



# Credit Card Settlement Report Access



Following a site's conversion to CommLinX, Credit Card settlement reports and RFCOs will no longer be available through the Point of Sale device. Operators will now have retrieve site credit card and RFCO data through [bpconnection.com](http://bpconnection.com). In order for your site operators to access these reports you will be required to request a login ID for them. It is important that this be done before a location converts. There are two options available for your sites to receive these reports

## Option 1

Just as you do today, the easiest, most cost effective way to access site data is to log into [www.bpconnection.com](http://www.bpconnection.com) anytime, anywhere. Access to [bpconnection.com](http://bpconnection.com) is provided to you and your delegates **free** of charge and gives you immediate access to credit card summaries, batch detail, RFCO requests and much much more! (If you need printed copies of reports, you may also download reports directly from [bpconnection.com](http://bpconnection.com).)

For each operator that requires access to site credit card settlement reports you would need to request a new user login ID. Information on how to set up a new user is posted under the forms section of [bpconnection.com](http://bpconnection.com). When you add a site level user, be sure to indicate that the he or she is to have "limited site level access" and be sure to provide the SVB number for the appropriate site. Providing the SVB number, limits viewing capabilities to just the location listed. It is expected that most all locations will utilize the internet connection provided by CommLinX to connect to [bpconnection.com](http://bpconnection.com).



## Option 2

BP understands that there may be some operators who do not want to install a personal computer in their site. Option 2 is for them:

For an **additional cost** you can utilize an independent fax provider and the fax provider will supply you with an email address. You will be responsible for inputting this address into the Settlement email maintenance screen under the CARDS menu and Site maintenance screen.

Settlement reports and RFCO reports will be sent from bp via email to the fax provider, and the fax provider will then be responsible for transmitting faxed reports to your sites.

Reports for each site can be sent to one or multiple fax/email destinations. At this time, the only reports that will sent via fax are the daily settlement report and the RFCO report.

Examples of searches for email to fax providers:

- [www.fax2you.com](http://www.fax2you.com)
- [www.myfax.com](http://www.myfax.com)
- [www.send2fax.com](http://www.send2fax.com)
- [www.efax.com](http://www.efax.com)
- [www.faxfreedom.biz](http://www.faxfreedom.biz)

