JETFUELX INSTRUCTIONS FOR PARAGON MEMBERS
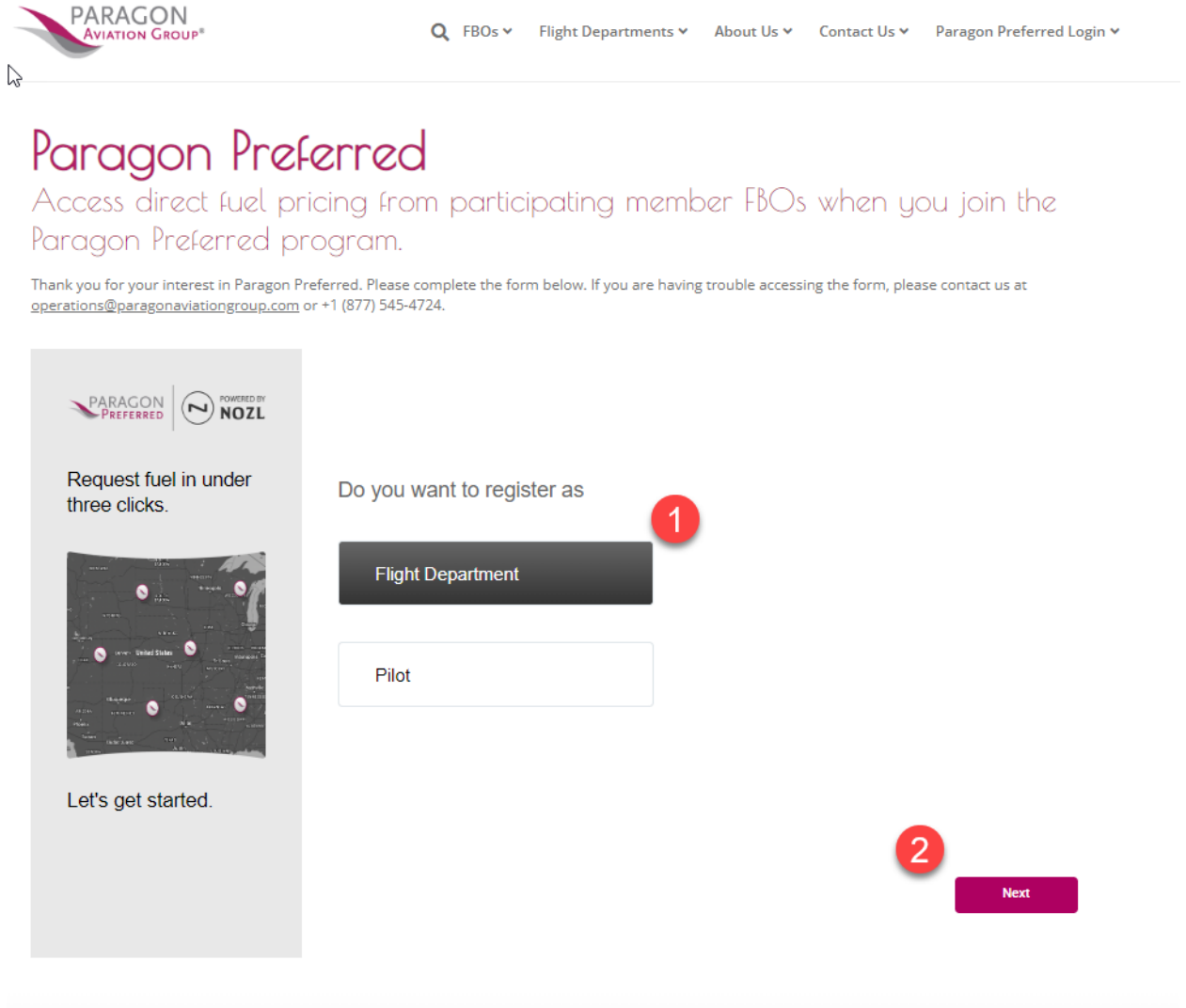
1. First, if you are not a Paragon member yet. Click here and register:
   https://www.paragonaviationgroup.com/register-for-direct-fbo-fuel-pricing/

26. JETFUELX

26.1 Supported Fuel Vendors

To see the list of participating vendors, log into **plan.foreflight.com,** select **JetFuelX** from the sidebar on the left side of the page, and scroll to the bottom of the page to the Integrated Fuel Vendors list. The fuel vendor icons are clickable links to each vendor's website. This is useful when **applying for a contract fuel account.**
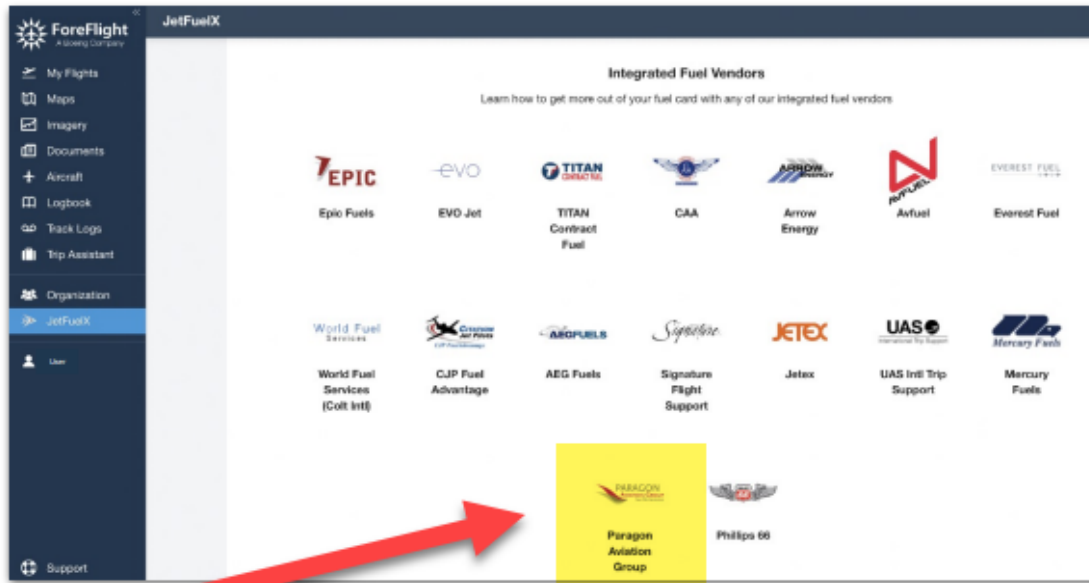
Participating Contract Fuel Vendors

26.2 Fuel Card Setup and Management

Contract fuel accounts are managed on **ForeFlight Web's JetFuelX page.** Each vendor sends fuel price data directly to the user's ForeFlight account. Fuel cards can be added, edited, and removed. Aircraft profiles can be linked to fuel cards. Status indicators on each fuel card show if an account has current or outdated prices or cannot connect to the fuel vendor, indicating which cards require attention. A vendor's CSV price files can also be manually imported.

*** Please note that Paragon does not have a fuel card. We are direct pricing program, but the instructions are still the same.*

2. Adding Paragon Aviation Group to your account by following these steps:
   a. Log into plan.foreflight.com and select JetFuelX from the navigation sidebar.
   b. On the JetFuelX page, click "Add Card" to open the Adding Fuel Card window.
   c. In the Fuel Vendor field, select Paragon Aviation Group
   d. In the Card/Account Number field- leave it blank
   e. In the Card/Account Name field, enter the name on your contract fuel account. [Your company name]
   f. In the Description field, enter other useful information about the card.
   g. In the Aircraft field, select one or more aircraft profiles. When finished, click **Add**
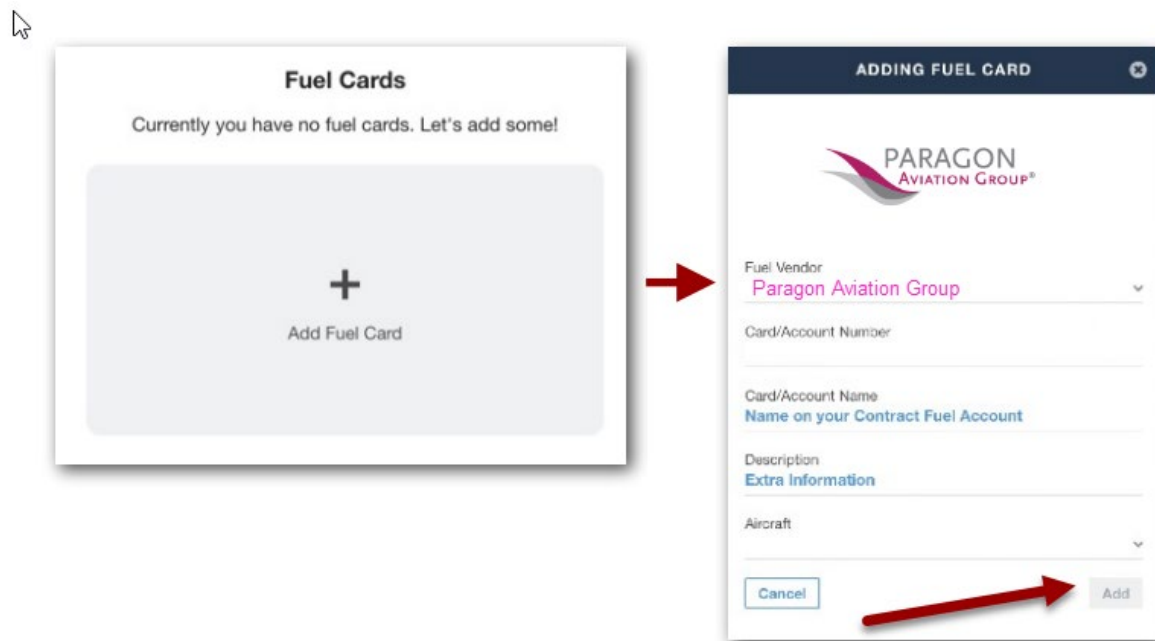
Adding a Fuel Card

**After adding a fuel card, it may take up to a week for some vendors to send fuel price data. The following section describes what happens in the meantime, including ForeFlight's message to the vendor and the steps the user must take based on how the vendor decides to send its price data.

JETFUELX INSTRUCTIONS FOR PARAGON MEMBERS

Automatic Price Updates: Adding a contract fuel card triggers an automated email to the fuel vendor requesting that they provide regularly scheduled fuel price data to the user's ForeFlight account. This email includes all of the information the vendor needs to send price updates to that account.

Example of ForeFlight's Email to Fuel Vendors

CSV File Request

Crystal Kubeczka - Paragon
To ● Crystal Kubeczka - Paragon

☺ | ↩ Reply | ↩ Reply All | → Forward | 🗗 | ⋯

Fri 10/27/2023 11:22 AM

From: ForeFlight <team@foreflight.com>
Sent: Friday, August 4, 2023 7:50 AM
To: Paragon Preferred - PAG <dispatch@ParagonAviationGroup.com>
Cc: Undisclosed
Subject: CSV File Request

Dear Paragon Aviation Group,

I am requesting that you please add g573666zvw@fuel.jetfuelx.com to my account for delivery of regularly scheduled price updates via CSV file. Additionally, please send the current pricing to this same address at your earliest convenience.

Account Name: Crystal Kubeczka
Account Number:
Tail Number: NXXXCK
Email Address: g573666zvw@fuel.jetfuelx.com

Please confirm completion of this action to support@jetfuelx.com.

Thank you for your assistance,

Crystal Kubeczka
crystalkubeczka@gmail.com
NXXXCK

Note: Within one week, the vendor should start sending contract fuel prices to the user's ForeFlight account, and the fuel card should display a status message. If prices update successfully, this message will be green and include the date of the most recent update.

26. JETFUELX

26.2.4   Manual Price Updates

A red status message displays on the fuel card if a technical issue prevents a vendor's automatic updates. In that case, the user may update prices by auto-forwarding the vendor's fuel price emails or manually importing the vendor's CSV file into ForeFlight Web. Both of these methods are described below.

Price Updating by Forwarding Emails

To set up auto-forwarding, follow these steps:

1. Log into **plan.foreflight.com** and select **JetFuelX** from the sidebar on the left side of the page.

2. On the JetFuelX page, at the bottom-right corner of the fuel card, click **Import Prices**.

3. At the bottom right corner of the Import Prices page, Copy the email address ending in @fuel.jetfuelx.com. This is the unique JetFuelX import email address to be used to forward emails from the contract fuel provider.

4. Locate the vendor's email containing the CSV file. This email will most likely be sent to the address listed on your contract fuel membership account. Forward the email to the @fuel.jetfuelx.com account you copied in the previous step.

5. Set up auto-forwarding of all future emails from the email address the vendor used above to your @fuel.jetfuelx.com email address using the process dictated by your email provider.

> **NOTE**:@fuel.jetfuelx.com addresses are receive-only and cannot respond to any messages. If an email provider requires a confirmation reply to its request for auto-forwarding, it will be necessary instead to manually import CSV files. This is described below.
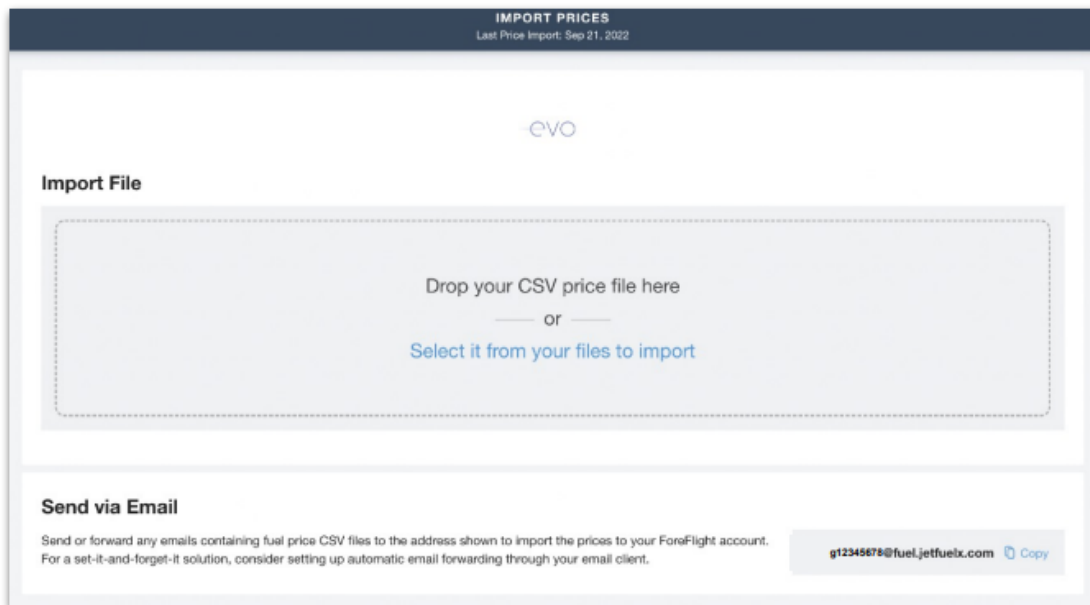
26. JETFUELX

Price Updating by Manually Importing CSV Files

Users can manually import price updates to a JetFuelX account using the fuel vendor's CSV file by following these steps:

1. Locate the vendor's CSV file (either on the vendor's website or in an email from the vendor). Download the CSV file to your computer.

2. Log into **plan.foreflight.com** and select **JetFuelX** from the sidebar on the left side of the page.

3. On the JetFuelX page, at the bottom right corner of the fuel card, click **Import Prices**.

4. At the top of the Import Prices page, drag and drop the CSV file from your computer to the gray box, or click **Select it from your files to import** and use the next window to locate and import the CSV file.

IMPORT PRICES
Last Price Import: Sep 21, 2022

evo

Import File

Drop your CSV price file here
— or —
Select it from your files to import

Send via Email

Send or forward any emails containing fuel price CSV files to the address shown to import the prices to your ForeFlight account. For a set-it-and-forget-it solution, consider setting up automatic email forwarding through your email client.
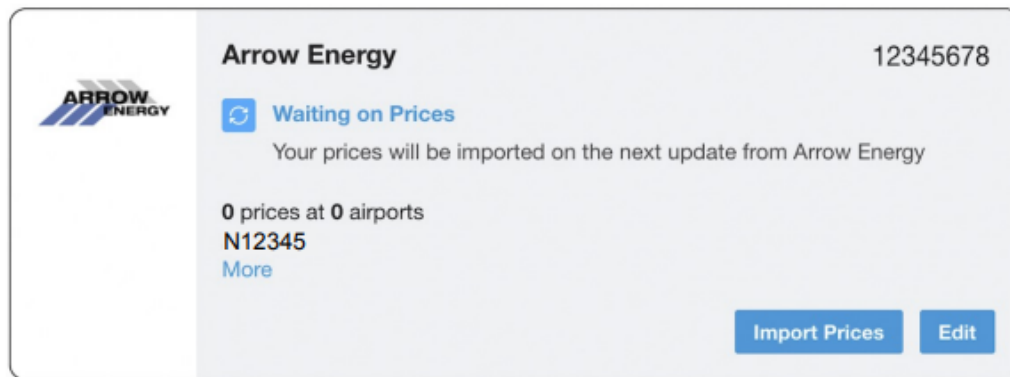
g12345678@fuel.jetfuelx.com Copy

Import Contract Fuel Prices Webpage

26. JETFUELX

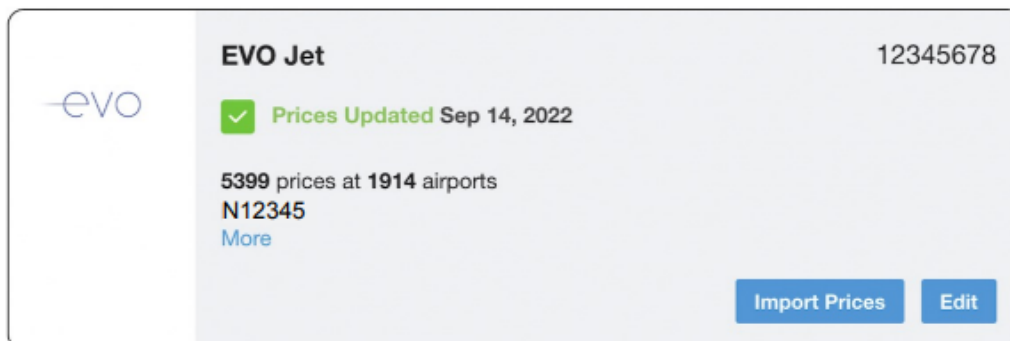## 26.2.5 Fuel Card Status Messages

A color-coded message is displayed on each fuel card, indicating the status of the vendor's prices or the state of the connection to the vendor. These messages are described below:

- **Waiting on Prices**: This message displays after a fuel card is first added. It indicates that ForeFlight is waiting on the first price data import. Allow vendors up to one week to begin sending prices. The status will change after the vendor's prices are imported into the user's ForeFlight account.

- **Prices Updated**: This message displays after a user's account has received the vendor's latest fuel prices. Look below the message on the fuel card to see the total number of price points available from this vendor and the number of airports at which the vendor displays contract fuel prices. Also, remember to check the date of the most recent import. Prices more than a few days old may change by the time of your next flight.

26. JETFUELX

- **Your Prices are Out of Date**: This message displays when contract fuel price data from this vendor is more than 14 days old. If that happens, ForeFlight also emails an automated notification to the user's ForeFlight subscription address. After seeing this status message, contact support to determine why prices are not being updated.

- **Problem Connecting to Fuel Provider**: This message displays when an issue prevents the vendor's contract fuel price data from importing to ForeFlight. If this message is displayed, check to see if the credentials entered for your fuel card are correct and match your contract fuel membership credentials. For example, CAA passwords are case-sensitive.