



FUEL CARD PIN MAINTENANCE

A HOW TO GUIDE FOR ADDING, TERMINATING,
AND SEARCHING FOR DRIVER PINs

- * Login to Holman Insights
- * Go to Vehicles menu
- * Go to Fuel menu
- * Go to Fuel Management

The screenshot shows the Holman Insights web application. At the top, there's a blue header with the 'Holman | Insights' logo. To the right of the logo are buttons for 'DASHBOARDS' and 'QUICK SEARCH'. Below the header is a yellow banner with a warning icon and the text: 'Fuel Management: Please note, the Fuel Millennium menu has been updated to Fuel Management.' Below the banner is a dark blue navigation bar with links: Search, Vehicles, Driver, Ordering, Reporting, Analytics, Communication, Telematics, and Holman pages. Below this is a white navigation bar with links: Trends, Maintenance, Documents, Fleet Info, Telematics, Fuel Usage, Driver Safety, and Dashboard Store. A red arrow points to the 'Vehicles' link in the dark blue bar. Below the white navigation bar is a sub-menu for 'Vehicles' with links: Fleet Management, Fuel, Licensing, Maintenance, and Vehicle Remarketing. A red arrow points to the 'Fuel' link. Below the 'Fuel' link is another sub-menu with links: Fuel Card Management and Fuel Management. A red arrow points to the 'Fuel Management' link. To the right of the sub-menu is a 'Total Cost Trend' chart showing 'Cost by quarter' with a table of data.

Quarter	Billed	Fixed	Operating	Total
2023 Q4		14	206	220
2024 Q1		11	150	160
2024 Q2		11	210	221
2024 Q3	1	\$11	\$1,175	\$1,185
2024 Q4	1	\$14	\$503	\$607

* Click on the appropriate Fuel Profile (if you have multiples)

Fuel Management

Account Number:

Add Client Profile

WEX Account Number	Name	Default Client	Client Contact	Client Email
<div></div>	AD94 FLEET MGMT	5R82	FLEET COORDINATOR	FLEET@WV.GOV
<div></div>	AG01 AGRICULTURE	5R82	FLEET COORDINATOR	FLEET@WV.GOV
<div></div>	AG04 AG SOIL CONSERV	5R82	FLEET COORDINATOR	FLEET@WV.GOV

* Scroll down to the bottom of the screen and choose Pin Maintenance

12345...

20 items per page

61 - 80 of 227 items

Implementation

Fuel Profile

Profile Qualifier

Management

Alternate Shipping Address

Vehicle Assignment

PIN Maintenance

Authorization Search

- * The PIN Maintenance tab allows the user to create and terminate driver PINs
- * You can search for a PIN number by entering the Last Name and/or First Name of the driver and then clicking Search

PIN Maintenance
Account Number: [REDACTED]

Search Criteria

Last Name	First Name	PIN	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	ACTIVE
Client	Vehicle	Employee ID	PIN Special Field
SELECT	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Search

Search Results Total Rows 672 Reason for Update: SELECT Update Bulk Processing

Add

* Helpful Tip: You can sort by Columns and download your assigned PINs to Excel.

To Create a PIN

* Click on “Add” on the bottom left below the Search Results

PIN Maintenance

Account Number: XXXXXXXXXX

Search Criteria

Last Name	First Name	PIN	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	ACTIVE ▼
Client	Vehicle	Employee ID	PIN Special Field
SELECT ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Search

Search Results Total Rows 672 Reason for Update SELECT ▼ Update Bulk Processing

Add

Last Na...	First Na...	Pin	Status	Client	Vehicle ...	Employ...	Email A...	PIN Spe...	Created...	Created...	Last Up...	Last Up...
------------	-------------	-----	--------	--------	-------------	-----------	------------	------------	------------	------------	------------	------------

- * The PIN Management box appears with a preselected fuel PIN
- * Select Client as 5R82
- * Enter Driver's First Name, Last Name, and Email Address
- * Click Save to add PIN to Driver's Profile

PIN Management

Client	Vehicle No
5R82	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
PIN	PIN Special Field
977161	<input type="text"/>
Status	Employee ID
ACTIVE	<input type="text"/>
Email Address	Reason for Update
<input type="text"/>	ADD
<input type="button" value="Save"/>	

To Terminate a PIN

- * Enter the Driver's Last Name and First Name in the PIN Maintenance Search Criteria
- * Click Search
- * Click on the Driver's Last Name to bring up the Pin Management box (Right)
- * Choose Terminate from the Reason for Update Dropdown and Click Save

PIN Maintenance
Account Number: [REDACTED]

Search Criteria

Last Name: TAYLOR First Name: [REDACTED] PIN: Status: ACTIVE

Client: SELECT Vehicle: Employee ID: PIN Special Field: Clear Search

Search Results Total Rows 2 Reason for Update: SELECT Update

Add

Last Name	First Name	Pin	Status	Client	Vehicle No	Employee ID	Email Address	PIN Special Field	Created Date	Created By	Last Updated D...
TAYLOR	[REDACTED]	[REDACTED]	ACTIVE	5R82							05/19/2020 12:02:59

Fuel Millennium Pin Information

PIN Management

Client: 5R82 Vehicle No: [REDACTED]

First Name: TERESA Last Name: TAYLOR

PIN: 335505 Update Terminate Reactivate Purge

Status: ACTIVE

Email Address: [REDACTED]

TERMINATE Save

- * You can also terminate a PIN by entering the PIN number in the search criteria and then clicking Save

For additional information or assistance, please contact the
Fleet Management Division.

Fleet Management Division
2310 Kanawha Blvd E
Charleston, WV 25311
Phone: 1-855-817-1910
Email: fleet@wv.gov
Website: <https://fleet.wv.gov>