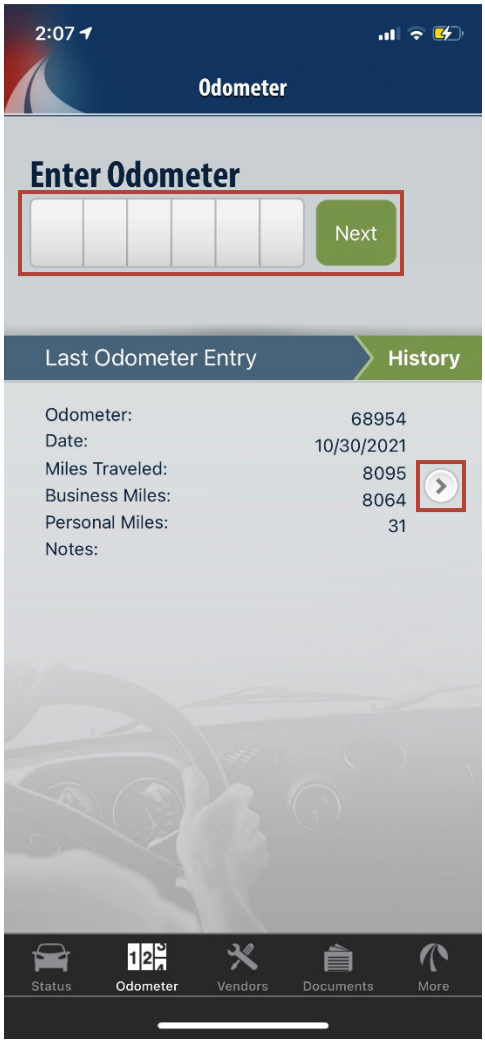
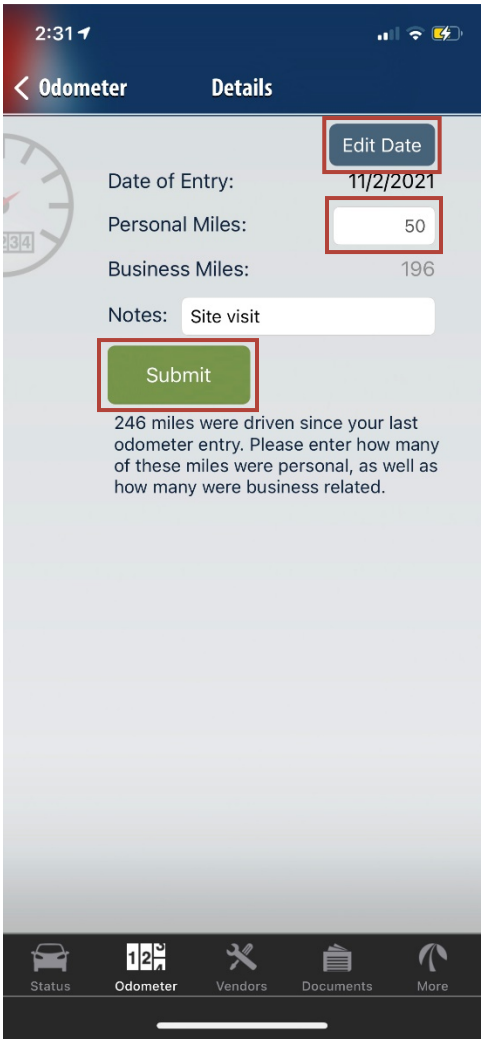
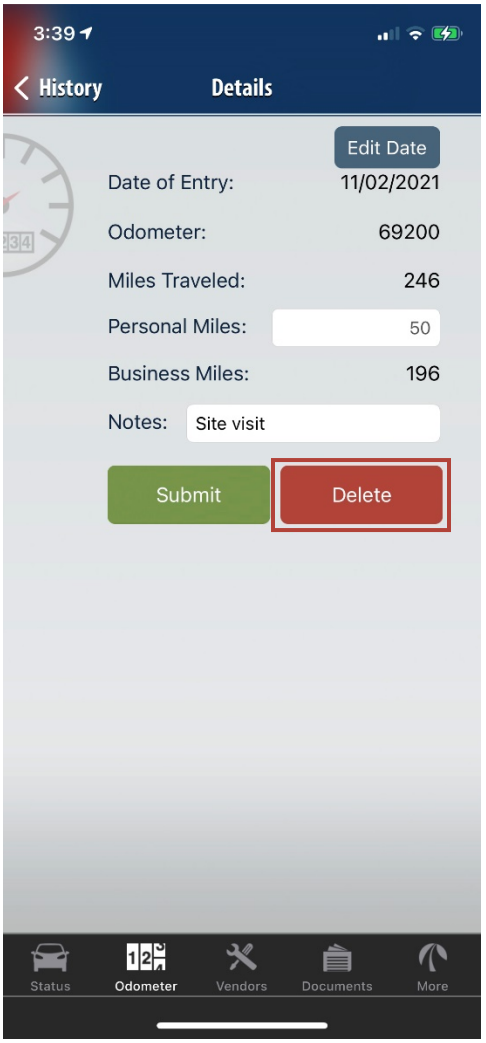
Welcome to BBL Driver©

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.