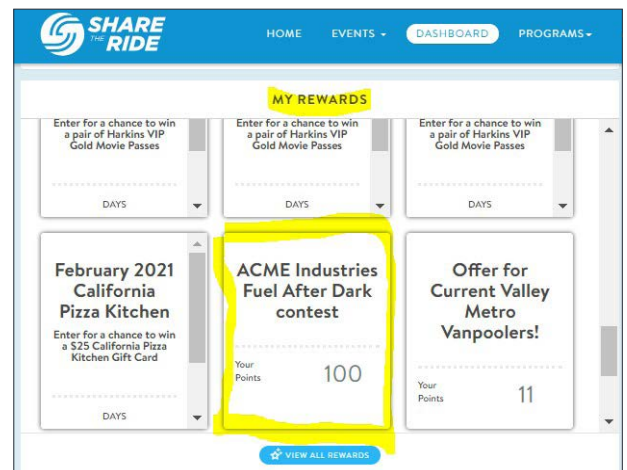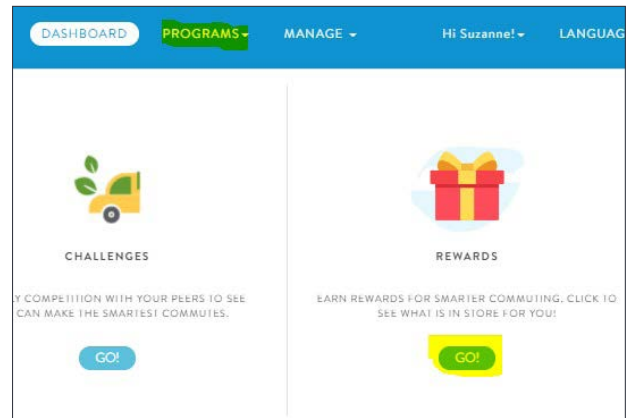# *How to enter a Fuel After Dark (FAD) incentive*
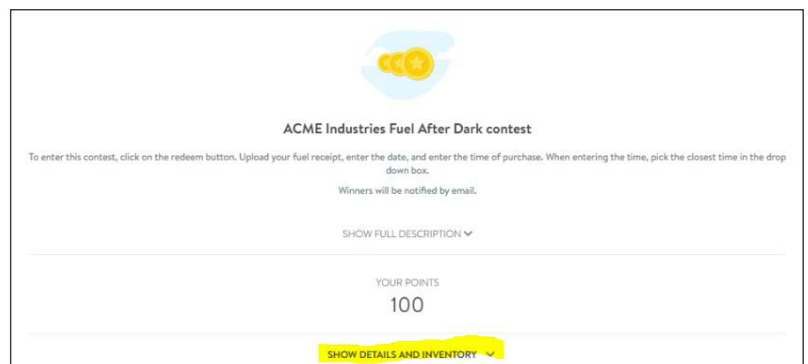
**User Instructions – Browser**

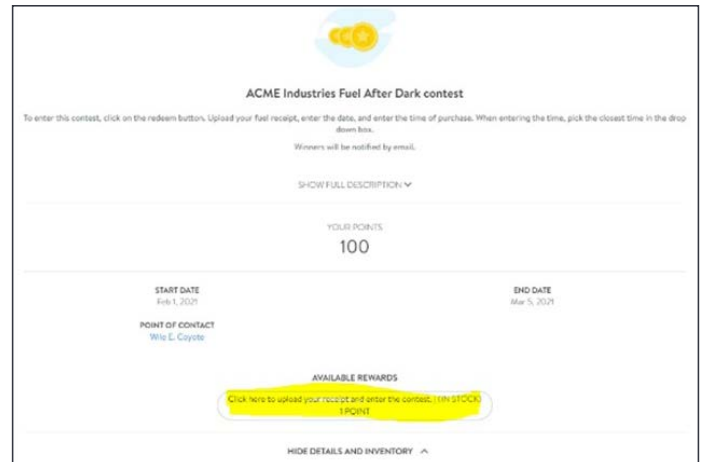To begin, log in to **ShareTheRide.com.**

Find your organization's Fuel After Dark (FAD) program, either by clicking on PROGRAMS and then REWARDS, or by scrolling through the incentives on your dashboard under MY REWARDS.
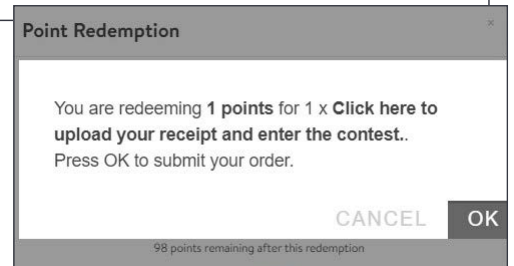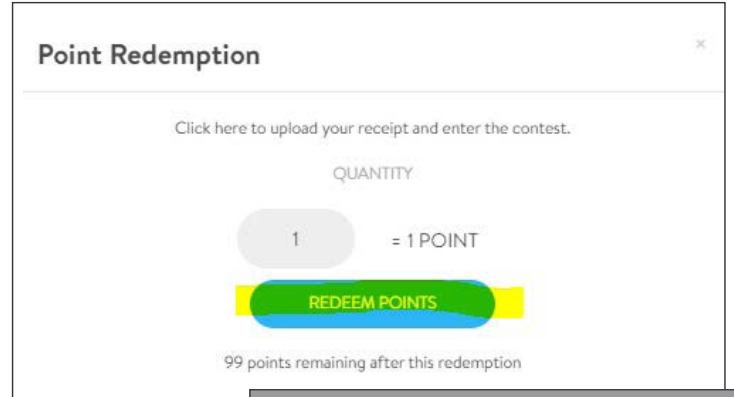




Click on the desired incentive, then on "SHOW DETAILS AND INVENTORY."

Click the button under AVAILABLE REWARDS, where you see instructions and a point value. What you see is specific to your organization and may not match the example exactly.



Click the blue REDEEM POINTS button and click OK to confirm.

Enter the date you purchased fuel in the **date fuel was purchased** field.

From the drop-down menu in the **Time fuel was purchased** field, select the time closest to when you fueled your vehicle.

Click **Choose File** to select the image of your receipt, then click the blue UPLOAD button. **NOTE**: On the mobile app, first save the photo of the receipt to your phone. Then, specify the file size when you upload the image.

## Almost done...

Please enter the following information

Date fuel was purchased: `Purchase Date` 📅

Time fuel was purchased: `5:00 PM` 🕐

Please Upload a copy/scan/image of your receipt

**Choose File** No file chosen

Notes:
Only 'JPG', 'PNG', 'JPEG', and 'PDF' file extensions are allowed
Maximum file size is 2MB.

## Almost done...

Please enter the following information

Date fuel was purchased: 02/02/2021 📅

Time fuel was purchased: 5:00 PM 🕐

Please Upload a copy/scan/image of your receipt **UPLOAD**

Notes:
Only 'JPG', 'PNG', 'JPEG', and 'PDF' file extensions are allowed
Maximum file size is 2MB.

After uploading your receipt, click the green COMPLETE REQUEST button.

## Almost done...

Please enter the following information

Date fuel was purchased: 02/01/2021 📅

Time fuel was purchased: 12:30 AM 🕐

Please Upload a copy/scan/image of your receipt **UPLOAD**

⊘ File Successfully Uploaded

Notes:
Only 'JPG', 'PNG', 'JPEG', and 'PDF' file extensions are allowed
Maximum file size is 2MB.

**COMPLETE REQUEST**

The system will respond "Request Received." Congratulations! You have entered a Fuel After Dark

## Request Received                                ✕

Thank you for submitting your receipt. We will contact you if we have questions.

**CLOSE**