

Telematics Device Installation Scheduling and Additional Information

- **Step 1: Receive your telematics unit and NFC reader (if applicable) from Fleet Management Division**
 - Your FMD account representative will turn over all telematics equipment to you once it is delivered to our office.
- **Step 2: Assess where the vehicle will need to be to have the telematics unit installed.**
 - Onsite at the agency headquarters or driver's location
 - Depending on the site where the vehicle is located, you may need to go with a vendor other than Sights, Sounds, & Speed as referenced below.
 - Vendor location
 - A driver may also take a vehicle to the vendor's location to have a telematics unit installed.
 - Surplus Property
 - Surplus Property must be contacted prior scheduling any installations on their site. Surplus rep. Cody Rose can be contacted at 304-356-2430.
- **Step 3: Setting up a PO with ARI.**
 - Agency Fleet Coordinator or driver calls **ARI** at **1-800-227-2273**
 - First prompt, press **option #1** (Fleet Administrator) If a driver is calling, they would select **option #2**
 - Second prompt, press **option #2** (For assistance on cars, etc.)
 - AFC/or driver dialogue with ARI call center representative:
 - "Hi, this is (**AFC name/or driver name**) with client code **5R82**. My vehicle number is (**last 6 of VIN**). A GeoTab device will need installed in this vehicle and I would like to have a PO opened for vendor **Sights, Sounds & Speed**. I have the device; this vendor will only provide installation services. Sights, Sounds & Speed number is **304-546-2161**. You will need to log in your notes the location of this vehicle for the vendor (**supply address to ARI**) as well as contact information (**supply phone number and name of individual in your agency who will be coordinating this install; can be AFC or designee**). Please contact the vendor and let them know this PO has been generated for their services."
- **Step 4: Vendor response**
 - After the above steps have been completed, the vendor rep. Tim Hudson, of Sights, Sounds & Speed should contact you to schedule a date and time for the installation.
 - When the device has successfully been installed, the vendor should provide you an emailed document breakdown of the telematics unit number > VIN number

association and CC FMD's fleet inbox, Fleet@wv.gov. **Please reiterate this instruction to the vendor when you communicate with him on scheduling.**

- **Additional Information**

- While FMD is covering the cost of the GeoTab devices at this time, ARI fees for the telematics services as well as the monthly Fleet Management Division administrative fee of \$1 per vehicle utilizing the device will be charged to your agency. Details on device options and pricing can be referenced on the Fleet Management Division's Benefit of Services and Programs under the 'ARI/Geotab Telematics' and 'Fees' sections.
- Please note vendor installation fees will also apply. Those charges will be billed to you through ARI.

FMD can be contacted with any questions at 1-855-817-1910