer service line +260962281630 or email address info@booknowzambia.com.

The ordering instructions must state the driver's name, the vehicle registration number, the filling station to be used and the amount to be allocated to that particular vehicle. You may also process orders via your online account portal.

IMPORTANT- transactions – orders must be made for that TOP UP ONLY. So if your driver only requires 200 Litres. You request 200 litres from customer service or place the Total Kwacha Equivalent into your order system.

Card	Top-ups				
Print	Excel PDF			Search:	
	K 6,873.00				
1	Card #	Vehicle Registration #	Card Balance	Pending Top-up	a l
	SF-BAX955-WakuM	BAV 8642	0	0.00	110000 🗘 Top-up
	SF-BAX955-NMushimba	ALX 3279	0	0.00	How much?
	SF-BAX955-MawanoKambeu	BAX 955	0	0.00	How much?

Step 4: Recharging Your MASTER account

Your eFuel Account is pre-paid. Payments can be made through Book Now Zambia Ltd by cheque, cash deposit or electronic bank transfer to :

Account Name : BOOK NOW ZAMBIA LIMITED Account: Number: 62560754931 (ZMW) Bank Name : First National Bank (FNB) Branch Number 260014 (Acacia Park)

For additional payment options- please contact our customer service line

Please ensure that you reference your company name and/or invoice number. Once your MASTER balance account has been credited, you can proceed to place orders. Each time an order is made to to purchase fuel, the corresponding amount will be debited from your MASTER balance.

When your MASTER balance runs low- you will need to make a payment to top up your account via the payment details referenced above.

Step 5 : Collecting your Fuel Card

When you get to a fuel station, the service Attendant will require the vehicle registration number, the quantity of litres being collected as well as the driver's names. The attendant will quickly fill the tank and give the driver a delivery note which can be kept for reference purposes. A receipt will also be sent to the

client via email or whatsapp.

Every transaction paid is deducted from your MASTER account balance. Your MASTER balance and transaction can be seen in your online account- though do note this occurs 24hrs or longer after the fact. Any amount that is not collected will be reversed to the MASTER account.

When your account balance is low, the card can be topped up again by the administrator of the account.

Step 6 : Account Management

Your account can be accessed and used to manage reports on our web portal www.epass.co.zm. Access your account to check your balance, top up your account, view your transaction history as well as view and export your receipts.

+260 212 650005/8 +260 965 929 918 TPIN. 1001716977 DELIVERY NOTE No. 2022/ 1981 MS: BOOK NOW THE Vehicle No.: BAU 8649 Date: 22-06-22 r's Name: WAKY : M CPO No. Order No.: Qty Partic Price / Lt bierec LITTLE 50 TOTAL PUTICI WAKU-N

For any assistance, our wonderful staff is here to help!! Contact our Service Centre on +260962281630 or email info@booknowzambia.com

Welcome to eFuel