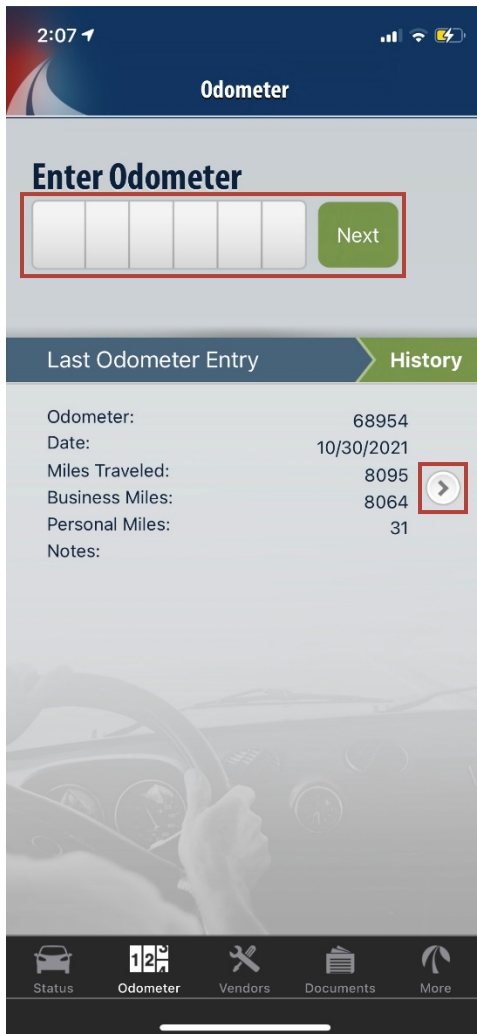


Below is a quick overview into recording mileage into BBL Driver[®] for personal and business miles:

1. Log into the BBL Driver[®] app using your work email as the username and fuel PIN as the password. Then select the '**Odometer**' tab at the bottom of the screen.
2. To log a reading, simply enter in the current odometer mileage in the '**Enter Odometer**' section at the top of the screen. **NOTE:** This should be the odometer reading at the **END** of your trip. Press '**Next**' to continue.
3. Enter any personal miles traveled during the time period covered in your entry. If there are none, you can enter in '**0**.' Business miles will automatically be calculated for you. If you would like to add a note regarding your mileage, you can do so in the '**Notes**' section. Press '**Submit**' when you're done. **NOTE:** The date will default to the day you enter in the mileage. If the entry is for a previous day, you can change this with the '**Edit Date**' button at the top of the screen.
4. A full mileage history can be accessed by clicking on the arrow under '**Last Odometer Entry**.' You can edit the date, personal miles and notes of an entry in your history by clicking on the entry from the list. Press '**Submit**' to save any changes. If you would like to delete an odometer reading entirely, select the '**Delete**' button.



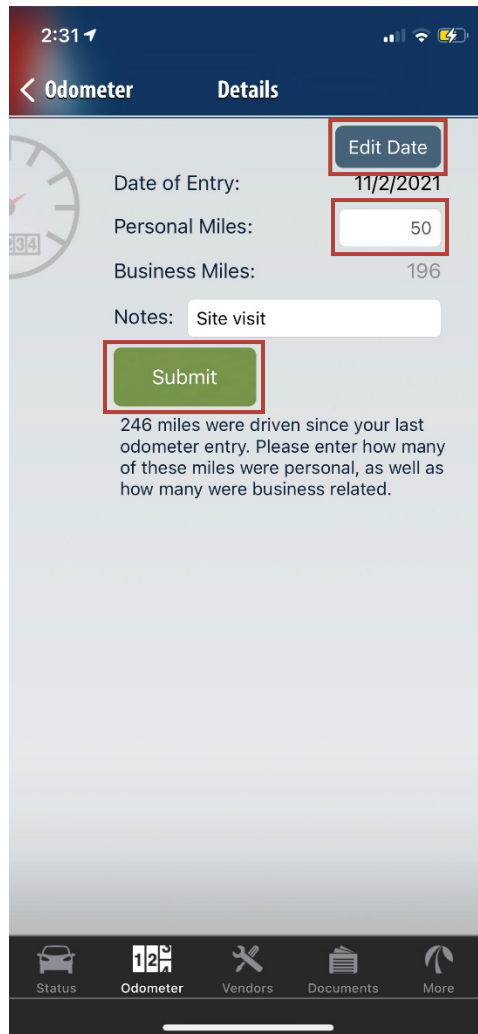
Odometer

Enter Odometer

Next

Last Odometer Entry **History**

Odometer: 68954
 Date: 10/30/2021
 Miles Traveled: 8095
 Business Miles: 8064
 Personal Miles: 31
 Notes:



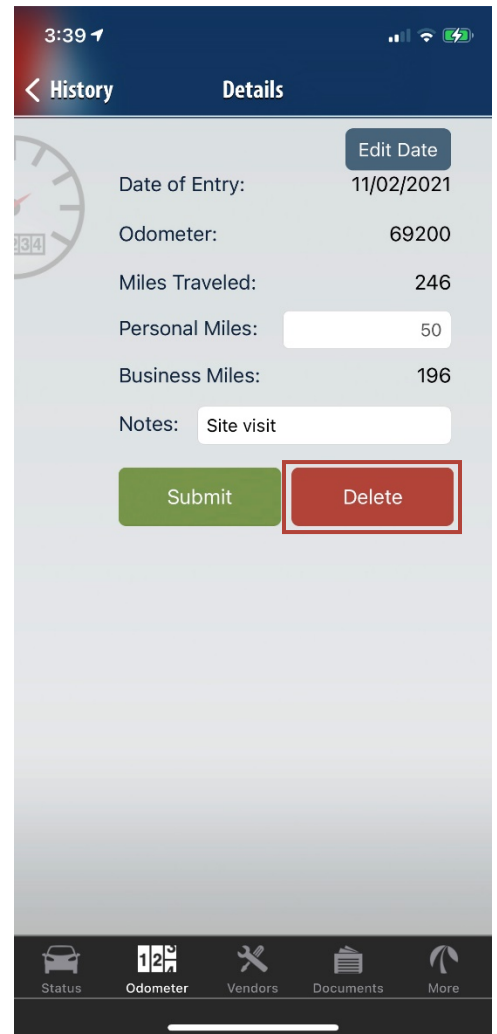
Odometer **Details**

Edit Date

Date of Entry: 11/2/2021
 Personal Miles: 50
 Business Miles: 196
 Notes: Site visit

Submit

246 miles were driven since your last odometer entry. Please enter how many of these miles were personal, as well as how many were business related.



History **Details**

Edit Date

Date of Entry: 11/02/2021
 Odometer: 69200
 Miles Traveled: 246
 Personal Miles: 50
 Business Miles: 196
 Notes: Site visit

Submit Delete