

To register for **Client Space** 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.islandpetro.ca
- 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.

The image shows two versions of an invoice with numbered callouts (1-4) indicating the location of key information:

- 1 Account Number:** Located in the top right section of the invoice.
- 2 Postal Code:** Located in the customer address section.
- 3 Invoice Number:** Located in the top right section, above the invoice number.
- 4 Invoice Date:** Located in the top right section, below the invoice number.

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
TOTALS: e										

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 #: [Redacted]
Payment Due By : 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

LAST 6 DIGITS