

To register for **My Account** for the first time, have a copy of your invoice on-hand and locate your **1 Account Number**, **2 Postal Code**, **3 Invoice Number** and **4 Invoice Date**:

- > Go to: [portal.sparlings.com](http://portal.sparlings.com)
- > Click the 'Register Now' button.
- > Enter a user ID, password and your security questions/answers.
- > The next screen asks you to review/confirm or go back to correct information. Click 'Submit' to proceed.
- > You will receive a confirmation e-mail from the Parkland Customer Portal Administrator to activate your account. Click the link in the confirmation e-mail.
- > Enter your password.
- > Review and accept the terms to proceed.
- > To add an account, have your invoice available for **1 Account Number**, **2 Postal Code**, **3 Invoice Number** and **4 Invoice Date**.

**NEED HELP SIGNING UP?** Please contact your local branch or email [customer.care@parkland.ca](mailto:customer.care@parkland.ca).

The image shows two screenshots of an invoice with numbered callouts (1-4) pointing to the Account Number, Postal Code, Invoice Number, and Invoice Date.

**Top Screenshot:**

- 1: Account Number (12345678)
- 2: Address (A1B 2C3)
- 3: Invoice Number (123456)
- 4: Date of Invoice (January 1, 2016)

**Bottom Screenshot:**

- 1: Account Number (123456)
- 2: Address (A1B 2C3)
- 3: Invoice Number (123456)
- 4: Date of Invoice (01/01/2016)

**Transaction Summary by Card Number:**

Card Number	# of Trans	Gasoline		Propane		Diesel		Others		Total Amount
		Volume	Amount	Volume	Amount	Volume	Amount	Volume	Amount	
00000000000000000000	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS:</b>										

**INVOICE/FACTURE:**

Invoice Number : 0000000123456  
 Date of Invoice : 01/01/2016  
 Page Number : Page 1 of 1  
 Minor Account # :  
 N° de compte secondaire

Account #: 123456  
 Purchase Order #:  
 Date d'échéance du paiement : 01/01/2016

Reference/ Référence	Description/Description	Quantity/ Quantité	Unit/ Unité	Unit Price/ Prix Unitaire	Total/ Total
123456	Description	0.00	0.00	0.00	0.00