## Chevron Texaco Rewards (CTR) process for multiple enrollments on a single device

New CTR enrollments with an iPad at the station must only use the CTR website in a browser window and NOT the CTR app from the app stores. Utilizing the app will cause issues with multiple enrollments.

Open a browser window on the tablet and go to <u>www.chevrontexacorewards.com</u>. Save this web address to the device's Home Screen or Favorites list for easy access.

Each newly created member on the station device must logout of their profile before a new member can enroll on the same device. Follow these steps to identify how to logout a member after a successful enrollment.

## LOGGING OUT MEMBER TO ENROLL A NEW MEMBER

- 1. The member experience can be different, based on the orientation and size of the of the screen.
- If the full menu appears across the top of the screen, the logged in user can select the "Hello 'User'!" menu at the top of the screen

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2. The member can proceed to the "Logout" option in the menu that appears.



• If the full menu does not appear across the top of the screen, the member can click the hamburger menu at the top right of the screen



• The member can then proceed to the "Logout" option in the menu that appears.

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## **TROUBLESHOOTING:**

If members enter an unsupported mobile phone number, they will receive an error message similar to below to enter another mobile phone number they have physically to verify the one-time passcode (OTP) or to download the app to complete their enrollment.



For further support, direct member to contact the Consumer Connection Center at 1-855-285-9595 or submit a case directly from the "Contact us" page on the App or CTR website.

## **NEW MEMBER ENROLLMENT PROCESS**

1. The "Sign Up" button to enroll new members is available through the Sign Up or Login button.

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- 2. Upon selecting the "Sign Up or Login" button, an enrollment popup message will display, prompting the member to enter their phone number.
- 3. New member enrolls with their phone number on the CTR website
- 4. Once member has entered their mobile phone number, the "Agree and Continue" button will appear at the bottom of the screen.



- 5. Once completed, the member can click the "Complete Profile" button at the bottom of the screen.
- 6. Member is successfully enrolled in the Chevron Texaco Rewards program.

