POINT OF SALE INSTALLATION GUIDE





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Before You Start

Note: If you have an existing loyalty program that uses a phone number for the alternate ID, contact your Verifone Authorize Service Contractor (VASC) to help you setup the system so both programs work together.

Minimum POS and Firewall Standards

- CITGO version 82, VAPS version 1.10.44, Verifone Base 51.43
- Firewall requirements:
 - Firewall provider must be a CITGO-authorized vendor.
 - CITGO requires the Managed Network Service Provider (MNSP) All-In-One Zone Router and Firewall, but it is not required for Club CITGO. See images on page 5.
- Firewall Upgrade Process
 - If not upgraded to the All-In-One Zone Router, contact your firewall provider for equipment and installation instructions. Your firewall provider may ask you to schedule an installer to assist.

Support

- POS Installation Questions:
 - Verifone Help Desk: 1-888-889-7829 (Have your location phone number available)
- Firewall Provider Communication Issues:
 - Acumera: 1-512-687-7412
 - Control Scan 1-800-393-3246 (also known as EchoSat, SPG or PaySafe)
 - Cybera: 1-866-4CYBERA (or 1-866-429-2372)
 - Mako Networks: 1-844-66-CITGO (or 1-844-662-4846)
- Discounts Not Working: (App Issue)
 - PDI Service Department: 1-800-371-1118, press 2
- General Club CITGO Questions:
 - Email ClubCITGO@CITGO.com

Before You Start Continued

Installation Essentials and Preparation

□ Connect USB mouse and keyboard to register.

Make a list of the following items for use during the configuration:

 The CITGO eight digit location number found on the store receipt starting with three zeros. (Ex.00012345678)

CITGO location number: _____

Circle the name of your firewall provider:

Acumera Control Scan (also known as EchoSat, SPG or PaySafe) Cybera Mako

2. Note the Manager level user ID and password.

Before You Start : Reference Equipment Club CITGO + Verifone

Firewall Provider Router Images

Acumera MNSP Router







Cybera SCA 325 MNSP Router







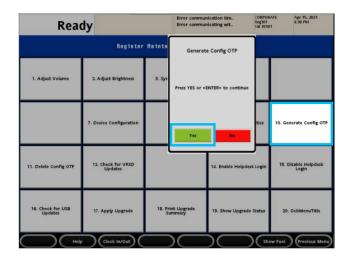
Skip this if you already logged into the Configuration Manager.

How to Obtain a One-Time Password (OTP)

- 1. From the main Sales Screen, select CSR Functions
- 2. Select Maintenance Menu
- 3. Select Option 10. Generate Config OTP
- 4. Press Yes
- 5. Write down the OTP 4 digit number (ex: OTP:1234).
- 6. Press OK
- 7. Press **Save** to save changes made. Save button only appears after changes are made.

Note: Once the One-Time Password (OTP) is displayed, write it down for future reference.





Read	dy		Error commu Error commu		CORPOR Reg101 Till 1010	4:38 PM
	Register	Hainte	Generat	e Config OTP		
1. Adjust Volume	2. Adjust Brightness	3. Sys		TP: 5370 ated Successfully		
	7. Device Configuration			ок	itics	10. Generate Config OTP
11. Delete Config OTP	12. Check for VRSD Updates			14. Enable Helpde	isk Login	15. Disable Helpdesk Login
16. Check for USB Updates	17. Apply Upgrade	18. Pri Su	nt Upgrade mmary	19. Show Upgrad	e Status	20. OcbMenuTitle
Негр	Clock In/Out		$) \bigcirc$) (she	ow Fuel Previous Menu



If you are already in Configuration Manager, then use this method to obtain a One-Time Password (OTP)

Already in Configuration Manager? Use this method to obtain the One-Time Password

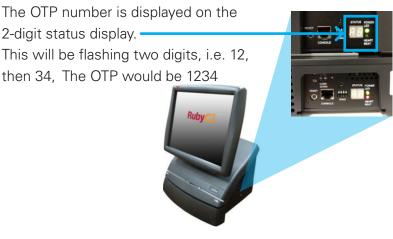
- 1. When prompted with the One-Time Password pop up display, select Generate OTP
- 2. Look at the Commander/RubyCi Hardware Display for token to be displayed.
- 3. Type in the token number and select **OK** (*If token displays a period do not use the period*).

One-Time Password	One-Time Password
A One-Time Password (OTP) is required to access this function	A One-Time Password (OTP) is required to access this function Configuration Manager
One-Time Password Generate OTP	OTP has been generated. Please read it from the Commander Site Controller's status display.
Ok Cancel	

Option 1: Located on Controller



Option 2: Located on Side of RubyCi





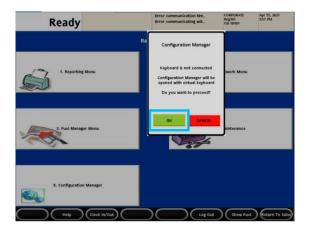
Accessing Configuration Client from a Verifone Ruby2 or Topaz Register

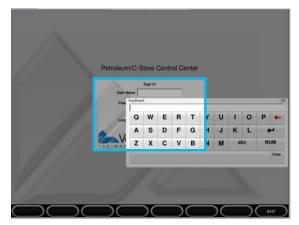
- 1. From the main Sales Screen, select CSR Functions
- 2. Select Configuration Manager
- 3. Use manager credentials to login.

Note: Connect a USB keyboard and mouse to register for easier navigation.









Local Area Network Configuration

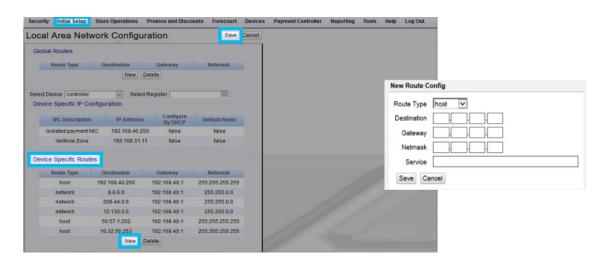
 STEP 1
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1. Select Initial Setup

2. Select Local Area Network Configuration

If Isolated Payment NIC Default Route is already set to True then Step 3 will not be needed.

- 3. Select **New** under Device Specific Router and enter the appropriate information from the table below depending on your MNSP firewall provider.
- 4. Enter in a DNS address of 8.8.8.8
- 5. Press **Save** at the top to save changes made. Save button only appears after changes are made.



DNS	
Domain Name (Optional)	
DNS 1	8, 8, 4, 4
DNS 2	8, 8, 8, 8
DNS 3	

Do not modify current configuration. Device specific IP configurations can vary.

Firewall Provider	Route Type	Destination	Gateway	Netmask	Service
Control Scan Cybera	HOST	34.192.165.152	192.168.40.1	255.255.255.255	Club CITGO Loyalty
Acumera Mako	HOST	146.20.165.126	192.168.40.1	255.255.255.255	Club CITGO Loyalty

EPS Configuration

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- 1. Select Payment Controller
- 2. Select EPS Configuration
- 3. Select EPS Global Configuration
- 4. Select Loyalty Tab

Field Title	Action or Content Required
Enable Alternate ID	Enabled (Box checked)
Journal Loyalty ID to POS	Enabled (Box checked)
Use Long Text For Indoor Prompts	Enabled (Box checked)
Prompt for Loyalty after payment	Disabled (Box NOT checked)
Send reward prompt to Cashier	Disabled (Box NOT checked)
Prompt for rewards only on fuel	Disabled (Box NOT checked)
Reward Prompt Timeout (In Seconds)	30

Example Configuration: Sample Crop Version 011

EPS Global	-				Save Cancel
EPS FOP PIN	PAD Message	Loyalty	Trigger Pull Configuration	EMV Configuration	EMV Initialization
Use Long To Prompt fo Send rew	Enable Alterr urnal Loyalty ID t ext For Indoor Pr r Loyalty after pa vard prompt to C or rewards only o	ate ID [to POS [rompts] ayment [ashier] on fuel]	2 2 2 		

5. Press **Save** to save changes. Save button appears only after changes are made.

POS Configuration

Club CITGO + Verifone

STEP 5

STEP 6

STEP 7

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- 1. Select Payment Controller
- 2. Select POS Configuration
- 3. Select the POS Tab

Field Title	Action or Content Required
Batch Close Period	Day
Loyalty Enabled	Enabled (Box checked)
Multiple Loyalty Discounts	Enabled (Box checked)
Auth on Total	Enabled (Box checked)
Force Cash Receipt	Enabled (Box checked)
EPS PPG precedes POS PPG	Disabled (Box NOT checked)
Message display duration (Secs)	5
Print Customer Copy	Enabled (Box checked)

POS	Configuration
IFSF	POS
Batch)
Bato	th Close Period Day 🔽
Loya	Ity
Ωι	oyaity Enabled
	Multiple Loyalty Discounts in same Transaction
	Auth on Total
	Force Cash Receipt
	EPS PPG precedes POS PPG
Misc	
Mes	sage display duration(Secs) 5
	Print Customer Copy

4. Select **Save** to save changes made. Save button appears only after changes are made.

PCAT Configuration

Club CITGO + Verifone

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STEP 11 STEP 12 STEP 13 STEP 14

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STEP 10

- 1. Select Payment Controller
- 2. Select EPS Configuration
- 3. Select the PCATS01 Loyalty Configuration or next available PCATS Loyalty Configuration

Field Title	Action or Content Required
FEP Enabled	Enabled (Box checked)
Dealer ID	8 digit CITGO location number plus 77.
	Example CITGO ID 12345678 Dealer ID 1234567877
Program Name	Club CITGO
Loyalty Offline Receipt Message	Host Unavailable
Enable Barcode Scan	Enabled (Box checked)
Enable Card Download from Host	Disabled (Box NOT checked)
Display Loyalty FEP Offline to Hybrid Cards	Enabled (Box checked)
Mode	IP selected
IP/Domain Name	See provider information below
Port	See provider information below
Enable SSI	Control Scan or Cybera - Enabled (Box checked)
Enable SSL	Mako or Acurmera - Disabled (<i>Box NOT checked</i>)
Heartbeat Timer	120

etwork			
	FEP Enabled		
	Dealer ID	x0000000x	
	Program Name	Club CITGO	
Loyalty	Offline Receipt Message	HOST UNAVAILABLE	
	Enable Barcode Scan		
Enable C	ard Download from Host		
Display Loyalty Fe	p Offline to Hybrid Cards		
	Options-		
Mode Mode IP Serial	Communication C	Dptions	
● IP ○ Serial	Communication C IP/Domain Name [Port [Dptions	

Provider Information:

Control Scan or Cybera

- IP/Domain cgo.cards
- Port 9261

Mako

- IP/Domain 146.20.165.126
- Port 9584

Acumera

- IP/Domain 146.20.165.126 - Port 9568

- Control Scan or Cybera - Enabled (Box checked) Mako or Acurmera - Disabled (Box NOT checked)

4. Press **Save** at the top to save changes made. Save button only appears after changes are made.

Loyalty Card Configuration

STEP 1

3 STEP 4 S

STEP 9 STEP 10 STEP 11 STEP 12 STEP 13 STEP 14

TEP 13 STEP 14 STEP 15

This section covers setting up Club CITGO, Mobile ID and ALT ID.

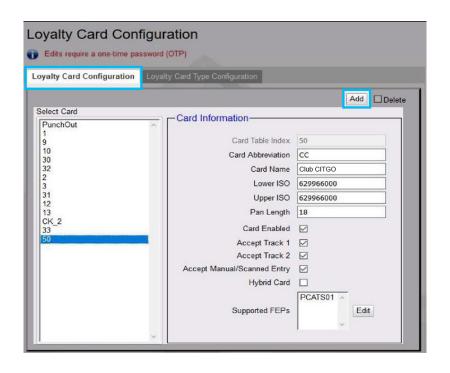
1. From the **ConfigClient**, pull down the **Payment Controller** menu.

STEP 7

STEP 8

- 2. Select EPS Configuration
- 3. Select the Loyalty Card Configuration
- 4. Click **Add** to add a new card.
- 5. Configure the screen as shown below.

Field Title	Action or Content Required
Card Table Index	50
Card Abbreviation	CC
Card Name	Club CITGO
Lower ISO (BIN range)	629966000
Upper ISO (BIN range)	629966000
Pan Length	18 (for total number of digits on the card)
Card Enabled	Enabled (Box checked)
Accept Track 1/Accept Track 2	Enabled (Box checked)
Accept Manual Entry	Enabled (Box checked)
Hybrid Card	Disabled (Box NOT checked)
Supported FEPs	Select the appropriate PCATS



Loyalty Card Configuration Continued — Club CITGO + Verifone

STEP 8 STEP 9 STEP 7

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Complete the Loyalty Card Configuration - Alternate ID

- 1. Click Add to add a new card.
- 2. Configure the screen as shown below.
- 3. Disable other phone number-based loyalty card configurations.

Field Title	Action or Content Required
Card Table Index	52
Card Abbreviation	AI
Card Name	ALT ID
Lower ISO (BIN range)	00000000
Upper ISO (BIN range)	9999999999
Pan Length	10 (entry is for 10-digit phone numbers)
Card Enabled	Enabled (Box checked)
Accept Track 1/Accept Track 2	Enabled (Box checked)
Accept Manual Entry	Enabled (Box checked)
Hybrid Card	Disabled (Box NOT checked)
Supported FEPs	Select ALL the appropriate PCATS FEPs that support
	phone number entries

yalty Card Configuration	Loyalty Card Type Configuration	
		Add 🗆
elect Card PunchOut	Card Information	
1	Card Table Index	52
10 30	Card Abbreviation	AI
32	Card Name	ALT ID
2 3	Lower ISO	000000000
31	Upper ISO	9999999999
12 13	Pan Length	10
CK_2 33	Card Enabled	
40 45	Accept Track 1	
50	Accept Track 2	
51 52	Accept Manual/Scanned Entry	
52	Hybrid Card	
		PCATS01
	Supported FEPs	Edit

Note: Be sure to disable any other Phone based Loyalty Card Configurations. This one entry will allow the Phone Number-based Loyalties to send a request to All Phone Supported Loyalty providers that are programmed in your POS System.

Loyalty Card Configuration Continued — Club CITGO + Verifone

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Complete the Loyalty Card Configuration - Mobile ID

- 1. Click Add to add a new card.
- 2. Configure the screen as shown below.

Field Title	Action or Content Required
Card Table Index	51
Card Abbreviation	BC
Card Name	Mobile ID
Lower ISO (BIN range)	801862996600
Upper ISO (BIN range)	801862996600
Pan Length	22 (for total number of digits of Mobile ID)
Card Enabled	Enabled (Box checked)
Accept Track 1/Accept Track 2	Enabled (Box checked)
Accept Manual Entry	Enabled (Box checked)
Hybrid Card	Disabled (Box NOT checked)
Supported FEPs	Select the appropriate PCATS

alty Card Configuration	Loyalty Card Type Configuration	
		Add Del
lect Card	Card Information	
PunchOut	^	
	Card Table Index	51
0	Card Abbreviation	BC
2	Card Name	Mobile ID
	Lower ISO	801862996600
1	Upper ISO	801862996600
2	Pan Length	22
K_2 3	Card Enabled	
0	Accept Track 1	
5	Accept Track 2	
° 1	Accept Manual/Scanned Entry	
	Hybrid Card	
	yund Gard	PCATS01
	Supported FEPs	Edit

DCR Idle Screen Setu	ір — — — — — — — — — — — — — — — — — — —	 Club CITGO + Verifone
	STEP 7 STEP 8 STEP 9 STEP 10 STEP 11 S	STEP 12 STEP 13 STEP 14 STEP 15

- 1. From the **ConfigClient**, select **Forecourt**
- 2. Select DCR Idle Screen
- 3. Select from the existing Idle screens already in use. (Each location is different.)
- 4. Change the existing Idle screen so that it includes a Club CITGO button.
- 5. Select a white box and enter the following:
 - Soft Key Type: REWARDS
 - Soft Key Text: CLUB CITGO -
- 6. Select **Save** and **Save** again.

efault	Name Default DCR Graphic Idle Scr	Graphic Enabled Assign Positions	Add Delete
		Configure Softkey	
		Softkey Type REWARDS Softkey Text CLUB CITGO	

Example Configuration: Existing Idle Screen

	Prepay or Use Card		
		CREDIT	
DEBIT HELP	HELP	DEBIT	
PAY INSIDE CLUB CITGO	CLUB CITGO	PAY INSIDE	



Note: This step could cause a system downtime between 10 and 20 minutes.

Perform a Fuel Initialization at locations with Gilbarco dispensers

Inside the Configuration Manager, from Ruby2/Topaz Register

CSR Functions > Configuration Manager > Enter manager credentials

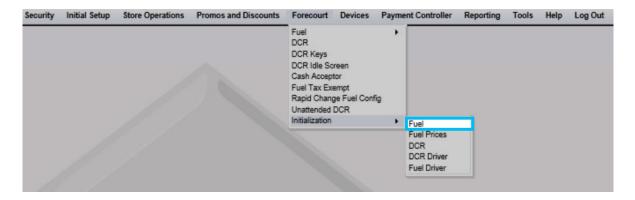
Select Forecourt > Initialization > Fuel

Note: This step will pause fuel prepays and pay-at-pump for about 1-3 minutes.

Perform a DCR Driver Initialization

Select Forecourt > Initialization > DCR Driver

Note: This step will **pause** fuel prepays and pay-at-pump for about 10-20 minutes. (Timing depends on the dispenser card reader manufacturer.)





- 1. Go to **Store Ops** > **Payment Management** > **MOP** (This may vary depending on your software version).
- 2. Since discount programs can result in zero-dollar transactions, verify the method of payment or **MOP** for each method of payment's minimum amount to ensure free products process.

Example Configuration: Example CASH setting. Validate check, credit, debit, etc.

ayment Manageme	ent	
MOP Currencies Fees Tax	Rates	
Select MOP	Name	Dele MOP Code
001 - CASH ^	CASH	00 - CASH 🗸
002 - CHECK	Minimum Amount	Maximum Amount
003 - CREDIT	0.00	9999.99
004 - DEBIT		
005 - MAN CRED	Limit	#Additional Receipts
006 - IN-HOUSE	0.00	0. 🗠
007 - MAN DEBIT 008 - FOODSTAMP	Tender Code	Tender Sub Code
009 - LOTTERY	generic	generic
010 - DRIVE OFF	Options	
011 - COUPON		
012 - MOBILE	Force Safe Drop	Open Drawer On Sale
013 - MANUAL CRED ENTRY	and the second s	And the second sec
014		equired Cashier Report Prompt
015	Allow Zero Entry	Allow Without Sale
016	Allow Refund	Allow Change
017	Allow Safe Drop	Allow Money Order Purchase
018		
019	Force Ticket Print	
020 🗸		

Report Configuration

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 STEP 8 STEP 9 STEP 10 STEP 11 STEP 12 STEP 13 STEP 14 STEP 15

Loyalty Report Setup

- 1. From Configuration Manager, select Reporting
- 2. Select Report Configuration
- 3. Select 2-Day (top left).
- 4. Select **2-Day** (bottom right) and **Edit**
- 5. Select Loyalty Report (bottom right).
- 6. Select **Done** and then click **Save**



Report Configuration	
Report Configuration Auto End OF Day	y(AEOD) Manager Workstation
Period Configuration -	Description Day Period Type day v Delay Between Close 0 DAYS v Roll Up DB Reports Yes v
	Store T-Log Data Yes V Configure Group List- 2 - Dey V Summary By Register Category Department Loyalty Report Tax Fuel Autocollect Fuel Dispenser Fuel Taxk Fuel Trick Level Fuel Trick Level Fuel Trick Verduct

ort Configuration	
Period Configuration	
2 - Day	Description Day
2 - Day	
	Period Type day
	Delay Between Close 0 DAYS
	Roll Up DB Reports Yes
	Store T-Log Data Yes
	Configure Group List
Report Parameters	
	_ Report Names
Reclose Security 5	Summary By Register
Force Close Pending Security 5	Category
	Deal
Print Automatically	Department
Force Cashier Closed	Hourty
Cashier Span Shifts	Loyalty Report
Allow Close With No Activity	PLU Promo
Allow Suspended Sales	I Tax
	Fuel Autocollect
	Select None Select All Done Cancel

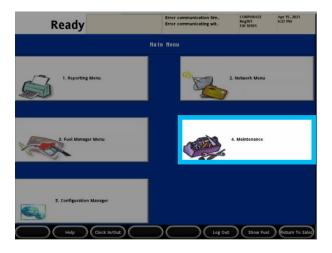
Onl	ine	Sta	tus	Che	eck	 	 	 — C	Club C	ITGO	+ Vei	rifone
								STEP 12	STEP 13	STEP 14	STEP 15	

Note: If your Commander location is running a 8.01.01 or higher you can use this method. If you are running a lower version go to the next page.

Accessing Configuration Client from a Verifone Ruby2 or Topaz Register

- 1. From the main Sales Screen, select CSR Functions
- 2. Select Maintenance Menu
- 3. Select Helpdesk Diagnostics
- 4. Select Payment

The online status of the loyalty host will be displayed.



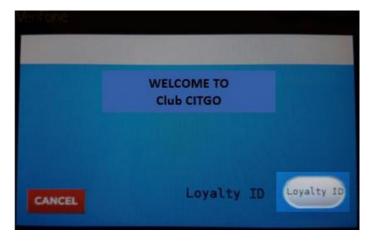
Read	ly	Error commu Error commu	Apr 15, 2021 4:52 PM								
Register Haintenance Functions Nenu											
1. Adjust Volume	2. Adjust Brightness	3. System Messages	4. Ping Test								
	7. Device Configuration		9. Helpdesk Diagno	ostics 10. G	enerate Config OTP						
11. Delete Config OTP	12. Check for VRSD Updates		14. Enable Helpdesk	:Login 15.	Disable Helpdesk Login						
16. Check for USB Updates	17. Apply Upgrade	18. Print Upgrade Summary	19. Show Upgrade 1	Status 24	0. OcbMenuTitle						
— Нецр	Clock In/Out			Show Fuel	Previous Menu						

Ready	Error communication tim Error communicating wit	CORPORATE Reg101 Till 10101	Apr 15, 2021 4:51 PM
	Select Diagnostics Type		
Helpdesk Diagnostics Menu 1. General			_
2. Forecourt			
3. POS			
4. Payment			
	Line item on Screen or touch Arrow Buttons to choo		

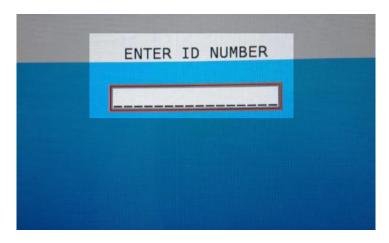
Club CITGO	Status	VAPS	Status	Device		Status
Connection status	Online	Connection status	Online	Payment Controller P97QA		Online
Last Batch Closed	006	Last Batch Closed	006			C
Current Batch Number	7	Current Batch Number	7			Status
Current Transaction Count	1	Current Transaction Count	3	Connection statu Pinpads	5	Online
IP Address	10.32.56.253 2021-03-29	IP Address	hps-vaps- ga.echosat.net	POS ID	POP	Status
Last Transaction Date Current Net Amount	07:09:19	Last Transaction Date Current Net Amount	2021-04-07 09:50:16	POS not logged	001	Online
Current Terminal Batch Store and Foward Count	7	Current Terminal Batch Store and Foward Count	7	POS not logged In	002	Offin
		_		POS not logged In	003	Office
				POS not logged In	004	Offine
				POS not logged In	005	Offin
				POS not logged In	006	Ottim



The screen shots below show the MX915 PIN Pad screens after changes were saved. If the PIN Pad being used does not show a similar screen it may need to be upgraded. To confirm this, please contact the Verifone Support Team at 1-888-889-7829. The PIN Pad should now have the **Loyalty ID** button displayed (lower right).



During a transaction once the **Loyalty ID** button is pressed, the screen will prompt the consumer to enter their phone number. If the phone number is tied to a loyalty card and all other parameters are configured correctly, this will print the consumer's loyalty information as described in the **Loyalty Test** section of this manual (i.e., same as if the consumer used their card).



Transaction Test & Receipt Check

Club CITGO + Verifone

STEP 15

STEP 14

To ensure proper operation after installation, a test sale should be performed.

Inside Store:

Scan a standard sized Snickers Bar, a 20 .oz Coke or a 20 .oz Pepsi.

- 1. At the loyalty prompt enter Club CITGO ID select Yes
- 2. On PIN Pad, enter ALT ID. For purposes of this test, you can download the app and use your own or use the test Alternate ID 822-444-0222.
- 3. Complete the sale using cash as the MOP (method of payment).
- 4. Print the receipt and if needed do a refund to balance your cash.
- 5. At the bottom of the receipt, Loyalty ID will show the Customer Number, often referred to as the "C Number".

"C Number" Validation:

The Customer Number starts with a "C". (See sample receipts below)

- If the "C Number" is shown, you have successfully completed the installation.
- If the "C Number" does not appear, please call the PDI Service Department at 1-800-371-1118, then press 2.

Outside Dispensers:

- 1. Check all fueling positions by prompting a fuel purchase at each position.
- 2. Enter the ALT ID you used inside the store.
- 3. Validate that the price rolls back. You do not need to pump any fuel.

If a fueling position (one or more sides of a dispenser) does not rollback, contact your POS/Dispenser Tech.

Example Configuration: Examples of the printed information on the bottom of the POS receipt:

Loyalty Program: Club CITGO
Card: Mobile ID
Acct # ***********0952
Trace # 06/05/2019^07:36:49.000^109
Stan: 0033546844
C6830279x42
Tom J. Jones
Points Issued To:
Snickers Club: 2 (1 of 4)
Discount Earned:
Snickers Club: 1
ST#· AB123 TILL XXXX DR# 1 TRAN#10120

T#: AB123 TILL XXXX DR# 1 TRAN#1012040 Cash: 1 6/5/19 7:20:22 AM



Please fill out the survey for final program tracking.

myCITGOstore.com > Club CITGO > Training and Resources > Installation Survey

Full URL

https://www.surveyanalytics.com/t/AlxLTZOolk

Club CITGO + Verifone

Tips & Tricks

Using the 2D Scanner

- If a customer does not enter their Alternate ID on the PIN Pad, the cashier can scan or manually enter the Mobile ID.
- Stores with 2D scanners will need to test to see if it can scan the Mobile ID. If not, they will need to program their scanner.

Program scanner for Mobile ID Requirements

- Scanner must be a 2D scanner.
- Contact your scanner provider unless you have instructions that were provided with scanner.
- If you have a Techquidation Datalogic scanner, contact Techquidation at 678-213-4094.

Important:

Age Verification Scanning Stores

- Scanners can only read one barcode at a time.

Example Configuration:

Barcodes not spaced apart

Example Configuration:

Barcodes spaced apart

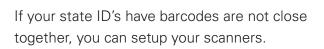
Directive to physician has been filed at tel # RESTRICTIONS - NONE

ENDORSEMENTS:

REV. 05/01/201



If your state ID's have barcodes in close proximity, it is not recommended to setup mobile ID scanning.







www.CITGO.com

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