

# DEPARTMENT OF ADMINISTRATION



# FLEET MANAGEMENT OFFICE

# Fleet Seminar Purpose



- Meet Fleet Management Team
- Learn about the different tools available to assist with managing a fleet
- Guest speakers to inform about Alternative Fuels
- Be exposed to how other agencies are conducting business
- An opportunity to voice concerns or problems
- Insurance concerns and how to train drivers
- See where Fleet is headed



# Statutory Requirements



- **West Virginia Code §5A-3-48:**

- “The secretary of administration shall promulgate rules relating to the ownership, purchase, use, storage, maintenance and repair of all motor vehicles and aircraft owned by the state of West Virginia and in the possession of any department, institution or agency thereof”

- **Code of State Rules 148-CSR-3:**

- Provides guidelines by which the Fleet Management Office operates its program
- No Agency is exempt from the Fleet Management Office



# Our Mission

- Provide safe, efficient, and reliable fleet services in the most cost effective manner possible. We will be enablers for state spending units by providing exceptional fleet service, promoting teamwork to accomplish the State's strategic goals and objectives.



# Fleet Management Office



- Leased vehicles are owned and titled to the Department of Administration
- Assigns vehicles to and establishes leases with state agencies
- Contracts for fuel and maintenance purchases and services
- Performs the lifecycle management of state-owned vehicles
- Purchases vehicles from the statewide contract
- Maintains an accurate list of all state owned vehicles

# Fleet Management Office Benefits

- One monthly fee of \$6.00 for Fuel and \$6.00 for Maintenance per vehicle for the FMO services.
- Titles / Registration / Licensing / Fixed Asset Entry and Removal are handled by FMO for all leased vehicles.
- The FMO fee is part of the monthly lease payment.
- Another set of “eyes” to monitor expenses and reduce costs.



# Fleet Management Office Updates

- Shared rebate of 135 basis points with agencies...January 2014
  - .675% rebate to agencies that pay their invoice within 30 days
- Reduced and Split Administration Fee....July 2014
  - Was \$17.60
    - Current Rate
      - \$6.00 for WEX
      - \$6.00 for ARI

# Fleet Management Office Updates

- Returned \$1,044,161,60 to the State Agencies
  - May 2014....credited all agencies their total invoice \$696,302.55
  - June 2014....credited 50% of agencies total invoice \$347,859.10
- Completed a Master Fleet List for State Vehicles...9/2013
  - 7570 vehicle records have been verified using a vin decoder, checked with DMV and confirmed by the agencies...yearly task
- Telematics
  - Pilot program
- OASIS
  - Fixed Assets went live 7/2014
  - Fleet Modular will go live 7/2016



# Fleet Management Programs



## **Four key components to Managing a Fleet**

Ordering  
Maintenance  
Fueling  
Retirement

# Fleet Management Staff



## **Kenny Yoakum, Executive Director**

- Phone: (304) 558-2106
- Email: [Kenny.H.Yoakum@wv.gov](mailto:Kenny.H.Yoakum@wv.gov)
- New Vehicle Orders and Approvals
- Decommission Vehicle Approvals

# Fleet Management Staff



## **Mandy Parsons, Fleet Manager**

- Phone: (304) 957-8208
- Email: [Mandy.F.Parsons@wv.gov](mailto:Mandy.F.Parsons@wv.gov)
- Fleet Monthly Billing
- Records Verification
- Manage ARI and WEX programs
- Agile and Oasis Liaison for FMO

# Fleet Management Staff



## **Becky Farmer, Fleet Coordinator**

- Phone: (304) 957-8207
- Email: [Becky.C.Farmer@wv.gov](mailto:Becky.C.Farmer@wv.gov)
- Tracks New Vehicle Orders
- New Vehicle Training
- Title, License and Registration of vehicles
- OASIS Fixed Assets

# Fleet Management Staff



## **James Parsons, Fleet Analyst**

- Phone: (304) 558-0086
- Email: James.A.Parsons@wv.gov
- Lead contact for ARI
- Approves vehicle repairs thru ARI
- Creates new user profiles
- Reviews monthly repair expenditures for errors
- Analyze maintenance records for setting state benchmarks

# Fleet Management Staff



## **Donna Wellman, Fleet Analyst**

- Phone: (304) 558-2614
- Email: Donna.G.Wellman@wv.gov
- Main contact for WEX Fuel
- Orders, terminates, replaces all WEX cards
- Troubleshoots Card / Pin errors in Real Time
- Creates new user profiles
- Assists Agencies with processing WEX Invoices on time
- Analyzes monthly fuel transactions for errors / misuse and setting state benchmarks

# Fleet Management Staff



## **Elizabeth Bush-Hoh, Fleet Assistant**

- Phone: (304) 558-5560
- Email: [Elizabeth.A.Bush@wv.gov](mailto:Elizabeth.A.Bush@wv.gov)
- Oversees FMO's Rental Car Program
- Assists in Records Verification
- Process citizens' complaints
- Currently our WEX Contact

# Fleet Websites & Phone Numbers



**Web Site** [www.fleet.wv.gov](http://www.fleet.wv.gov)

- **Phone # 855-817-1910**

**ARI** <https://ariinsights.arifleet.com>

- **1-800-CAR-CARE (800-227-2273)**

**WEX** <https://go.wexonline.com>

- **1-866-544-5796**



# Agency Fleet Coordinator Responsibilities



Agency fleet coordinators have many important responsibilities related to the appropriate management of the fleet of vehicles assigned to their agencies

# Agency Fleet Coordinator Responsibilities



- CENTRAL POINT OF CONTACT
  - Fleet Management Office
  - Agency drivers
  - Other Personnel

# Agency Fleet Coordinator Responsibilities



## ■ VEHICLES

- Ordering and decommissioning vehicles
- Lease vehicles from the Fleet Management Office as needed
- Determines the appropriate assignment of state-owned vehicles
- Verifies and is responsible for the eligibility of assigned drivers at least annually
  - Free Web Service at:  
<http://www.transportation.wv.gov/dmv/Pages/dlverify.aspx>
- Keeping an Active Fleet List

# Agency Fleet Coordinator Responsibilities



## ■ KNOWLEDGE OF LAWS

- West Virginia State Code §5A-3-48-49 and §17-3-23
- Legislative Rule 148CSR3
- Terms and conditions of vehicle lease

## ■ REPORTING TO BRIM

- Accidents
- New and Decommissioned Vehicles

# Agency Fleet Coordinator Responsibilities



## ■ DRIVERS

- Assure that all drivers are aware of proper use of State vehicles as well as Policies and Procedures
- Review Rule 148 section 6 and 8
- Take action if drivers violate laws, rules, terms and/or conditions
- Training issues as drivers pick up new cars and receive required driver training
- Identify any driver who commutes from home in a State vehicle
  - Driver should indicate on the Lease Agreement
  - Submit appropriate paperwork to reimburse State

# Agency Fleet Coordinator Responsibilities



## ■ ACCOUNTING

- Ensures ARI, WEX and FMO accounts are paid
  - Ensures that any additional Agency personnel are trained correctly to print / reconcile the invoices
- Reconciles ARI and WEX payments to employees receipts

# Fleet Billing Process



- Agency will receive 3 bills each month:
  - One from FMO with either the lease payment per vehicle or the \$6.00/\$6.00 fee per vehicle
  - One from WEX with all vehicle fuel purchases
  - One from ARI with all vehicle maintenance charges

Agency reviews information and reports any problems



# Vehicle Acquisition Timeline



- Timeline for Ordering Vehicles:
  - Determine agency needs
  - Place order
  - Vehicle built
  - Dealer sends FMO paperwork
  - Dealer delivers vehicles to Surplus Property or other destination provided by Agency
  - Surplus Property personnel inspects vehicle for proper options
  - Fleet Management coordinates pickup of vehicles with agency
  - 2014 Model Year...5 month turn around



# Replacement and Retirement



- Age of vehicle must be four years old
- 48 months of payments made to Fleet Management
- The vehicle must also display 100,000 miles at the time of retirement
- When requesting a vehicle please consider alternative fuel

# Types of Purchases



- **AO – Agency purchases the vehicle using their own funds**
  - AO request can go through State Wide Contract or its own purchasing department, depending on exempt status
  - All vehicle requests are submitted by a Agency to Fleet
    - DOA-FM-005/009 Vehicle Order Request
      - New Form that combines these 2 forms into 1
  - Fleet reviews, approves and tracks the request and forwards them to Purchasing or back to the Agency

# Types of Purchases



- **Financing** – Agencies submit requests using the State Wide Contract.
  - The requests are grouped and packaged by Fleet into a Finance Package and submitted to Purchasing for order.
  - Fleet will bill the Agencies once the vehicles are received by the Agencies.
  - Terms are 48 months
  - For MV2014 interest rate was 1%
  - Order turn around was 5 months for 2014

# Acquisition Timeline

## Finance Option



- **September**
  - Purchasing will start the solicitation process.
- **October**
  - Early October, Purchasing will award bid.
  - Late October, Agencies will send Fleet vehicle request forms.
- **November**
  - Vehicle Request Forms Reviewed
  - Fleet packages like vehicles and requests and requests a Finance Package
- **December**
  - Purchase Orders are created
- **March-July**
  - Vehicle Delivery (Time depends upon make, model and manufacturer)

# DOA-FM-005/009

## Vehicle Order Request



West Virginia  
Department of Administration  
Fleet Management

DEPT \_\_\_\_\_  
UNIT \_\_\_\_\_  
DOC ID \_\_\_\_\_

### Vehicle Order Request

#### AGENCY INFORMATION

COORDINATOR NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ EXT \_\_\_\_\_ DATE \_\_\_\_\_

#### VEHICLE MISSION

What type of request is this?  Replacement vehicle (go to next section)  Increase to fleet (fill in this section)  
JUSTIFICATION \_\_\_\_\_

CABINET SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVAL \_\_\_\_\_

#### NEW VEHICLE PURCHASE

Who owns this vehicle?  Agency Owned  Leased from Fleet

AGENCY/BILL CODE \_\_\_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ FUEL TYPE \_\_\_\_\_  
CLASS/DESCRIPTION \_\_\_\_\_  
DEALERSHIP \_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_

#### USED VEHICLE PURCHASE

Who owns this vehicle?  Agency Owned  Leased from Fleet

AGENCY/BILL CODE \_\_\_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ FUEL TYPE \_\_\_\_\_  
DEALERSHIP \_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_  
VIN # \_\_\_\_\_

#### DECOMMISSIONED VEHICLE

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
YEAR \_\_\_\_\_ MILEAGE \_\_\_\_\_ LICENSE # \_\_\_\_\_  
VIN # \_\_\_\_\_

DECOMMISSIONING METHOD \_\_\_\_\_ DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For Office Use Only

APPROVED  DISAPPROVED  
EXECUTIVE DIRECTOR, \_\_\_\_\_ DATE \_\_\_\_\_  
FLEET MANAGEMENT OFFICE

# AFTER THE LONG WAIT

It  
Almost  
Feels  
Like  
Christmas



# SCHEDULE FOR VEHICLE DELIVERY

## FLEET MANAGEMENT

### VEHICLE PICK-UP SCHEDULE

Date of Pickup: June 12, 2015

Time: 1:30p.m.

#### VEHICLE TO BE RETIRED

#### NEW VEHICLE TO BE PICKED UP

VIN#	YEAR	MAKE	MODEL	LICENSE	BILL CODE	F-DOC	NEW VIN#	YEAR	MAKE	MODEL	LICENSE	COLOR	COORDINATOR
123456	2009	CHEVROLET	CAMERO	ST-007	AD-94	F-98765	789102	2015	CHEVROLET	CORVETTE	N2FUN	YELLOW	SEAN CONNERY
293355	2001	DODGE	DAKOTA	B42392	2845	F-24302	A54892	2015	FORD	F250 4X4	ST3705	WHITE	THOR
702644	2005	DODGE	STRATUS	75630	PC01	F-23500	364761	2015	FORD	FUSION	ST3540	SILVER GRAY	SPIDERMAN
110089	2008	FORD	MUSTANG	75356	PC01	F-23501	107415	2015	FORD	INTERCEPTOR	ST3528	SILVERGREY	GREEN LANTERN
255922	2008	CHEVY	CAMERO	78116	PC01	F-23502	F58937	2015	FORD	EXPEDITION	ST3515	SILVER	SUPERMAN

# Lease Agreement



- Agreement between the Department of Administration, Fleet Management and the Agency leasing a vehicle
- The front of the agreement details vehicle description, information on billing the agency, where the vehicle is stored and the driver's name
- Lease terms and conditions are outlined and reviewed with every individual before signing the agreement



# Vehicle Lease & Administrative Agreement



West Virginia  
Department of Administration  
Fleet Management

## Vehicle Lease & Administrative Agreement

**VEHICLE DESCRIPTION**

VIN # \_\_\_\_\_ LICENSE # \_\_\_\_\_  
 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ FUEL TYPE \_\_\_\_\_  
 CLASS \_\_\_\_\_ TYPE / VEHICLE \_\_\_\_\_

**SPENDING UNIT ASSIGNMENT**

DEPARTMENT \_\_\_\_\_  
 AGENCY \_\_\_\_\_

**ADMINISTRATIVE FEE ARRANGEMENTS**

START DATE \_\_\_\_\_ VEHICLE PO # \_\_\_\_\_ FUEL  MAINTAINENCE

**LEASING ARRANGEMENTS**

START DATE \_\_\_\_\_ APX # \_\_\_\_\_ INTEREST RATE \_\_\_\_\_  
 PURCHASE ORDER \_\_\_\_\_ TERM \_\_\_\_\_

**DRIVER INFORMATION**

OPERATOR NAME \_\_\_\_\_ MOTOR POOL   
 DRIVER'S LICENSE # \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
*(if you are the assigned operator)*

DUTY TITLE \_\_\_\_\_  
 OFFICE TEL. \_\_\_\_\_ CELL TEL. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

Is vehicle stored on state owned / leased property?  Yes  No

VEHICLE STORAGE ADDRESS \_\_\_\_\_

Is vehicle used to commute to or from home or work?  \*Yes  No \*MILES PER DAY \_\_\_\_\_

\* NOTE: This information MUST be reported to the IRS. *(see 1042)*

TODAY'S DATE



DRIVER SIGNATURE



**COMPLETE THIS SECTION IN ITS ENTIRETY**

This agreement is a multi-purpose form. It may be used for vehicle asset management, driver management, and employee fringe benefit reporting. By signing this form, the driver authorizes the Fleet Management Office to request driving records from state and federal motor vehicle and law enforcement agencies to perform assessments of insurability (suspended license), employability (does driver's position require him/her to possess a valid driver's license), and driver risk assessment (accidents, citations, and violations) for additional training. This authorization may be shared with my employer and remains effective during my employment with the State of West Virginia.

For the documentary purpose of this agreement, by electronically entering a name in the signature field, the signatory is exercising his/her intent to sign the agreement and attest to its accuracy.

DRIVER \_\_\_\_\_ DATE \_\_\_\_\_  
 AGENCY FLEET COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_  
 FLEET MANAGEMENT OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

# Vehicle Lease Terms & Conditions

- Vehicle may be leased at the discretion of the lessor for as long as the work environment requires the use of the vehicles.
- Rates for each vehicle will be evaluated each fiscal year and adjusted up or down as needed
- Lessee is responsible for operating expenses, damages, abuse, accidents, neglect, maintenance, and cleaning as well as payment of parking and driving violations



# Vehicle Lease Terms and Conditions

- All state of West Virginia and other applicable motor vehicle laws, including speed limits must be obeyed
- No smoking is allowed in the vehicle
- Alcohol or illegal drugs are prohibited at all times
- Cell phone usage should be prohibited during the operation of a vehicle



## A MODERN DRIVING TEST



NOW I WANT YOU TO STEER WITH  
YOUR KNEE AS YOU TALK ON THE PHONE,  
EAT SOME FAST FOOD AND PUT ON  
MAKEUP IN THE REAR VIEW MIRROR

# Terms & Conditions



- Any modifications to the vehicle must have the express written approval of the Fleet Management Office
- All drivers must have a current and valid driver license. Lessee acknowledges that the lessor will verify driver information with the Division of Motor Vehicles

# Vehicle Lease Terms and Conditions

- Lessee agrees to return vehicle for under-utilization, misuse, serious DMV violations, at-fault accidents or any other inappropriate activities at the discretion of the lessor
- Vehicle condition at the end of the lease must be relative to the age/mileage of the vehicle. Any necessary repairs/recondition above normal guidelines for age and level of service are the responsibility of lessee
- Vehicle must be locked at all times when not in use
- Lessee agrees to driver training as required by lessor



# Terms & Conditions

- Vehicle must be cleaned, interior and exterior, at lessee's expense at least monthly
- All travel must be for state business. No personal business or travel is authorized or permitted.
- Seat belts must be worn at all times



**New seatbelt design:  
45% less car accidents!!**





# Lease Terms and Conditions

- Service performed under this agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service
- In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30
  - After that date, the agreement becomes of no effect and is null and void
  - However, agency agrees to use its best efforts to have amounts contemplated under agreement in its budget
    - Non-appropriation or non-funding shall not be considered an event of fault



# VEHICLE VIOLATIONS AND COMPLAINTS

EACH STATE TAG  
IS A TARGET



EACH STATE TAX PAYOR  
FEELS THEY OWN  
A PART OF EACH VEHICLE

# In the State-Owned Vehicle...



- **Vehicle Registration Card**
- **ARI Maintenance Operating Manual**, which includes:
  - Information, documentation, and identification materials
- **WEX FUEL CARD**
- **Fleet Office Vehicle Packet**, which includes:
  - Copy of the lease terms and conditions
  - Accident Procedures
  - Insurance Loss Notice Form
  - Current Insurance Coverage Card

# Vehicle Retirement



- Vehicles retiring through Surplus must be approved by Fleet and scheduled through Surplus.
  - Doug Elkins, Vehicle Coordinator
  - Telephone: (304) 766-2626
  - Fax Number: (304) 766-2631



# WHEN TAKEN TO SURPLUS, CARS MUST BE CLEAN AND HAVE 1/8 TANK OF GAS

**CLEAN**



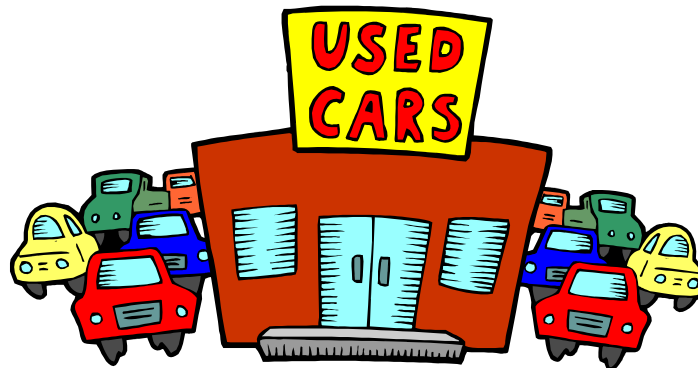
**NOT THIS**



# Vehicle Retirement



- Windshield condition- free of cracks or chips
- Floor mats
- Spare tire and jack
- Hub caps



# REMEMBER



All vehicles being retired  
must show normal wear  
and tear only



The vehicle must be free  
of any accident damage





# Accident Procedures



- In the event of any collision, the vehicle driver is to follow these steps:
  1. Contact the local law enforcement agency where the collision occurred
  2. Contact ARI for towing (if applicable) and a recommended repair site
  3. Contact the agency fleet coordinator
  4. Complete the Insurance Loss Notice form within 48 hours of the collision
  5. Obtain an estimate, if the estimate is more than \$2,500 an adjustor will evaluate the damage. Otherwise, two estimates must be submitted with the form. There is a \$1,000 deductible amount payable by the agency.

# Title 148, Series 3

## State Owned Vehicles

- Accidents must be investigated by the spending unit within two (2) calendar days of the accident.



# Accident Procedures

- Driver must notify Agency Fleet Coordinator ASAP!!!
- Agency Fleet Coordinator must provide BRIM an Insurance Loss Notice Form which must be completed in order to submit a claim for an automobile accident. This form can be electronically submitted on the BRIM website
- <http://www.state.wv.us/brim/Claim/claim.htm>



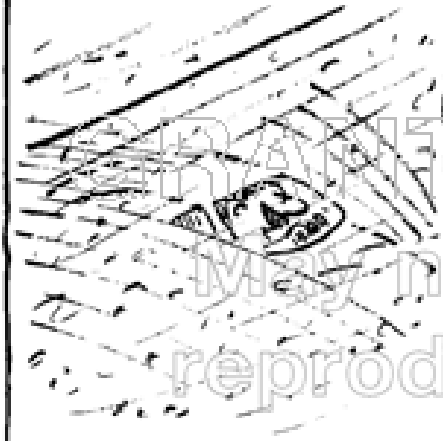
HAROLD DROVE THE WAY HE WANTED TO,



NO MATTER WHAT THE WEATHER.



HE WAS UNFAZED BY ICE AND SNOW.



TELEPHONE POLES, HOWEVER, WERE ANOTHER MATTER.



2913

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GRANTLAND  
COPYRIGHT  
GRANTLAND  
MAY NOT  
REPRODUCE

# Incident Reporting

- If the damage is more than the deductible but less than \$2500, the insurer may be able to address the claim based solely on one or more estimates.
- The insurer reserves the right to inspect all damages prior to repairs being completed.
- Prior to securing estimates, the spending unit should await contact from the insurer as to how it wishes to proceed.



# Accident Procedures

Or form may submitted as an original & one copy to:

**Claims Management, Board of Risk & Insurance Management**  
**90 MacCorkle Avenue, SW Suite 203**  
**South Charleston, WV 25303**

**Telephone 304-766-2646**

**Fax: 304-766-2653**

**Toll-Free: 1-800-345-4669**



# REPORTING OF AGENCY VEHICLES TO BRIM



EACH YEAR BRIM REQUIRES A REPORT OF YOUR AGENCY  
VEHICLES

[www.state.wv.us/brim](http://www.state.wv.us/brim)

Go to the Underwriting section - Renewal Questionnaire



Each agency should have their own account to log into with their  
FEIN #

Password : **Call and request current one from BRIM**

Go to section three to update new vehicle information

# BRIM'S HOME PAGE

west virginia State Agency Directory | Online Services

 West Virginia Board of Risk & Insurance Management 

Search WV BRIM

Director Claim Finance Information Systems Loss Control **Underwriting** Policies FAQ

## About Us

A five-member board, appointed by the governor, oversees the West Virginia Board of Risk and Insurance Management (BRIM).

BRIM operates under the authority of Chapter 29, Article 12, and Chapter 33, Article 30 of the West Virginia Code, as amended, and the provisions of Executive Order 12-86. The Executive Director manages the daily operations.

The primary responsibility for BRIM is to provide casualty insurance coverage for all State Agencies.

[READ MORE](#)

## Announcements and RFPs

There are no announcements or RFPs at this time. Please check back periodically for updates.

[READ MORE](#)

## Submit a Claim

- Submit a Claim
- Claim Submission Instructions
- Loss Reporting Form
- Claim Status Inquiry

[READ MORE](#)

## Surety Bond Coverage

The West Virginia Board of Risk and Insurance Management (BRIM) will provide surety bond coverage (Bond) for state employees who apply to become a Notary Public or renew an existing commission provided they do so as a Government Notary Public.

[READ MORE](#)

Contact Us | Site Map | Disclaimer | WV BRIM Privacy Policies  
Toll Free WV: 1-800-345-4669 Phone: (304) 766-2646 Fax: (304) 744-7120  
90 MacCorkle Avenue S.W. Suite 203 South Charleston, WV 25303  
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# DEFENSIVE DRIVING



- BRIM requires annual training
- Every 3<sup>rd</sup> year, BRIM offers a course FREE of charge to state agencies
- This course is **REQUIRED** by BRIM in order to receive a 2% credit toward your automobile premium

# DEFENSIVE DRIVING



- On the off years, FMO will have training available
- Each month a new topic will appear on the FMO website and it will be emailed to each AFC
- AFC can distribute and monitor that each driver receives/reviews these monthly topics
- Keeps Safety up front to drivers



# DAILY USE RENTAL VEHICLES



# FMO DAILY USE RENTAL VEHICLES

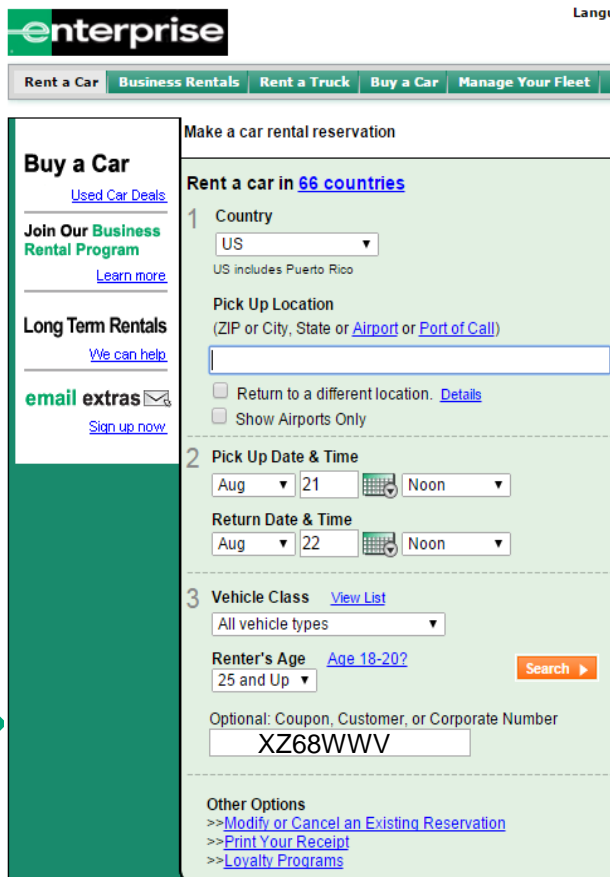


- **FOCUS DAILY RATE \$30.00**
- **LIBERTY DAILY RATE \$35.00**
- **FUSION DAILY RATE \$40.00**
- **CARAVAN DAILY RATE \$50.00**
- **PATRIOT DAILY RATE \$50.00**

**INCLUDES GAS AND MILEAGE**

# WV STATE CONTRACT: ENTERPRISE RENT-A-CAR

- ONLINE— [WWW.ENTERPRISE.COM](http://WWW.ENTERPRISE.COM)



**enterprise** Lang

Rent a Car Business Rentals Rent a Truck Buy a Car Manage Your Fleet

**Buy a Car**  
[Used Car Deals](#)

**Join Our Business Rental Program**  
[Learn more](#)

**Long Term Rentals**  
[We can help](#)

**email extras**   
[Sign up now](#)

Make a car rental reservation

Rent a car in **66 countries**

1 Country  
US   
US includes Puerto Rico

Pick Up Location  
(ZIP or City, State or [Airport](#) or [Port of Call](#))

Return to a different location. [Details](#)

Show Airports Only

2 Pick Up Date & Time  
Aug 21  Noon

Return Date & Time  
Aug 22  Noon

3 Vehicle Class [View List](#)  
All vehicle types

Renter's Age [Age 18-20?](#)  
25 and Up  [Search](#)

Optional: Coupon, Customer, or Corporate Number

Other Options  
>> [Modify or Cancel an Existing Reservation](#)  
>> [Print Your Receipt](#)  
>> [Loyalty Programs](#)

## Corporate Account Sign In

To access your corporate account,

please enter the first 3 characters of your company's name or PIN number:



### Examples:

St. Charles Lumber = STC  
A-1 Corporation = A1C

SIPP CODE	CLASS	DAILY RATE
ECAR	ECONOMY	\$30.09
CCAR	COMPACT	\$30.09
ICAR	INTERMEDIATE	\$31.92
SCAR	STANDARD	\$31.92
FCAR	FULL SIZE	\$34.41
PCAR	PREMIUM	\$57.00
MCAR	MINIVAN	\$51.65
IFAR/SFAR	STANDARD SUV	\$52.65
FFAR	FULL SIZE SUV	CALL
SPAR	SMALL PICKUP TRUCK	\$51.00
PPAR	LARGE PICK UP TRUCK	\$51.00
RVAR	12 PASSENGER VAN	\$97.00



# FLEET MAINTENANCE



Download from  
**Dreamstime.com**  
This watermarked comp image is for previewing purposes only.

ID 6318294  
© Kokandr | Dreamstime.com

Acclaim Images.com

# Automotive Resources International



- Automotive Resources International

- 1-800-CAR-CARE

Contracted by FMO for:

- ARI certified mechanic available 24 hours a day, 7 days a week, for 365 days a year
    - Maintenance
    - Repairs
    - Emergency and Roadside Assistance needs



# Manage the Asset / Maintenance



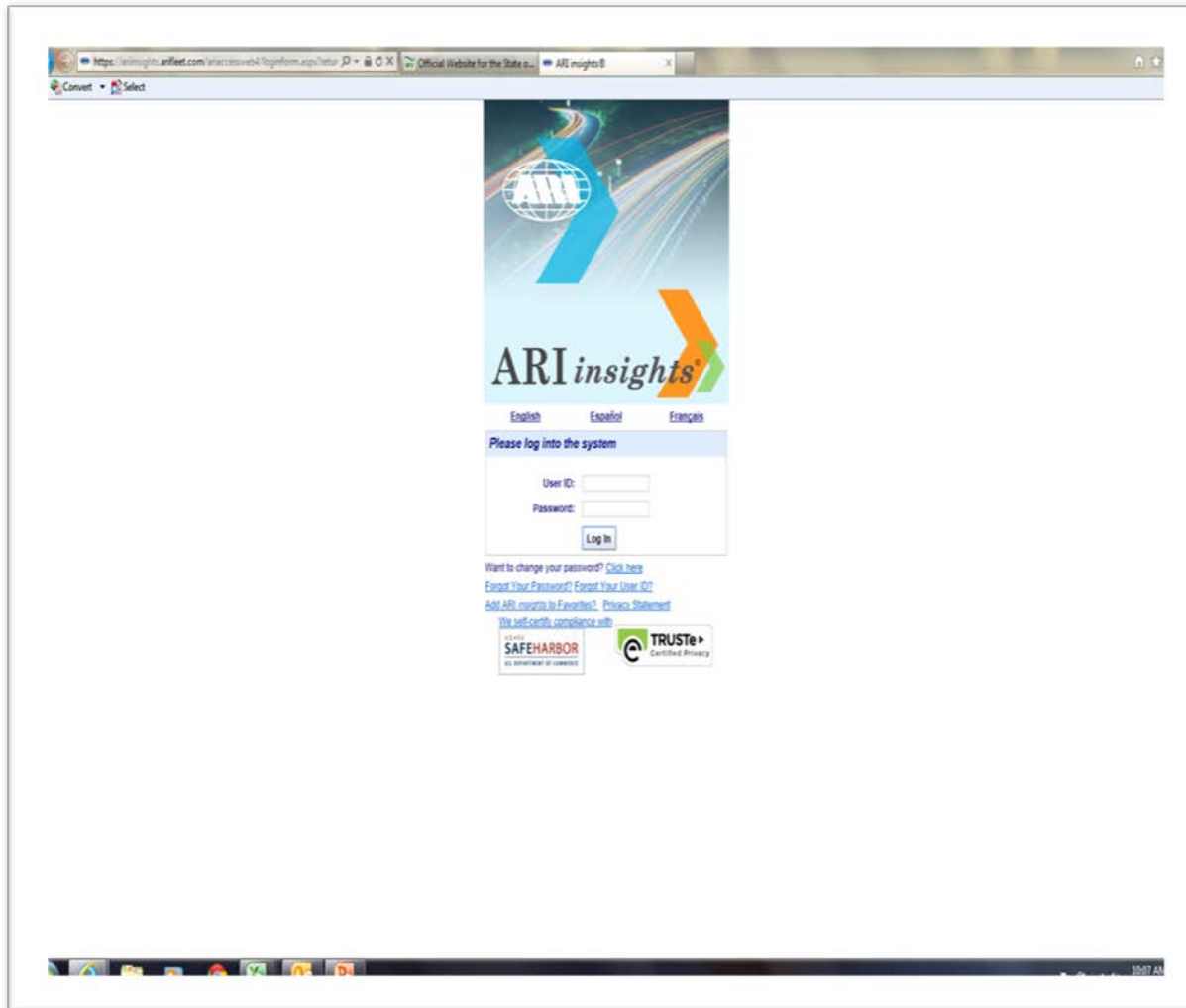
- **FMO has negotiated a contract with ARI to perform the following for each participating State vehicle:**
  - 24x7x365 access to a team of ASE-certified car and truck technicians who scrutinize repair requests and negotiate with vendors for best prices
  - A simple prompt at the beginning of each call makes sure calls are routed to technicians experience with your type of vehicles
  - Access to an open vendor network comprised of 90,000 shops, including national accounts that offer up to 20% off of retail prices
  - Controlled authorizations eliminate unnecessary repairs
  - Preventative maintenance schedules that are customized to the types of vehicles in your fleet
  - Ability to see exactly where your maintenance dollars are going
  - One monthly invoice, available on-line, for all vehicle maintenance issues.
- **ARI *insights* Fleet Management Platform**
  - Web-based platform so you can access your information anytime, anywhere
  - Single portal through which you can view all of your fleet information, including maintenance and registrations
  - Customizable dashboard puts the information that is most important to you at your fingertips
  - Information is updated in real time



# Automotive Resources International



- **ARI Website** <https://ariinsights.arifleet.com/AriAccessWeb/default.aspx>



# Manage the Asset / Maintenance

- Key performance indicators, alerts, and exception reports clearly notify you when something needs your attention
- Provides you with executive-level summaries of your entire fleet as well as the ability to drill down into information about each vehicle
- Allows you to see a comprehensive maintenance history on each vehicle, recalls, past-due preventative maintenance, etc.
- Allows you to easily email drivers when preventative maintenance is past due
- Gives you visibility into your total operating costs as well as costs per vehicle and per incident



## Partnership Savings



Savings	2015 YTD	2014	2013
Controlled Authorization Savings	\$89,737	\$236,121	\$205,740
National Account Vendor Usage	\$9,446	\$20,225	\$16,627
Purchase Order Savings	\$185,250	\$267,875	\$253,325
<u>Total Cost Avoidance</u>	\$284,433	\$524,221	\$475,692
National Account Vendor Rebates	\$2,988	\$6,012	\$2,037
<u>Total Cost Savings &amp; Avoidance</u>	\$287,421	\$530,242	\$477,729

2014 Net Savings	
Total Per Vehicle Per Month Fees	\$111,300
Total Independent Vendor Fees	\$82,797
<u>Total Fees</u>	\$194,097
Controlled Authorization Savings	\$236,121
<u>2014 Net Savings</u>	\$42,024

**Total Savings & Avoidance = \$1,295,392**  
**Per Vehicle Per Month Savings for 2014 = \$9.85**



# ARI Maintenance 2014

<b>ARI</b>	<b>2014</b>	<b>Year Total</b>	<b>Average/Mth</b>
	# Of Total Cards	31,236	2,603
	# Of Cards Used	9,256	771
	Invoiced	\$2,202,604.54	\$183,550.38
	Average Cost/Vehicle	\$845.00	\$70.38

# ARI Life Time Maintenance Cost

Category	State # of Units	State Average Maintenance/ Repair Cost	State Average Maintenance/Repair Cost per Month
CAR 2014 - 2013	93	168.44	9.59
CAR 2012 - 2011	174	903.94	23.64
CAR 2010 - 2009	133	1804.68	33.47
CAR 2008 - 2007	108	2424.49	31.36
CAR 2006 - OLDER	38	3051.87	33.77
SUV 2014 - 2013	326	318.55	16.01
SUV 2012 - 2011	254	1,206.65	31.81
SUV 2010 - 2009	146	2,759.99	52.56
SUV 2008 - 2007	172	4,894.07	66.99
SUV 2006 - OLDER	51	4,017.23	49.29
Truck LD 2014 - 2013	112	251.36	13.66
Truck LD 2012 - 2011	166	1,071.04	29.51
Truck LD 2010 - 2009	94	2,610.84	48.49
Truck LD 2008 - 2007	80	4,109.21	59.34
Truck LD 2006 - OLDER	82	3944.05	40.92
Truck MD 2014 - 2013	2	2617.51	153.97
Truck MD 2012 - 2011	1	0.00	0.00
Truck MD 2010 - 2009	2	131.90	21.98
Truck MD 2008 - 2007	10	1316.58	36.24
Truck MD 2006 - OLDER	10	7242.19	242.54
VAN 2014 - 2013	74	125.01	7.63
VAN 2012 - 2011	66	1092.78	31.36
VAN 2010 - 2009	67	2302.81	45.14
Van 2008 - 2007	107	2984.55	40.45
VAN 2006 - OLDER	108	2926.24	35.60

# Automotive Resources International



ARI insights<sup>®</sup> Welcome, MANDY PARSONS

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES DRIVERS ORDERING REPORTING COMMUNICATION

General Fleet Info Inventory Maintenance Add/Remove Tabs

Customize Tab | KPI and Alert Descriptions | What's new | Training Schedule

### Inventory by ARI Status

Status	Cars	Trucks	Total
On Order	0	0	0
Active	961	1,660	2,621
Pend Out Svc	0	0	0
Out of Svc	0	0	0
Sold	348	1,323	1,671

No Vehicles with Invalid VIN

267 Drivers Missing Emails

5 Data changes in last 7 days

### Open Recalls by Age

Age Category	Open Recalls
<= 1 Month	22
1-3 Months	58
3-6 Months	74
6-9 Months	11
9-12 Months	15
> 12 Months	43
All Open Recalls	223

### Open Recalls by Make

Make	Open Recalls
CHEVROLET	7
CHRYSLER	1
DODGE	47
FORD	55
GMC	9
JEEP	103
TOYOTA	1
All Open Recalls	223

### Maintenance

#### Maintenance Alerts

- 855 Vehicles Overdue for Maintenance
- 4 Repairs Awaiting Authorization
- 3 Vehicles Towed During Last 1 Day(s)

# Automotive Resources International



## Vehicles Overdue for Maintenance

https://arinsights.arifleet.com/ARiAccessWeb4/WebForms/KPIs... Vehicles Overdue for Maint...

Customize

Total Rows: 855 Rows Per Page: 100 Page 1 of 9 Go to Page:

Vehicles Overdue for Maintenance

	Client	Vehicle	DEPARTMENT	Division	Driver	AGENCY	VIN	State/Prov.	Make	Name	VIN Model	CLIENT DATA7	Licence Plates	Model Year	Lic State/Prov	Asset Type	Calculated Odometer	Last PM Meter	Last PM Date	Miles/KM Since Last Maintenance	Day
Details	SR82	009124	21	MV01	WINTER, GREG		2BXJBK017BV000124	WV	CAN-AM	SPYDER		WV/0684	2011	WV	MISC		2,576				2576
Details	SR82	013142	01	PG06	LOWE, PAULA		J8DC4B16867013142	WV	GMC	W45090		WV/5499	2006	WV	TRUCK LD		25,624	0	06/25/2013		25624
Details	SR82	044302	06	CL50	FLOWERS, JEANNE		5J8RE48389L044302	MD	HONDA	CR-V		WV/77609	2009	WV	SUV		86,394	77801	08/26/2013		8593
Details	SR82	061088	06	CL50	FLOWERS, JEANNE		5J8RE4H31AL061088	WV	HONDA	CR-V		WV/78106	2010	WV	SUV		59,080	50838	08/27/2013		8242
Details	SR82	075952	06	CL02	UNIVERSITY, SHEPHERD		1GJHG39R1X1075952	WV	GMC	SAVANA		WV/45227	1999	WV	VAN		155,980	123512	08/29/2013		32468
Details	SR82	101202	03	DL01	BROWN, DENISE		1GTW7FCA401101202	WV	GMC	SAVANA		WV/	2013	WV	VAN		4,612	4612	04/29/2013		0
Details	SR82	104329	09	2743	ROBERTS, KAREN		1FAHP3EN3BW104329	WV	FORD	FOCUS		/ST1587	2011	WV	CAR		82,410	72044	06/06/2013		10366
Details	SR82	104331	22	M259	FILIPEK, MARK		1FAHP3EN1BW104331	WV	FORD	FOCUS		/ST1830	2011	WV	CAR		25,099	25099	04/26/2013		0
Details	SR82	104335	22	M259	FILIPEK, MARK		1FAHP3EN9BW104335	WV	FORD	FOCUS		/ST1591	2011	WV	CAR		57,094	51429	10/18/2013		5665
Details	SR82	104349	09	2825	BROWNING, LEE	DHHR	3FA8P0G74ER104349	WV	FORD	FUSION			2014	WV	CAR		150				150
Details	SR82	104365	03	MS11	MCCLURE, TOM		1GTJ6LF3C8104365	WV	GMC	CANYON		/ST2363	2012	WV	TRUCK LD		30,666	29977	07/29/2013		689
Details	SR82	104537	03	NR08	WARNER, SCOTT		1GTJ6LF6C8104537	WV	GMC	CANYON		WV/ST2400	2012	WV	TRUCK LD		60,497	55495	12/11/2013		5002
Details	SR82	104903	03	MS11	MCCLURE, TOM		1GTJ6LF5C8104903	WV	GMC	CANYON		/ST2425	2012	WV	TRUCK LD		48,033	40076	09/09/2013		7957
Details	SR82	105755	03	MS11	MCCLURE, TOM		1GTJ6LF5C8105755	WV	GMC	CANYON		/ST2421	2012	WV	TRUCK LD		25,889	25112	07/17/2013		777
Details	SR82	108515	18	SI01	STATON, STEVE		2FABP7E9AX108515	WV	FORD	CROWN VICTORIA		/SX9954	2010	WV	CAR		130,193	124973	11/15/2013		5220
Details	SR82	110078	03	FT01	75-973		1GJHG39R6X110078	WV	GMC	SAVANA		WV/75-973	1999	WV	VAN		110,000	102854	12/12/2012		7146
Details	SR82	110570	01	GE01	THAXTON, ANTHONY	AGENCY OWNED	1G0C0C4R05E110570	WV	CHEVROLET	K2500		WV/B37120	1995	WV	TRUCK LD		147,057	147057	10/15/2012		0
Details	SR82	110855	13	PC01	SANGID, DON		2FABP7BVAX110855	WV	FORD	CROWN VICTORIA		/ST1074	2010	WV	CAR		54,502	54502	07/18/2013		0
Details	SR82	110858	13	PC01	SANGID, DON		2FABP7BVAX110858	WV	FORD	CROWN VICTORIA		/ST1075	2010	WV	CAR		80,492	75150	09/17/2013		5342
Details	SR82	110867	13	PC01	SANGID, DON		2FABP7BVAX110867	WV	FORD	CROWN VICTORIA		/ST1067	2010	WV	CAR		65,252	58650	10/01/2013		5602
Details	SR82	110869	13	PC01	SANGID, DON		2FABP7BVAX110869	WV	FORD	CROWN VICTORIA		/ST1066	2010	WV	CAR		69,436	69436	06/07/2013		0
Details	SR82	111053	06	CL14	GIBSON, DIANA		2G1WB57K09111053	WV	CHEVROLET	IMPALA		WV/ST-832	2009	WV	CAR		56,439	45590	04/05/2012		10849
Details	SR82	111695	06	CL03			1D4GP23R25B11695	WV	DODGE	GRAND CARAVAN		WV/73682	2005	WV	VAN		11,247				11247
Details	SR82	114733	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114733	WV	FORD	FUSION		WV/77450	2009	WV	CAR		149,919	146577	05/29/2013		3342
Details	SR82	114735	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114735	WV	FORD	FUSION		WV/77449	2009	WV	CAR		140,584	123542	11/07/2013		17042
Details	SR82	114737	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114737	WV	FORD	FUSION		WV/77446	2009	WV	CAR		124,717	117488	11/05/2013		7229
Details	SR82	114738	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114738	WV	FORD	FUSION		WV/77447	2009	WV	CAR		133,159	120866	11/29/2013		12293
Details	SR82	115716	20	L001	CHAIN, SKIP		1G1ZS58N28F115716	WV	CHEVROLET	MALIBU		/T7313	2008	WV	CAR		103,442	100949	07/25/2013		2493
Details	SR82	118021	09	2894	BROWNING, LEE ANN		1GT022C03D2118021	WV	GMC	SIERRA		WV/	2013	WV	TRUCK LD		11,386	11386	06/14/2013		0
Details	SR82	118084	06	CL03			1GT3K2B06AF118084	WV	GMC	SIERRA		WV/ST1134	2010	WV	TRUCK LD		2,536				2536
Details	SR82	118640	06	CL49	BOSSIE III, GEORGE		2FAFP73V54X118640	WV	FORD	CROWN VICTORIA		WV/73622	2004	WV	CAR		68,537	56276	09/06/2013		10261
Details	SR82	120500	06	CL02	UNIVERSITY, SHEPHERD		2FAFP71W2X120500	WV	FORD	CROWN VICTORIA		WV/70327	2002	WV	CAR		110,862	110208	02/07/2013		654
Details	SR82	120932	03	MS11	MCCLURE, TOM		1J8GR48K58C120932	WV	JEEP	GRAND CHEROKEE		WV/77342	2008	WV	SUV		106,629	93917	03/29/2012		12712
Details	SR82	120936	03	MS11	MCCLURE, TOM		1J8GR48K28C120936	WV	JEEP	GRAND CHEROKEE		WV/77336	2008	WV	SUV		65,549	48407	10/13/2011		17142
Details	SR82	121523	11	C025	ARTHUR, BRYAN		1GJG025R18121523	WV	GMC	SAVANA		/T7340	2006	WV	VAN		94,408	85852	08/26/2013		8556
Details	SR82	121785	03	DL01	BROWN, DENISE		1G1022C06D2121785	WV	GMC	SIERRA		WV/	2013	WV	TRUCK LD		4,638				4638
Details	SR82	122224	07	EP02	KESSINGER, BRENT		1G1022C04D2122224	WV	GMC	SIERRA		WV/	2013	WV	TRUCK LD		33,921	30005	12/20/2013		3916
Details	SR82	124415	06	CL05	LINIO, RICHARD		1B3AL46R36N124415	WV	DODGE	STRATUS		WV/85538	2006	WV	CAR		151,265	134827	05/30/2012		16438
Details	SR82	126327	20	IN01	MARCUM, VICKIE		1D4GP24R27B126327	WV	DODGE	GRAND CARAVAN		/76616	2007	WV	VAN		58,957	56347	12/13/2012		2610
Details	SR82	126739	05	VR01	MILLER, CHARLYN	AO	5TDXK3DC58S126739	WV	TOYOTA	SIENNA		WV/ST2050	2011	WV	VAN		1,578				1578
Details	SR82	127052	09	2842	STAATS, CAROL	STAATS	2B5VB35Y1NK127052	WV	DODGE	RAM WAGON		WV/B37826	1992	WV	VAN		134,724	134723	07/19/2013		1
Details	SR82	127514	15	TR01	STONE, CARL		2B7KB31Y2YK127514	WV	DODGE	RAM VAN		WV/45734	2000	WV	VAN		77,924				77924
Details	SR82	130671	13	PC01	SANGID, DON		1FAHP2M88DQ130671	WV	FORD	TAURUS		WV/	2013	WV	CAR		10,435	10435	06/18/2013		0
Details	SR82	132143	09	B003	HIGGINBOTHAM, ADAM	BARBERS	1FAHP3E27CL132143	WV	FORD	FOCUS		WV/	2012	WV	CAR		65,176	60063	11/18/2013		5113
Details	SR82	133007	09	2894	BROWNING, LEE ANN	AO	1GT222C06D2133007	WV	GMC	SIERRA		WV/	2013	WV	TRUCK LD		25,688	19987	11/20/2013		5701
Details	SR82	133731	01	PG13	MOORE, MISTY		1FAHP34N39W133731	WV	FORD	FOCUS		/78113	2009	WV	CAR		15,361	15361	01/14/2013		0
Details	SR82	133732	11	JS09	WALKER, GLENVA		1FAHP34N59W133732	WV	FORD	FOCUS		/78112	2009	WV	CAR		54,803	54803	07/19/2013		0
Details	SR82	133761	11	JA01	CANTERBURY, BILL		3FAHP06298R133761	WV	FORD	FUSION		/78095	2009	WV	CAR		74,687	75761	09/18/2013		8818

# Automotive Resources International




- Repairs Awaiting Authorization

https://ariinsights.arifleet.com/ARIAccessWeb4/WebForms/KPIs  
Official Website for the State of West Virginia | ARI insights MANDY PARSONS | Repairs Awaiting Authorization

Customize Repairs Awaiting Authorization

Total Rows: 4    Rows Per Page: 100    Page 1 of 1    Go to Page: [ ]

	Client	Vehicle	DEPARTMENT	Division	Repair	PO #	PO Date	Submitted	Addl. Requested Amt.	Approved Amount	Approval Process	Driver Email Address
<a href="#">Details</a>	5R82	173264	11	RJ09	45595453	44624691	2/19/2014	02/20/2014		\$538.75	Resubmit	BILLE.CANTERBURY@WV.GOV
<a href="#">Details</a>	5R82	300441	11	CO31	45608803	44638744	2/20/2014	02/20/2014		\$8,165.95	Original	
<a href="#">Details</a>	5R82	D33890	03	MS11	45608567	44638394	2/20/2014	02/20/2014		\$5,200.00	Original	TOM.L.MCCLURE@WV.GOV
<a href="#">Details</a>	5R82	D33890	03	MS11	45608567	44638623	2/20/2014	02/20/2014		\$3,126.48	Original	TOM.L.MCCLURE@WV.GOV



Windows Taskbar: 10:39 AM 2/20/2014



# Automotive Resources International



## ■ Repair Details

Browser tabs: https://ariinsights.arifleet.com/ARIAccessWeb4/WebForms/Deiz, Official Website for the State o..., ARI insights® MANDY PARSO..., Repairs Awaiting Authorization, Purchase Order Details

Navigation: Convert, Select

Menu: Billing, Component Info, Documents, Driver Updates, Expenses, Fuel Card History, Fuel Trans, General Info, History, Inventory Mgmt, Maintenance, Memos, Odometer, Order Detail, PO Details, Registration

### Repair Details

2010 GMC SAVANA - 2500

Vendor: TOM'S TIRE & WHEEL  
Independent Vendor  
304 E MILES AVE  
PENNSBORO WV 26415  
Phone : (304) 659-2736

PO#: 44624691    Client: 5R82    Vehicle No: 173264  
DEPARTMENT: 11    DIVISION: RJ09    Hour Meter:  
Customer PO#:    Driver: Bill Canterbury    Odometer: 132521  
Months in Service: 42    Date: 02/19/2014    Repair Date: 02/19/2014  
Status: HOLD    Replacement Vehicle:    Replacement Vehicle Status:  
Repair#: 45595453    Store Order No:    Shop Contact: TERICA

Quantity	Cost	Description	Type	ATA Code	Correction	Cause
1	\$116.02	CALIPER, BRAKE	PART	13001029	REPLACE	BROKEN
1	\$44.59	REAR DISC BRAKE PAD	PART	13002027	REPLACE	BROKEN
1	\$159.18	ROTOR, DISC BRAKE, REAR	PART	13001104	REPLACE	BROKEN
1	\$60.00	REAR DISC BRAKE PAD	LABOR	13002027	REPLACE	BROKEN
1	\$62.54	COVER, DIFFERENTIAL CASE	PART	22003014	REPLACE	BROKEN
1	\$30.00	COVER, DIFFERENTIAL CASE	LABOR	22003014	REPLACE	BROKEN
1	\$40.92	OIL, GEAR, SYNTHETIC	PART	53999033	REPLACE	BROKEN
1	\$0.00	OIL, GEAR, SYNTHETIC	LABOR	53999033	REPLACE	BROKEN
1	\$20.50	BULBS, ALL LIGHT (EXCEPT SEALED BEAM)	PART	34004019	REPLACE	BURNED OUT
1	\$5.00	BULBS, ALL LIGHT (EXCEPT SEALED BEAM)	LABOR	34004019	REPLACE	BURNED OUT

Total : \$538.75

\* ATA = American Trucking Association. Industry standard codes used to categorize maintenance repairs.  
\* Amounts reflect denominations based on country of origin.

PO Notes  
02/19/2014 08:16 A.M.: R/R CALIPER LOCKED UPPASD M/M ROTOR 1/16 OF AN INCH  
02/19/2014 08:18 A.M.: DIFF COVER HAS HOLE LEAKING RUSTED OUT  
02/19/2014 08:21 A.M.: AUTO\_RESPONSE. CLIENT AUTHORIZATION PROCESS HAS BEEN STARTED, REQUESTED AMOUNT \$513.25 INCLUDING PO (44624691)  
02/19/2014 09:36 A.M.: HEADLIGHT DRV SIDE INOP REC REPLACE BULB  
02/19/2014 09:38 A.M.: IV CB TO CHECK ON AUTH - IN PROCESS--ADDED HEADLIGHT  
02/20/2014 09:06 A.M.: SHOP CLD REQ APPROVAL LVM F/A  
02/20/2014 09:06 A.M.: AUTO\_RESPONSE. CLIENT AUTHORIZATION PROCESS HAS BEEN RESTARTED, REQUESTED AMOUNT \$538.75 INCLUDING PO (44624691)

# Automotive Resources International



ARI insights<sup>®</sup> Welcome, MANDY PARSONS

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES DRIVERS ORDERING REPORTING COMMUNICATION

239031

Press <Enter> to see matches.

### Inventory by ARI Status

Status	Cars	Trucks	Total
On Order	0	0	0
Active	961	1,660	2,621
Pend Out Svc	0	0	0
Out of Svc	0	0	0
Sold	348	1,323	1,671

No Vehicles with Invalid VIN

267 Drivers Missing Emails

5 Data changes in last 7 days

### Maintenance

#### Maintenance Alerts

- 855 Vehicles Overdue for Maintenance
- 4 Repairs Awaiting Authorization
- 3 Vehicles Towed During Last 1 Day(s)

### Open Recalls by Age

Age Category	Open Recalls
<= 1 Month	22
1-3 Months	58
3-6 Months	74
6-9 Months	11
9-12 Months	15
> 12 Months	43
All Open Recalls	223

### Open Recalls by Make

Make	Open Recalls
CHEVROLET	7
CHRYSLER	1
DODGE	47
FORD	55
GMC	9
JEEP	103
TOYOTA	1
All Open Recalls	223

10:19 AM 2/20/2014

# Automotive Resources International

The screenshot shows the ARI insights web application interface. At the top, there is a navigation bar with the ARI insights logo and a welcome message for MANDY PARSONS. Below this is a search bar containing the number 239031 and a Search button. A search result is displayed below the search bar, showing a link to a vehicle record: [SR82-239031\\_Driver\\_BECKY FARMER\\_VIN\\_3FAHP0GAXCR239031\\_Lic Plate\\_ST2268](#). A red arrow points to this link. The interface also includes a top navigation menu with options like SEARCH, VEHICLES, DRIVERS, ORDERING, REPORTING, and COMMUNICATION.

# Automotive Resources International



## ■ General Info Tab

ARI insights® Welcome, MANDY PARSONS

SEARCH VEHICLES DRIVERS ORDERING REPORTING COMMUNICATION

General Vehicle Detail

Client : 5R82 Vehicle No : 239031  
2012 FORD FUSION  
[Overdue for PM](#)

**General**  
 DEPARTMENT: 01 DIVISION: AD94 Status: Active Assigned Status: Assigned Cust Status: Status Date: Car / Truck: Car  
 Asset Type: CAR Sub-Type:

Description	Lease	Order
Model Year: 2012 Make: FORD Model: FUSION VIN Model: FUSION Model Line: VIN: <a href="#">3FAHP0GAXCR239031</a> Exterior: WHITE Interior: Decal Number:	Type: NON-ARI Months/Miles/KM: 0/0 MS: 27 Residual: \$0.00 Cap Cost: \$0.00 Lease End Date: Book Value: \$0.00 Estimated Resale: \$9,300.00 Vendor: OWNED	Order Date: Order Type: Previous Vehicle: Delivery Date: 11/01/2011 On-Road Date: Exp. Deliv. Date:

Client Data	Fuel	Driver
AGENCY: Fuel Only:	CLIENT DATA: Fuel Type: Unknown - Fuel Capacity: 17.5 MPG: 30.52 Yearly CO2 Emission(lbs): 8787 Credit Card: 50188254486 Status: Canceled (10/19/2012) Status Date: 10/19/2012 Exp Date: 08/31/2014	BECKY FARMER 2101 WASHINGTON STREET, EAST CHARLESTON, WV - 25305

Licensing	Sale Info	Billing
Lic Plate: WV / ST2268 Plate Type: Permanent Renewal Date: Title: Location: NOT ARI Titled To: Unknown County: KANAWHA	Out Of Svc Date: Out Of Svc Odom x 1000: 0 Sale Date: Sale Price: 0 Sale Odometer: 0 Replacement Veh: SDO:	Months Billed: 27 Basic Rent: 0 Bill Tax Rate:

Meters	Telematics	Specifications
Odometer: 21218 Odometer Date: 12/11/2013 Rating: 94.00% Avg Mon Miles: 1152 (Last 6 Months) Broken Odometer: Fringe Odom: Fringe Odom Date: Hour Meter: Hour Meter Date:	Device ID: Device Model: Device Vendor:	Cyls: 4 Engine size: 2.5 Axles: 0 CID: Transmission: Unknown Tires: Drive Type: FWD GVWR:

10:55 AM 2/20/2014

# Automotive Resources International



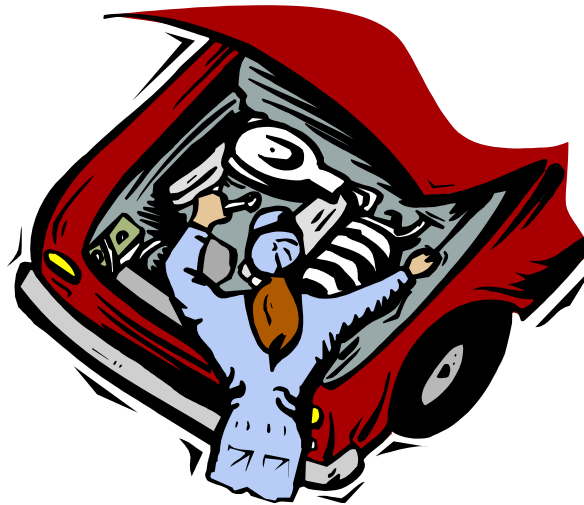
## ■ Inventory Management Tab

The screenshot displays the ARI insights web application interface. The top navigation bar includes the ARI insights logo, a welcome message for MANDY PARSONS, and various utility links like DASHBOARDS, QUICK SEARCH, FEEDBACK, FAVORITES, and SAVED SEARCHES. Below this is a secondary navigation menu with tabs for SEARCH, VEHICLES, DRIVERS, ORDERING, REPORTING, and COMMUNICATION. The main content area is titled 'Inventory Management' and features a sub-tabbed interface. The 'Inventory Mgmt' sub-tab is highlighted with a red arrow. This sub-tab contains a form for entering vehicle data, including fields for VIN, ZIP code, client information, driver information, and vehicle specifications. The form is organized into sections: General Client Info, Driver Information, and Vehicle Information. The Vehicle Information section includes fields for Status, Cust Status, Assigned Status, VIN, Year, Make, Model, Transmission, Drive Type, Tires, Wheelbase, Eng Cylinders, Eng. Size, Axles, Axle Ratio, Fuel Type, Fuel Capacity, Fuel Capacity Unit, GVWR, GCWR, Curb Weight, Reg Veh Weight, Ext Color, Int Color, Tag State, Lic Plate, Plate Type, Title No, Renewal Date, Cap Cost, Order Date, Exp. Deliv. Date, Delivery Date, On-Road Date, Odometer, Odometer Date, Hour Meter, Hour Meter Date, and Lease Term. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 11:37 AM on 2/20/2014.

# Scheduled Maintenance



- The driver takes the vehicle to a National account vendor and presents a preventive maintenance coupon for the listed work to be performed



# Fleet Maintenance Materials



**Fleet Vehicle Maintenance Materials**

**DRIVE SAFELY**

**DO NOT DISCARD!**  
Vital information, documentation and identification materials are enclosed.

Service/Identification Card on back.

CALL 1-800-CAR-CARE  
1-800-227-2273

5R82-03 > NR09-B85713  
STATE OF WEST VIRGINIA  
ATTN: FLEET SVSC COORDINATOR  
2101 WASHINGTON STREET EAST  
PO BOX 50121, BLDG 17  
CHARLESTON WV 25305-013

<http://www.arifleet.com/logo>



**Communicating with ARI**  
ARI's Fleet Management Programs are designed to assist you, The Driver, in maintaining your company vehicle properly. We handle routine services in the quickest and most effective manner available. To accomplish this, we need minimal information from you. When calling ARI please have your client number, vehicle number and current odometer reading available. You can find these numbers on your ID card below. If you are already in a service facility, have the shop inspect the vehicle and call ARI for authorization. Service Technicians are waiting to serve you. Please call them for Service, Information, or Advice.

**24 Hours a Day, 7 Days a Week .**

**Preventive Maintenance Coupon**  
Scheduled maintenance is handled by the use of the enclosed coupons. These coupons allow an authorized facility to perform scheduled maintenance at the required intervals without a phone call to ARI. Failure to comply with the coupon intervals may be considered abuse.

**Nonscheduled Maintenance and Repairs**  
Repairs that are required and exceed what is specified on the coupons can be authorized by using the enclosed ID card. Repairs can be performed up to the limit stated on the card. If the card states Identification Card Only or the repairs exceed the limit, a call must be made to ARI for authorization. Failure to obtain proper authorization prior to performing the repairs is subject to non-payment by ARI.

**National Account Vendor Network**  
The following vendors are recommended for your maintenance and repair needs. You can locate individual locations by using their toll free number, website or by calling ARI for assistance.

AAMCO.....	800-462-2626.....	www.aamco.com
BIG O TIRES.....	.....	www.bigo.com
FIRESTONE.....	.....	www.firestone.com
GOODYEAR.....	800-Goodyear.....	www.goodyearfleetnetwork.com
GREASE MONKEY.....	.....	www.greasemonkeyintl.com
JIFFY LUBE.....	888-99JIFFY.....	www.jiffylube.com
LES SCHWAB TIRE.....	.....	www.leschwab.com
MEINEKE.....	.....	www.meineke.com
MICHELIN/GOODRICH/UNIROYAL.....	.....	www.michelinman.com
MIDAS.....	.....	www.midas.com
MONRO MUFFLER & BRAKE.....	.....	www.monro.com
PEPBOYS.....	800-PEPBOYS.....	www.pepboys.com
PRECISION TUNE.....	.....	www.precisiontune.com
SEARS.....	888-819-6963.....	www.sears.com
TIRE KINGDOM/NTB.....	.....	www.tirekingdom.com
VALVOLINE INSTANT OIL CHANGE.....	.....	www.valvoline.com

**PLEASE FAMILIARIZE YOURSELF WITH ALL THE MATERIALS PROVIDED IN THIS PACKET. THANK-YOU**


**ARI - Automotive Resources International**  
 P.O. BOX 789 | Mt. Laurel, NJ 08054

**EXPIRES 06/18**  
**CARD NUMBER : 274 14446494**  
**CARD LIMIT : \$50.00**  
**STATE OF WV - DEPT OF ADMIN**

CLIENT # 5R82-03      2014 FORD EXPLORER  
 ARI VEH # B85713      1FMSK8R82G85713

CALL 1-800-CAR-CARE FOR ADDITIONAL SERVICE APPROVAL

# Preventive Maintenance Coupon

5,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK TIRE PRESSURE

NO ADDIT  
WITHOUT AP

10,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK TIRE PRESSURE  
ROTATE TIRES

NO ADDIT  
WITHOUT AP

15,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK TIRE PRESSURE

NO ADDIT  
WITHOUT AP

20,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK TIRE PRESSURE  
ROTATE TIRES  
INSPECT BRAKES

NO ADDIT  
WITHOUT AP

25,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK TIRE PRESSURE

NO ADDIT  
WITHOUT AP

30,000 MILE COUPON  
PO# 57547  
CLIENT# 5R82-03  
ARI VEH# 885713  
2014 FORD EXPLORE  
1FMSK8ARBEG885713  
ICN# 14446494  
PM SCHEDULE: TJ

CHANGE OIL AND FILTER  
CHECK AND FILL ALL FLUID LEVELS  
LUBE CHASSIS AS REQUIRED  
CHECK AIR FILTER AND REPLACE AS NEEDED  
CHECK TIRE PRESSURE  
ROTATE TIRES

NO ADDIT  
WITHOUT AP



# Un-Scheduled Maintenance



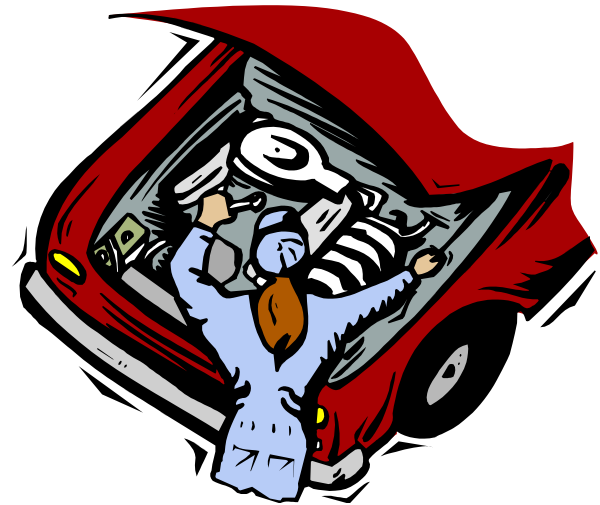
- The driver calls 1-800-CAR-CARE (1-800-227-2273) and discusses the need with an ARI certified mechanic
- ARI reviews the vehicle's maintenance and repair history and recommends a facility that best fits the maintenance need and the current vehicle location
- The driver takes the vehicle to the recommended facility
- The facility contacts ARI to review the work requested and for authorization for the maintenance or repair and the cost of performing the work

**Be sure to contact ARI prior to scheduling any maintenance for a vehicle**

# Non-ARI Maintenance Purchases



- When maintenance or repairs are performed on the vehicle and ARI is NOT used – these purchases should be manually entered into ARI so that the TRUE vehicle costs can be accurately accounted for.
  - Tires
  - Battery
  - Oil Changes



# Automotive Resources International



The screenshot displays the ARI insights web application interface. The browser address bar shows the URL <https://ariinsights.arifleet.com/AriAccessWeb/default.aspx>. The user is logged in as JAMES PARSONS. The main navigation bar includes sections for SEARCH, VEHICLES, DRIVER, ORDERING, REPORTING, and COMMUNICATION. Below this, there are tabs for General Fleet Info, Inventory, Maintenance, My Custom Dashboard, New Orders, and Add/Remove Tabs. The main content area is split into two columns: Inventory and Maintenance. The Inventory column shows 'Vehicle Data Alerts' with four items: 267 Drivers Missing Emails, No Vehicles with Invalid VIN, 1 Data changes in last 7 days, and No Bookmarked Vehicles. The Maintenance column shows 'Maintenance Alerts' with three items: 6 Repairs Awaiting Authorization, No Vehicles Overdue for Maintenance, and No Vehicles Towed During Last 1 Day(s). The Windows taskbar at the bottom shows the system time as 9:11 AM on 2/24/2014.

# Automotive Resources International



ARI insights

Welcome, JAMES PARSONS

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES DRIVER ORDERING REPORTING COMMUNICATION

General Fleet Info Inventory Maintenance My Custom Dashboard New! Fleet Management »

Customize Tab | KPI and Alert Descriptions | What's new | Training Schedule

Fuel »

**Invent**

- Licensing »
- Maintenance »
- Vehicle Remarketing »

Accident Management

Authorize Repairs

Maintenance Parameters

Mfg Recalls

PO History Entry

PO Search

Service History

Vendor Locator

**Maintenance**

Maintenance Alerts

- 6 Repairs Awaiting Authorization
- No Vehicles Overdue for Maintenance
- No Vehicles Towed During Last 1 Day(s)

**Vehicle Data Alerts**

- 267 Drivers Missing Emails
- No Vehicles with Invalid VIN
- 1 Data changes in last 7 days
- No Bookmarked Vehicles

https://ariinsights.arifleet.com/AniAccessWeb/WebForms/ExternalUrlRedirector.aspx?ExternalURL=https%3a%2f%2fapp01.ari...

9:13 AM 2/24/2014

# Automotive Resources International



https://apps01.arifleet.com/client-history/history.aspx

ARI insights® JAMES PARSON... history

Automotive Resources International [Sign Out](#)

**Intellifleet Service History Direct Entry**

---

1. Please enter a Client and Vehicle or a Client and any combination of Serial, Make, Model

Client ID	Vehicle Number	Serial Number	Make	Model
All				

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail  Expense Reporting

9:15 AM 2/24/2014

# Automotive Resources International



Automotive Resources International Sign Out

**Intellifleet Service History Direct Entry**

---

1. Please enter a Client and Vehicle or  
a Client and any combination of Serial, Make, Model

Client ID	Vehicle Number	Serial Number	Make	Model
All				
All				
SR82				
SR86				
SR87				
SR88				
SR95				
SR98				
S022				
S060				
SV99				

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail  Expense Reporting

Windows taskbar: 9:17 AM 2/24/2014

# Automotive Resources International



https://apps01.arifleet.com/clientHistory/history.aspx

ARI insights® JAMES PARSON...

history

Automotive Resources International

Intellifleet Service History Direct Entry

Sign Out

1. Please enter a Client and Vehicle or a Client and any combination of Serial, Make, Model

Client ID	Vehicle Number	Serial Number	Make	Model
5R82	239031			

Submit Reset

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail  Expense Reporting

3. Select a vehicle

Cust	Vehicle	Serial Number	Make	Model	Yr	Prefix	Division	Status
5R82	239031	3FAHPGAXCR239031	FORD	FUSION	12	AD94	01	In Service

9:20 AM 2/24/2014

# Automotive Resources International



Automotive Resources International [Change Vehicle](#) [Sign Out](#)

**Intellifleet Service History Direct Entry**

---

Client: 5R82, Vehicle: 239031

**PO Summary**

Client Po	* Meter	Driver Name	Vendor Name	Invoice No	* Invoice Date	Po Total	Po Date	Hours InUse
						0.00		

\* Required

Service Selection Area: Choose service and repair, enter qty and cost, then click *Add Item to PO*

Service	Repair	Qty	Cost
Select	Select		

Optional Description

Truck  Car  Recent  Combined [Clear Selection](#)

**Active PO Details**

ATA	Description	Repair	Qty	Cost	Extended

**Comments**

9:28 AM  
2/24/2014



# Automotive Resources International



Browser tabs: <https://apps01.arifleet.com/client-history/historyDe.aspx>, ARI insights@ JAMES PARSON..., History Direct Entry

Automotive Resources International [Change Vehicle](#) [Sign Out](#)

Intellifleet Service History Direct Entry

Client: 5R02, Vehicle: 239031

PO Summary							
Client Po	* Meter	Driver Name	Vendor Name	Invoice No	* Invoice Date	Po Total	Hours InUse
						0.00	

\* Required

Service Selection Area: Choose service and repair, enter qty and cost, then click *Add Item to PO*

Service	Repair	Qty	Cost
Select	Select		
Select			<input type="button" value="Add Item to PO"/>
41001005 - AIR FILTER ELEMENT			<input type="button" value="Clear Selection"/>
41001003 - AIR INTAKE, HOSE			
60002A04 - ALARM, ANTI - THEFT			
15999A01 - ALIGNMENT			
31001001 - ALTERNATOR ASSEMBLY			
27037001 - ASSEMBLY, COMPLETE, TRANSMISSION, AUTOMATIC			
44003001 - ASSEMBLY, FUEL PUMP			
02035015 - ASSEMBLY, WIPER BLADE			
1G001023 - AUCTION PREPARATION COSTS			
27031001 - BELT - DRIVE			
18002008 - BEARING , DRIVE WHEEL, INNER			
65005003 - BELT - DRIVE			
34001053 - BULB, DRIVING LAMP			
43001030 - CATALYTIC CONVERTER			
44003999 - CLEANER, FUEL INJECTORS			
02011047 - CLEANER/PROTECTANT , UPHOLSTERY			
03002024 - CLUSTER, SPEEDOMETER & TACH			
23002001 - CLUTCH ASSEMBLY			
16001009 - CONTROL ARM , BUSHING - UPPER			
35004001 - CONTROL MONITOR & DISPLAY ASSEMBLY			
42011011 - COOLANT , RADIATOR			
44002002 - ELEMENT, FUEL FILTER, PRIMARY			
1G001010 - EMISSION INSPECTION			
45020001 - ENGINE - ASSEMBLY - COMPLETE			
03004034 - FITTING - MISCELLANEOUS, HOSE			
55021014 - FLUID , HYDRAULIC LIFT SYSTEM			
13001015 - FRONT BRAKE , LINING			
44001062 - FUEL , GASOLINE ENGINE			
27036009 - GASKET SET, PAN, TRANSMISSION OIL			

Windows taskbar: 9:29 AM, 2/24/2014

# Automotive Resources International



Automotive Resources International [Change Vehicle](#) [Sign Out](#)

**Intellifleet Service History Direct Entry**

Client: 5R82, Vehicle: 239031

PO Summary								
Client Po	* Meter	Driver Name	Vendor Name	Invoice No	* Invoice Date	Po Total	Po Date	Hours InUse
						0.00		

\* Required

Service Selection Area: Choose service and repair; enter qty and cost; then click *Add Item to PO*

Service	Repair	Qty	Cost
Select	Select		

Optional Description:

Truck  Car  Recent  Combined

Active PO Details

ATA Description	Repair Qty	Cost Extended

Comments

Windows Taskbar: 9:30 AM 2/24/2014

# Roadside Assistance

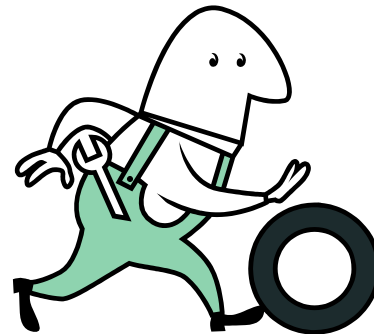
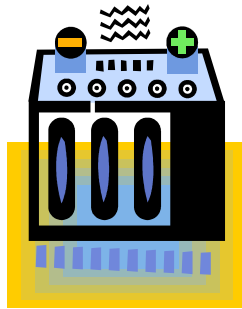


- In the event of the need for roadside assistance, the vehicle driver is to contact ARI for an assessment of needed services, such as towing, emergency repairs, or locksmith services

# Statewide Contracts Available



- Battery
- Tire Purchases  
(permitted through ARI only in an emergency situation)



# Recall Repairs

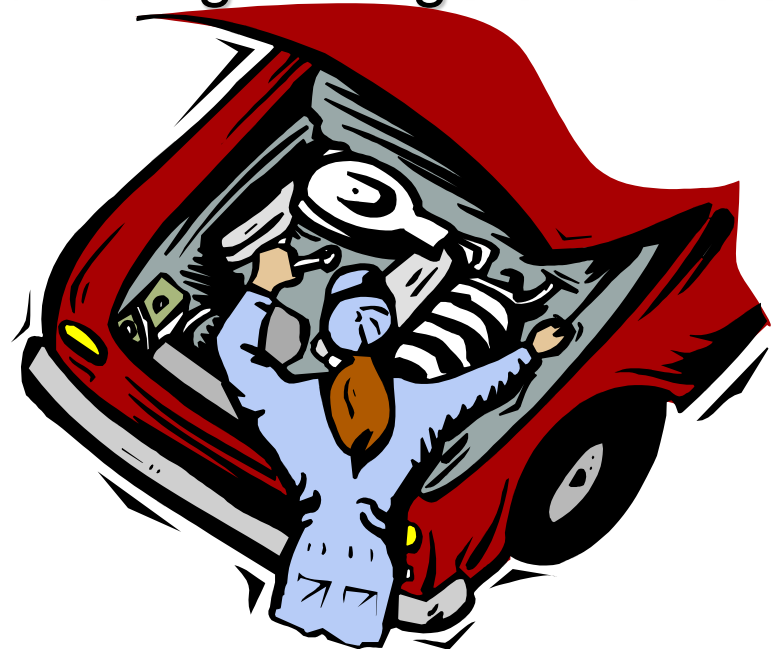


- The driver receives a recall notice from your Agency Fleet Coordinator
- The driver takes the vehicle to the designated vendor
- The vendor uses the recall notice to perform the specified work on the vehicle and notifies the manufacturer
- Vendor notifies ARI when recall is completed and it becomes part of the vehicle history

# Preventative Maintenance (PM)



- ARI provides coupons based on manufacturer suggested mileage
- ARI lists PM Dues by estimating mileage of vehicle during a date range
- The vendor
- Driver





# State of West Virginia Fleet Fuel Card





# Fleet Fuel Cards

- Types of Fuel Cards
- Requesting a Fuel Card
- WEXOnline
  - View Agency Cards
  - Adding/Editing Drivers – Driver Information
  - Problems at the Pump
  - Reports
  - Invoices



# Types of Fuel Cards



- Vehicle

- Assigned to ONE Vehicle  
VIN#



- Rental

- Assigned as a Fuel Card for Rented Vehicles

- Equipment

- Mowers, Blowers, Chainsaws, Tractors, etc.



# Requesting a Fuel Card



## Information Needed:

- Type of Card
  - Vehicle, Rental, Equipment
- Custom Vehicle/Asset ID
  - 4 Digit Bill Code last 6 of VIN or Custom Number  
i.e., EP01 123456 or EP01 R003
- Vehicle Identification Number (VIN)
- Vehicle Description (or Asset Description)
  - i.e. 2013 Ford Focus, Rental, Stihl Chainsaw
- License Plate
- Start Odometer
- County

# WEX Fueling Benchmarks 2014

WEX	2014	Total	Average/Mth
	# Of Total Cards	61,572	5,131
	# Of Cards Used	39,696	3,308
	Dollars	\$11,592,830.67	\$966,069.22
	Gallons	3,352,319.09	279,359.92
	Miles Drive	53,031,606	4,419,301
	Cost/Mile		\$0.22
	Miles/Gallon		15.80
	Trans Count	245,815	20,485
	Total Cards:		
	Vehicles	48,076	4,006
	Rental	7,309	609
	Equipment	5,947	496

# AFC WEXOnline Capabilities



- View and Search for Cards
- Add and Edit Drivers
- Create and Print Reports
  - Usage Reports
  - Driver Info
  - List of Cards
- Analyze Usage
- Print Invoices and Detailed Transactions
- View Payments

# AFC WEXOnline Home View



<https://go.wexonline.com>

The screenshot shows the WEXOnline Home View interface. At the top, there is a navigation bar with the WEXOnline logo and a welcome message for GWellman. Below the navigation bar is a search bar with dropdown menus for category and filter, and a search button. The main content area is divided into two columns. The left column contains an Account Explorer sidebar with a search field and a list of accounts, including Level 3 and Dept of Environmental Protection. The right column contains the Home page content, which includes an Important Information section with a warning icon and a message about Real-Time Alerts, and a My Accounts section with a folder icon and a message to select an account. Below the My Accounts section, there is a summary of account information, including the Minimum Payment Due, Payment Due Date, Credit Limit, Current Balance, and Available Credit. An Available Credit progress bar is also shown. At the bottom, there are three buttons: Retrieve Invoice, View Transaction Details, and Make Payment.

WEXOnline®

Welcome GWellman | [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logout](#)

Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)


Account Explorer [View all](#)

Enter Account # or Account Name  
 Go

Level 3  
Dept of Environmental Protection


Home

Important Information

 The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. [Establish your email preferences now.](#)

My Accounts


 Select an account to view detailed information.

**Dept of Environmental Protection**

Minimum Payment Due: \$  
Payment Due Date: 01/24/2014

Credit Limit: \$  
Current Balance: \$  
Available Credit: \$

Available Credit



[Retrieve Invoice](#) [View Transaction Details](#) [Make Payment](#)

# Global Search - Card



Home - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?...  
Google

Search: -- Select category -- -- Select Filter -- Go Search Tips

Account Explorer View all  
Enter Account # or Account Name  
Go

Level 3  
Dept of Environmental Protection

Home  
Authorization Profiles  
Cards  
Drivers

**Important Information**

The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. Establish your email preferences now.

**My Accounts**

Select an account to view detailed information.

Dept of Environmental Protection

Minimum Payment Due: \$1,000  
Payment Due Date: 01/24/2014

Credit Limit: \$  
Current Balance: \$  
Available Credit: \$

Available Credit

Retrieve Invoice View Transaction Details Make Payment

Home | Fleet Manager | Financials | Reports | Resource Tools  
My Preferences | Help | Contact Us | Terms & Policies | Accessibility | Logout  
©2012. WEX Inc.

# Global Search – Card Number



Home - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?\_flowExecutionKey=\_c19B9C588-0B8C-244D-0426-82CBE6FD2713\_k414E9E79-j

Google Search Share More >> Sign In

WEXOnline® Welcome GWellman My Preferences | Help | Contact Us | Logout

Home Fleet Manager Financials Reports Resource Tools

Search: Cards -- Select Filter -- -- Select Filter -- Go Search Tips

Account Explorer View all

Enter Account # or Account Name Go

Level 3  
Dept of Environmental Protection

Home

Important Information

The information  
• Your account

My Accounts

Select an account to view detailed information.  
Dept of Environmental Protection

Minimum Payment Due: \$  
Payment Due Date: 01/24/2014

Credit Limit: \$  
Current Balance: \$  
Available Credit: \$

Available Credit

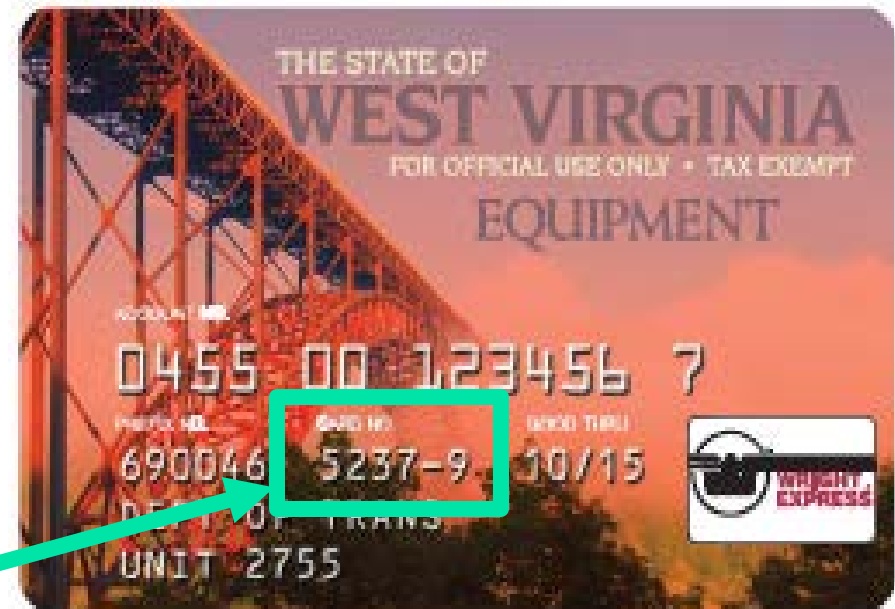
Retrieve Invoice View Transaction Details Make Payment

Home | Fleet Manager | Financials | Reports | Resource Tools  
My Preferences | Help | Contact Us | Terms & Policies | Accessibility | Logout  
©2012. WEX Inc.

# Types of Fuel Cards



- Vehicle
  - Assigned to ONE Vehicle VIN#
- Rental
  - Assigned as a Fuel Card
  - for Rented Vehicles
- Equipment
  - Mowers, Blowers,
  - Chainsaws, Tractors,
  - etc.



**CARD NUMBER**



# Global Search \*last 5



Home - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?\_flowExecutionKey=\_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713\_k414E9E79-j

Google

Search Share More >> Sign In

WEXOnline®

Welcome GWellman | My Preferences | Help | Contact Us | Logout

Home Fleet Manager Financials Reports Resource Tools

Search: Cards Card Number \*51116 Go Search Tips

Account Explorer View all

Enter Account # or Account Name Go

Level 3  
Dept of Environmental Protection

Home

Important Information

The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. Establish your email preferences now.

My Accounts

Select an account to view detailed information.

Dept of Environmental Protection

Minimum Payment Due: \$  
Payment Due Date: 01/24/2014

Credit Limit: \$  
Current Balance: \$  
Available Credit: \$

Available Credit

Retrieve Invoice View Transaction Details Make Payment

Home | Fleet Manager | Financials | Reports | Resource Tools  
My Preferences | Help | Contact Us | Terms & Policies | Accessibility | Logout  
©2012. WEX Inc.



# Global Search – Card Detail

Card Detail for EP01 Environmental Protection - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?\_flowExecutionKey=\_cD0FA8D2C-A2E8-0AAE-D5F2-1A094BD4A752\_k6FB8E2AI

Welcome GWellman | My Preferences | Help | Contact Us | Logout

**WEXOnline**

Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

**Shortcuts**

- EP01 Environme...
  - View Detail
  - Edit Account
- Departments
  - View Departments
- Drivers
  - View Drivers
  - Add Driver
- Cards
  - View Cards
- Auth Profiles
  - View Auth Profiles

**Account Explorer** View all

Enter Account # or Account Name  
 Go

**Level 3**  
Dept of Enviro...

**Level 4**  
EP01 Environme...

**Card Detail for EP01 Environmental Protection**

**Card Detail**

[View Transactions](#)

Card Information is listed below.

**Vehicle/Asset Information**

Custom Vehicle/Asset ID:	EP01 633175
Asset Type:	Vehicle
VIN:	1[REDACTED]3175
Vehicle Description:	2007 Jeep Liberty
Make:	Jeep
Model:	Liberty
Year:	2007
License Plate:	
License Plate State / Province:	
License Plate Country:	
License Plate Expiration Date:	
In Service Date:	
Start Odometer:	71444
Tank Capacity:	21

# Fleet Manager Tab



Account Detail for Dept of Environmental Protect...

WEX Online®

Welcome GWellman | My Preferences | Help | Contact Us | Logo

Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go Search Tips

### Shortcuts

- Dept of Enviro...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

### Account Explorer [View all](#)

Enter Account # or Account Name

Level 3  
[Dept of Enviro...](#)

Level 4  
[View all 20 accounts...](#)

### Account Detail for Dept of Environmental Protection

#### Account Summary

[Drivers](#)  
[View Drivers](#) | [Add Driver](#)

[Cards](#)  
[View Cards](#)

[Authorization Profiles](#)  
[View Auth Profiles](#)

[Invoices](#)  
[View Invoices](#) | [Make Payment](#)  
[View Payments](#) | [View Bank Accounts](#)

[Departments](#)  
[View Departments](#)

#### Account Detail

Account Name: **Dept of Environmental Protection**  
Account Number: **0496001772367**  
Parent: **WV Fleet Management Office**  
Doing Business As: **WV Dept of Environmental Protection**  
Contact Name: **Brent Kessinger**

Account Type: **Account**  
Account Level: **3**  
Status: **Active**  
Status Date: **10/23/2012**  
Default Auth Profile:

# Fleet Manager Tab



Account Detail for Dept of Environmental Protect...

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Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

### Shortcuts

- Dept of Enviro...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

### Account Explorer [View all](#)


Enter Account # or Account Name


Level 3  
[Dept of Enviro...](#)


Level 4  
[View all 20 accounts...](#)


### Account Detail for Dept of Environmental Protection


#### Account Summary

 Drivers  
[View Drivers](#) | [Add Driver](#)

 Cards  
[View Cards](#)

 Authorization Profiles  
[View Auth Profiles](#)

 Invoices  
[View Invoices](#) | [Make Payment](#)  
[View Payments](#) | [View Bank Accounts](#)

 Departments  
[View Departments](#)

#### Account Detail

Account Name: **Dept of Environmental Protection** Account Type: **Account**  
Account Number: **0496001772367** Account Level: **3**  
Parent: **WV Fleet Management Office** Status: **Active**  
Doing Business As: **WV Dept of Environmental Protection** Status Date: **10/23/2012**  
Contact Name: **Brent Kessinger** Default Auth Profile:

# View Cards



Online User | View Cards for EP01 En... x

- Drivers
  - View Drivers
  - Add Driver
- Cards
  - View Cards
- Auth Profiles
  - View Auth Profiles

Account Explorer [View all](#)

Enter Account # or Account Name

Level 3  
Dept of Enviro...

Level 4  
EP01 Environme...

### Search Filter

You may filter a search by any of the following:

Custom Vehicle/Asset ID:  Department: -- Select --

VIN:  Optional Embossing:

Vehicle Description:  Authorization Profile:

Card Number:  Last Issue Date:

Card Status: All  From:    
(ex: MM/dd/yyyy)

To:    
(ex: MM/dd/yyyy)

Download Results:

Previous | Next | Displaying 1-15 of 15 Records Found. | Results per page 25

All	Card Number	Card Status	Actions
<input type="checkbox"/>	<a href="#">Usage Type</a> Driver Last Name, Driver First Name Custom Vehicle/Asset ID Authorization Profile Prompting	<a href="#">Last Issue Date</a>	
1 <input type="checkbox"/>	<a href="#">****51116</a> Vehicle/Asset Card N/A EP01 633175 FMO Standard Odometer & Driver ID	Active 08/09/2012	<a href="#">View Transactions</a>
2 <input type="checkbox"/>	<a href="#">****61388</a> Vehicle/Asset Card N/A EP01 C61307 FMO Standard Odometer & Driver ID	Active 08/09/2012	<a href="#">View Transactions</a>
3 <input type="checkbox"/>	<a href="#">****61511</a> Vehicle/Asset Card N/A	Active 08/09/2012	<a href="#">View Transactions</a>

Internet | Protected Mode: On

# Card Information



Card Detail for EP01 Environmental Protection

**Shortcuts**

- EP01 Environme...
- [View Detail](#)
- [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)

**Account Explorer** [View all](#)


Enter Account # or Account Name

**Level 3**  
[Dept of Enviro...](#)

**Level 4**  
[EP01 Environme...](#)

**Card Detail for EP01 Environmental Protection**

**Card Detail**

 Card Information is listed below.

[View Transactions](#)

**Vehicle/Asset Information**

Custom Vehicle/Asset ID: **EP01 633175**  
Asset Type: **Vehicle**  
VIN:   
Vehicle Description: **2007 Jeep Liberty**  
Make: **Jeep**  
Model: **Liberty**  
Year: **2007**  
License Plate:  
License Plate State / Province:  
License Plate Country:  
License Plate Expiration Date:  
In Service Date:  
Start Odometer: **71444**  
Tank Capacity: **21**

**Card Information**

County:  
Card Number: **\*\*\*\*51116**  
Department: **Unassigned**  
Optional Embossing: **EP01 633175**  
Standard Embossing: **2007 JEEP LIBERTY**  
Plastic Type: **WV Asset**  
Authorization Profile: **FMO Standard** [View Profile](#)  
Prompting: **Odometer & Driver ID**  
Status: **Active**  
Last Issue Date: **08/09/2012**

# Driver Information



- All drivers will receive driver ID numbers (PIN)
- Driver IDs are 6 digits and randomly generated by WEX
  - extra security against fraud
  - All drivers should have their own Driver ID; no shared Driver ID's allowed
  - This ensures full Level 3 data and accountability for transactions
- Card will prompt for Driver ID and Odometer at the point of service (POS)

# View Drivers



Account Detail for Dept of Environmental Protect...

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**Home** **Fleet Manager** Financials Reports Resource Tools

**Search:** -- Select category -- -- Select Filter --   [Search Tips](#)

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  - [View Invoices](#)
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  - [View Bank Accounts](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name

**Level 3**

- [Dept of Enviro...](#)

**Level 4**

- [View all 20 accounts...](#)

**Account Detail for Dept of Environmental Protection**

**Account Summary**

- Drivers**  
[View Drivers](#) | [Add Driver](#)
- Cards**  
[View Cards](#)
- Authorization Profiles**  
[View Auth Profiles](#)
- Invoices**  
[View Invoices](#) | [Make Payment](#)  
[View Payments](#) | [View Bank Accounts](#)
- Departments**  
[View Departments](#)

**Account Detail**

Account Name: <b>Dept of Environmental Protection</b>	Account Type: <b>Account</b>
Account Number: <b>0496001772367</b>	Account Level: <b>3</b>
Parent: <b>WV Fleet Management Office</b>	Status: <b>Active</b>
Doing Business As: <b>WV Dept of Environmental Protection</b>	Status Date: <b>10/23/2012</b>
Contact Name: <b>Brent Kessinger</b>	Default Auth Profile:

**Accounts Belonging to Dept of Environmental Protection**

**Search Filter**

You may filter a search by any of the following:

Name:  Status:

[https://go.wexonline.com/online/gotoFlow.do?\\_flowId=flow-driverMgmt](https://go.wexonline.com/online/gotoFlow.do?_flowId=flow-driverMgmt) Internet | Protected Mode: On 100%





# View Drivers

Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter --  Go [Search Tips](#)

**Shortcuts**

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  - [View Cards](#)
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  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name

**Level 3**

- [Dept of Enviro...](#)

**Level 4**

- [View all 20 accounts...](#)

**View Drivers for Dept of Environmental Protection**

**View Drivers**

View drivers for Dept of Environmental Protection.

**Search Filter**

You may filter a search by any of the following:

Driver First Name:  Driver Department: ALL

Driver Last Name:  Driver Prompt ID:

Status: Active  Employee #:

Shared Drivers: All Drivers

Download Results:

Previous | [Next](#) **Displaying 1-25 of 870 Records Found.** Results per page 25

All	Driver Last, First Middle Name	Status	Actions
<input type="checkbox"/>	<a href="#">Driver Department</a>   <a href="#">Driver Prompt ID</a>   <a href="#">Employee #</a> <a href="#">License State / Province</a>   <a href="#">License #</a>		
1 <input type="checkbox"/>	<b>Aaron, Tonkery</b> Unassigned   3	Active	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Change Status</a> <a href="#">Terminate</a>
2 <input type="checkbox"/>	<b>Aaron, Thompson</b> Unassigned   8	Active	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Change Status</a>

# Add Drivers



Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter --  Go [Search Tips](#)


## Shortcuts


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  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
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  - [View Payments](#)
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## Account Detail for Dept of Environmental Protection


### Account Summary

 Drivers  
[View Drivers](#) | [Add Driver](#)

 Cards  
[View Cards](#)

 Authorization Profiles  
[View Auth Profiles](#)

 Invoices  
[View Invoices](#) | [Make Payment](#)  
[View Payments](#) | [View Bank Accounts](#)

 Departments  
[View Departments](#)

[Hide Content](#)

[Hide Content](#)

## Account Explorer [View all](#)

Enter Account # or Account Name

### Level 3

[Dept of Enviro...](#)

### Level 4

[View all 20 accounts...](#)

### Account Detail

Account Name: **Dept of Environmental Protection**  
Account Number: **0496001772367**  
Parent: **WV Fleet Management Office**  
Doing Business As: **WV Dept of Environmental Protection**  
Contact Name: **Brent Kessinger**

Account Type: **Account**  
Account Level: **3**  
Status: **Active**  
Status Date: **10/23/2012**  
Default Auth Profile:

[Hide Content](#)

# Insert Driver Data



Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter --  Go [Search Tips](#)

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  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name


**Level 3**

- [Dept of Enviro...](#)

**Level 4**

- [View all 20 accounts...](#)

**Add Driver for Dept of Environmental Protection**

 Enter your driver information below. Fields marked with an asterisk (\*) are required.

**Add Driver**

CDL:

\* Drivers County:

\* Driver Last Name:   
Max of 30 characters.

\* Driver First Name:   
Max of 30 characters.

Driver Middle Name:   
Max of 20 characters.

Driver Department:

Employee #:   
Max of 15 characters.

Job Title:   
Driver's job title. Max of 20 characters.

Phone Number:   
(ex: 5555555555 or 555-555-5555) Max of 10 numbers.

Email Address:   
(ex: info@mydomain.com) Max of 60 characters.

Driver License #:   
Max of 12 characters.

Driver License State / Province:   
Select State / Province from pull down menu.

Driver License Country:   
Country where driver's license was issued.

Driver License Expiration Date:   
(ex. MM/DD/YYYY) Date after which driver's license is no longer valid.



# Problems at the Pump



- ❖ Driver and PIN List
- ❖ Detailed Authorization Report
  
- Is Driver Using Correct PIN?
  - Check Driver PIN List
- What is the Status of the Fuel Card?
  - Search for this card. Is it Active?
- If the card is damaged, POS manual input
  - Request replacement card



# View Drivers

Home **Fleet Manager** Financials Reports Resource Tools

Search: -- Select category -- -- Select Filter --  Go [Search Tips](#)

**View Drivers for Dept of Environmental Protection** Print

**View Drivers**

View drivers for Dept of Environmental Protection.

**Search Filter**

You may filter a search by any of the following:

Driver First Name:  Driver Department: ALL

Driver Last Name:  Driver Prompt ID:

Status: Active  Employee #:

Shared Drivers: All Drivers

Download Results:

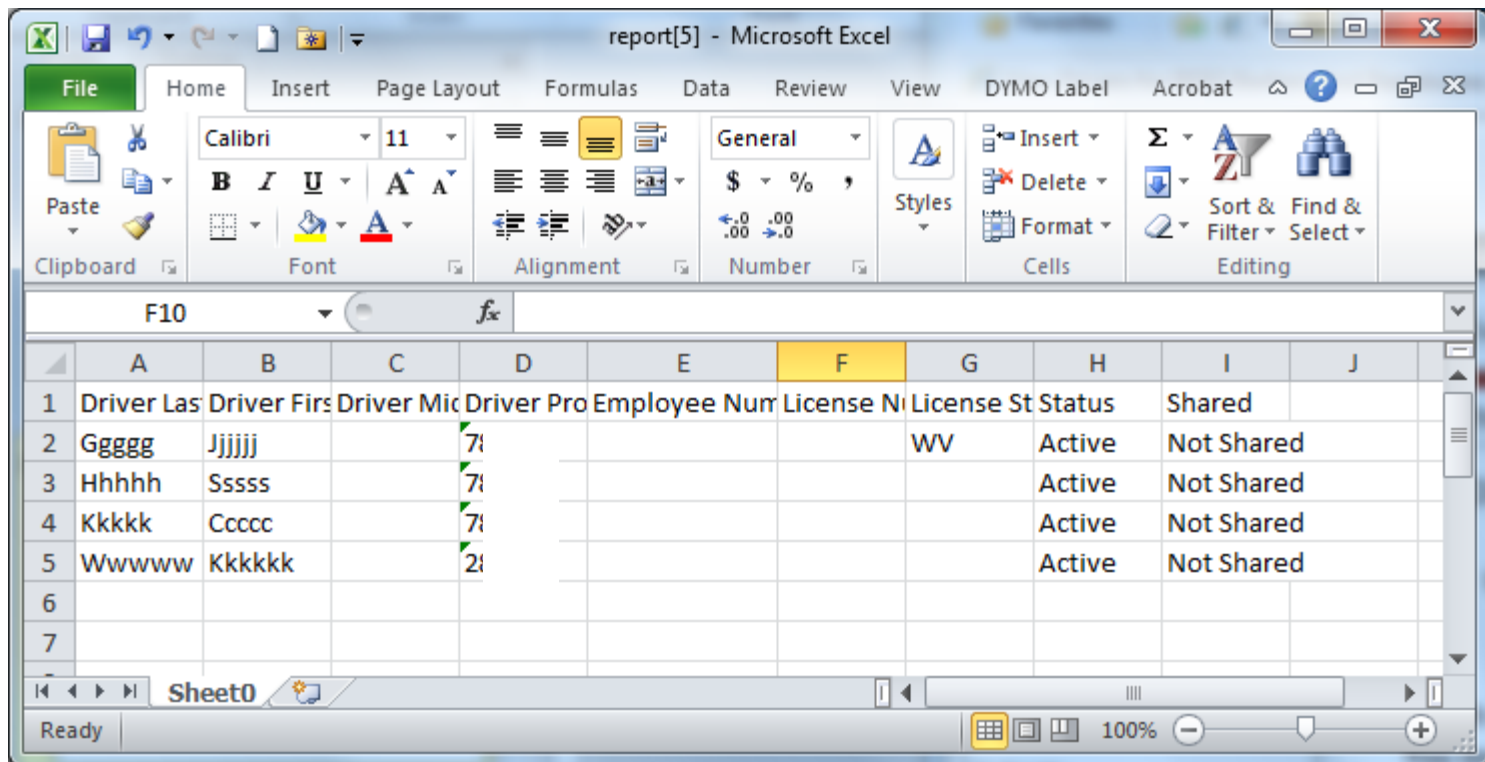
Previous | Next **Displaying 1-25 of 870 Records Found.** Results per page 25  Go

All	Driver Last, First Middle Name	Status	Actions
<input type="checkbox"/>	<a href="#">Driver Department</a>   <a href="#">Driver Prompt ID</a>   <a href="#">Employee #</a> <a href="#">License State / Province</a>   <a href="#">License #</a>		
1 <input type="checkbox"/>	<b>Aaron, Tonkery</b> Unassigned   3	Active	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Change Status</a> <a href="#">Terminate</a>
2 <input type="checkbox"/>	<b>Aaron, Thompson</b> Unassigned   8	Active	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Change Status</a>



# Driver and PIN

- Downloaded to Excel





# Reporting

- Reporting is retrieved at WEXOnline
  - Standard Reports
    - Purchase activity report
  - Ad Hoc Reports
    - Transaction summary, transaction details, exceptions
  - Flexible Exception Reports
    - Alerts for transactions that exceed your parameters
  - Custom Reporting
    - Create your own: on demand or scheduled reporting
    - Authorizations, transactions, account/card/driver profiles

# Reports



Reports

x

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Search: -- Select category -- -- Select Filter --   [Search Tips](#)

## Shortcuts

## Reports

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- [-] Ad Hoc Reports
  - [Transaction Details](#)
  - [Transaction Summary](#)
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- [-] My Flexible Exceptions
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- [-] Standard Reports
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  - [Manage Delivery Preferences](#)
- [-] My Custom Reports
  - [Create New Report](#)
  - [View My Reports](#)
  - [View My Templates](#)
- [-] Real-Time Alerts
  - [View Real-Time Alerts](#)



**Ad Hoc Reports**  
Pre-formatted transaction reports with query options.  
[Transaction Details](#) | [Transaction Summary](#) | [Exceptions](#)



**My Flexible Exceptions**  
Identify exception parameters and report timing, and view reports.  
[Add Exception Report](#) | [View Exception Reports](#)



**Standard Reports**  
Search and view pre-formatted reports by account and cycle.  
[View Standard Reports](#) | [Manage Delivery Preferences](#)



**My Custom Reports**  
Create and run custom reports using design templates.  
[Create New Report](#) | [View My Reports](#) | [View My Templates](#)



**Real-Time Alerts**  
Access your Real-Time Alert Notifications  
[View Real-Time Alerts](#)



# Standard Reports



Standard Reports

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Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

Shortcuts	Standard Reports
<ul style="list-style-type: none"><li>[-] Reports<ul style="list-style-type: none"><li>Reports Home</li></ul></li><li>[-] Ad Hoc Reports<ul style="list-style-type: none"><li>Transaction Details</li><li>Transaction Summary</li><li>Exceptions</li></ul></li><li>[-] My Flexible Exceptions<ul style="list-style-type: none"><li>Add Exception Report</li><li>View Exception Reports</li></ul></li><li>[-] <b>Standard Reports</b><ul style="list-style-type: none"><li><b>View Standard Reports</b></li><li>Manage Delivery Preferences</li></ul></li><li>[-] My Custom Reports<ul style="list-style-type: none"><li>Create New Report</li><li>View My Reports</li><li>View My Templates</li></ul></li><li>[-] Real-Time Alerts<ul style="list-style-type: none"><li>View Real-Time Alerts</li></ul></li></ul>	<h3>Standard Reports</h3> <p>You can retrieve current and past reports produced regularly for your account(s). Fields marked with an asterisk (*) are required.</p> <h4>Search Filter</h4> <p>You may filter a search by the following:</p> <p>* Report From Date: <input type="text" value="01/01/2014"/> </p> <p>* Report To Date: <input type="text" value="02/25/2014"/> </p> <h4>Select Accounts</h4> <p>Please select an account from the list below:</p> <p><a href="#">Expand</a>   <a href="#">Collapse</a></p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Level 3: Dept of Environmental Protection - 0496001772367<ul style="list-style-type: none"><li><input type="radio"/> Level 4: AI01 Air Quality Office - 0496001772714</li><li><input type="radio"/> Level 4: EP01 Environmental Protection - 0496001772839</li><li><input type="radio"/> Level 4: EP02 Dep Mines Reclamation - 0496001772862</li><li><input type="radio"/> Level 4: EP03 Dep Abandoned Lands - 0496001772870</li><li><input type="radio"/> Level 4: EP04 Dep Oil &amp; Gas - 0496001772904</li><li><input type="radio"/> Level 4: EP08 DEP Water Resources - 0496001772920</li><li><input type="radio"/> Level 4: EP09 Dep Office Of Air Quality - 0496001772938</li><li><input type="radio"/> Level 4: EP10 Div. Environmental Protection - 0496001772946</li></ul></li></ul>

# Standard Reports - PDFs



Standard Reports for Dept of Environmental Prot...

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Search: -- Select category -- -- Select Filter --   [Search Tips](#)

### Shortcuts

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  - View My Reports
  - View My Templates
- Real-Time Alerts
  - View Real-Time Alerts

### Standard Reports for Dept of Environmental Protection Print

#### Standard Reports

You can compile multiple PDF reports into one file by using the checkbox next to the report name. The number of pages in each report is indicated so you can determine if you have reached the 5,000 page maximum.

#### Search Filter

Fields marked with an asterisk (\*) are required.

\* Report From Date:

\* Report To Date:

Previous | Next Displaying 1-4 of 4 Records Found. Results per page 25

All	Report Name	Closing Date	Actions
<input type="checkbox"/>	Group Purchase Activity Report PDF   376 pages	01/31/2014	<a href="#">Retrieve</a>
<input type="checkbox"/>	Group Financial Summary PDF   22 pages	01/31/2014	<a href="#">Retrieve</a>
<input type="checkbox"/>	Group Tax Summary PDF   22 pages	01/31/2014	<a href="#">Retrieve</a>
<input type="checkbox"/>	Group Site Summary PDF   36 pages	01/31/2014	<a href="#">Retrieve</a>

# Creating New Reports



The screenshot shows the WEXOnline web application interface. At the top, there are browser tabs for 'Create New Report' and 'View Drivers for Correction...'. The WEXOnline logo is on the left, and a user welcome message 'Welcome dwellman1' with links for 'My Preferences', 'Help', 'Contact Us', and 'Logout' is on the right. A navigation menu includes 'Home', 'Fleet Manager', 'Financials', 'Reports', 'Resource Tools', and 'Administration'. Below the menu is a search bar with dropdowns for 'Select category' and 'Select Filter', and a 'Go' button. The main content area is titled 'Create New Report' and features a 'Select System Template' section. This section contains four report templates, each with a description and a 'Create Report' button:

- Account Profile Report:** Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts. [View Details](#)
- Authorization Activity Report:** Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies. [View Details](#)
- Card Profile Report:** Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details. [View Details](#)
- Driver Profile Report:** Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction. [View Details](#)

A red arrow points to the 'Create Report' button for the Driver Profile Report. On the left side of the interface, there is a 'Shortcuts' menu with categories like 'Reports', 'Ad Hoc Reports', 'My Flexible Exceptions', 'Standard Reports', 'My Custom Reports', and 'Real-Time Alerts', each with sub-links. The bottom of the browser shows 'Internet | Protected Mode: On' and a search bar.

# Select Accounts



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[Home](#) | [Fleet Manager](#) | [Financials](#) | **Reports** | [Resource Tools](#)

**Search:** -- Select category -- -- Select Filter --   [Search Tips](#)

**Shortcuts**

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  - Add Exception Report
  - View Exception Reports
- Standard Reports
  - View Standard Reports
  - Manage Delivery Preferences
- My Custom Reports
  - Create New Report
  - View My Reports
  - View My Templates
- Real-Time Alerts
  - View Real-Time Alerts

**Edit Driver Profile Report**

**Step 1 of 6: Select Accounts**

Step 1: Select Accounts | Step 2: Select Fields | Step 3: Apply Filters | Step 4: Arrange Fields | Step 5: Name Report | Step 6: Save Report

**Select Hierarchy Level(s) / Account(s)**

Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.

Select All [Expand](#) | [Collapse](#)

- Level 3: Dept of Environmental Protection - 0496001772367
  - Level 4: AI01 Air Quality Office - 0496001772714
  - Level 4: EP01 Environmental Protection - 0496001772839
  - Level 4: EP02 Dep Mines Reclamation - 0496001772862
  - Level 4: EP03 Dep Abandoned Lands - 0496001772870
  - Level 4: EP04 Dep Oil & Gas - 0496001772904
  - Level 4: EP08 DEP Water Resources - 0496001772920
  - Level 4: EP09 Dep Office Of Air Quality - 0496001772938
  - Level 4: EP10 Div. Environmental Protection - 0496001772946
  - Level 4: EP11 Dep Boards & Committee - 0496001772953
  - Level 4: EP12 Dep Environ Advocate - 0496001772961



# Select Fields

Browser tabs: Create New Driver Profi... x View Drivers for Correction...

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Home | Fleet Manager | Financials | **Reports** | Resource Tools | Administration

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

### Shortcuts

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    - Manage Delivery Preferences
  - My Custom Reports
    - Create New Report
    - View My Reports
    - View My Templates
  - Real-Time Alerts
    - View Real-Time Alerts

### Create New Driver Profile Report

#### Step 2 of 6: Select Fields

Step 1: Select Accounts | **Step 2: Select Fields** | Step 3: Apply Filters | Step 4: Arrange Fields | Step 5: Name Report | Step 6: Save Report

**Available Fields**

The following fields can be included in the report. To remove fields, deselect below. Fields marked as Required cannot be removed from the report.

[Back](#) [Next](#) [Cancel](#)

<input checked="" type="checkbox"/>	Available Fields	Required	Allows Filtering
<input checked="" type="checkbox"/>	Account Name	✓	
<input checked="" type="checkbox"/>	Account Number	✓	
<input checked="" type="checkbox"/>	Set Up Date		
<input checked="" type="checkbox"/>	Last Transaction Date		
<input checked="" type="checkbox"/>	Status Indicator		✓
<input checked="" type="checkbox"/>	Status Date		
<input checked="" type="checkbox"/>	Last Updated By		✓
<input checked="" type="checkbox"/>	Driver Last Name	✓	✓
<input checked="" type="checkbox"/>	Driver First Name		
<input checked="" type="checkbox"/>	Driver Middle Name		

# Save and Run Report



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[Home](#) | [Fleet Manager](#) | [Financials](#) | **[Reports](#)** | [Resource Tools](#)

**Search:** -- Select category -- -- Select Filter --   [Search Tips](#)

### Shortcuts

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  - My Custom Reports
    - Create New Report
    - View My Reports
    - View My Templates
  - Real-Time Alerts
    - View Real-Time Alerts

### Edit Driver Profile Report

#### Step 6 of 6: Save Report

Step 1 Select Accounts | Step 2 Select Fields | Step 3 Apply Filters | Step 4 Arrange Fields | Step 5 Name Report | **Step 6 Save Report**

#### Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Driver Prompt**  
Description: **Driver Prompt - last transaction**  
Selected Hierarchy Level(s)/Account(s): **Level 4: AI01 Air Quality... - 0496001772714**

#### Fields and Filters

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Last Transaction Date	N/A
Status Indicator	Filter Not Applied
Driver Last Name	Filter Not Applied
Driver First Name	N/A
Driver Middle Name	N/A



# Open in Excel

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Search: -- Select category -- -- Select Filter --

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  - Exceptions
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  - Create New Report
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  - View Real-Time Alerts

## Run Report Driver Prompts

### Download Report Results



Choose your preferred format. Change

### Report Options

Note: If the results are too large for an Excel file

CSV  Excel

Download

Back to View My Templates

Create New Report

### File Download

Do you want to open or save this file?



Name: report.xlsx

Type: Microsoft Excel Worksheet

From: go.wexonline.com

Open

Save

Cancel



While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



# Driver and PIN (Custom)

report[1] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View DYMO Label Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Account Name

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account Name	Account Number	Last Transaction Date	Status Indicator	Driver Last Name	Driver First Name	Driver Middle Name	Driver Prompt ID	Employee ID	Driver Phone Number	Driver Email Address	Drivers County
2	AI01 Air Quality Office	0496001772714	90+ Days	Active		am		777				Fayette
3	AI01 Air Quality Office	0496001772714	02/18/2014	Active	ino	ld		053				Jefferson
4	AI01 Air Quality Office	0496001772714	02/07/2014	Active	r			504				Kanawha
5	AI01 Air Quality Office	0496001772714	90+ Days	Active	y	er		787				
6	AI01 Air Quality Office	0496001772714	02/14/2014	Active	on	e		862				Mineral
7	AI01 Air Quality Office	0496001772714	11/23/2013	Terminated		e		288				
8	AI01 Air Quality Office	0496001772714	90+ Days	Active	ver			938				Raleigh
9	AI01 Air Quality Office	0496001772714	90+ Days	Terminated		haw		309				
10	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	man			304				Barbour
11	AI01 Air Quality Office	0496001772714	12/10/2013	Active		annah		949				Kanawha
12	AI01 Air Quality Office	0496001772714	02/18/2014	Active	y			495	DMR-Logan			Logan
13	AI01 Air Quality Office	0496001772714	12/11/2013	Active	son	ary		720				Kanawha
14	AI01 Air Quality Office	0496001772714	02/12/2014	Active	s	ny		572				Monongalia
15	AI01 Air Quality Office	0496001772714	02/14/2014	Active	ett	en		691				Randolph
16	AI01 Air Quality Office	0496001772714	90+ Days	Terminated		ett		323				
17	AI01 Air Quality Office	0496001772714	90+ Days	Active	e			384		3045585938		Kanawha
18	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	tina	e		882				
19	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	ie	soe		785				
20	AI01 Air Quality Office	0496001772714	90+ Days	Terminated	ael			822				
21	AI01 Air Quality Office	0496001772714	90+ Days	Active	ard	ie		902				Kanawha
22	AI01 Air Quality Office	0496001772714	90+ Days	Active	n			383				Kanawha
23	AI01 Air Quality Office	0496001772714	90+ Days	Active		l		818				Hampshire
24	AI01 Air Quality Office	0496001772714	12/30/2013	Terminated		on		802				
25	AI01 Air Quality Office	0496001772714	12/31/2013	Terminated	an	l		285				
26	AI01 Air Quality Office	0496001772714	12/26/2013	Terminated		itt		388				
27	AI01 Air Quality Office	0496001772714	02/11/2014	Active			Lynnette	893				Fayette
28	AI01 Air Quality Office	0496001772714	01/16/2014	Active	lotti	ard		782				Kanawha
29	AI01 Air Quality Office	0496001772714	90+ Days	Active	ams	id		154		DAQ-TEMPORARY		Marion

Sheet0

Ready

Average: 41676.4046 Count: 10908 Sum: 18129236 100%



# Creating New Reports



Browser tabs: Create New Report | View Drivers for Correction...

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  - Real-Time Alerts
    - View Real-Time Alerts

### Create New Report

#### Select System Template

Select one of the templates below as a starting point to create, run, and save a custom report. For further information on each template, select View Details

<h4>Account Profile Report</h4> <p>Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.</p> <p><a href="#">View Details</a></p> <p>Create Report</p>	<h4>Authorization Activity Report</h4> <p>Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.</p> <p><a href="#">View Details</a></p> <p>Create Report</p>
<h4>Card Profile Report</h4> <p>Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.</p> <p><a href="#">View Details</a></p> <p>Create Report</p>	<h4>Driver Profile Report</h4> <p>Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.</p> <p><a href="#">View Details</a></p> <p>Create Report</p>

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# Select Accounts



Create New Authorizati... x

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### Create New Authorization Activity Report

#### Step 1 of 6: Select Accounts

Step 1: Select Accounts | Step 2: Select Fields | Step 3: Apply Filters | Step 4: Arrange Fields | Step 5: Name Report | Step 6: Save Report

**Select Hierarchy Level(s) / Account(s)**  
Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.

[Next](#) [Cancel](#)

[Expand](#) | [Collapse](#)

- Level 3: Dept of Environmental Protection - 0496001772367
  - Level 4: AI01 Air Quality Office - 0496001772714
  - Level 4: EP01 Environmental Protection - 0496001772839
  - Level 4: EP02 Dep Mines Reclamation - 0496001772862
  - Level 4: EP03 Dep Abandoned Lands - 0496001772870
  - Level 4: EP04 Dep Oil & Gas - 0496001772904
  - Level 4: EP08 DEP Water Resources - 0496001772920
  - Level 4: EP09 Dep Office Of Air Quality - 0496001772938
  - Level 4: EP10 Div. Environmental Protection - 0496001772946
  - Level 4: EP11 Dep Boards & Committee - 0496001772953
  - Level 4: EP12 Dep Environ Advocate - 0496001772961
  - Level 4: EP13 Environ. Quality Board - 0496001772847
  - Level 4: EP15 Environmental Enforcement - 0496001772987

# Save and Run Report



Browser tabs: Edit Authorization Acti... x

Search: -- Select category -- -- Select Filter -- Go Search Tips

## Shortcuts

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## Edit Authorization Activity Report

Print

### Step 6 of 6: Save Report

Step 1 Select Accounts | Step 2 Select Fields | Step 3 Apply Filters | Step 4 Arrange Fields | Step 5 Name Report | **Step 6 Save Report**

#### Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Authorization**  
Description: **Authorization byTransaction**  
Selected Hierarchy Level(s)/Account(s): **Level 3: Dept of... - 0496001772367**

#### Fields and Filters

Back Save and Run Now Save Schedule Cancel

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Card Number	Filter Not Applied
Custom Vehicle/Asset ID	Filter Not Applied
Vehicle Prompt ID	Filter Not Applied
Driver Last Name	Filter Not Applied
Driver First Name	Filter Not Applied
Driver Prompt ID	Filter Not Applied
Odometer	N/A
Transaction Date	N/A
Transaction Time	Filter Not Applied



# Download Report Results

Run Report Authorizati... x

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  - View My Templates
- [-] Real-Time Alerts
  - View Real-Time Alerts

## Run Report Authorization

### Download Report Results



To see your report results, enter the date range and preferred format. The maximum date range is 3 days. Fields marked with an asterisk (\*) are required.

#### Report Options

Note: If the results are too large for an Excel file, a CSV will be automatically generated.

\* Report From Date:

\* Report To Date:

Maximum date range is 3 days.

CSV  Excel

[Back](#)

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[Back to View My Templates](#)

[Create New Report](#)

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    - View Real-Time Alerts

## Run Report Authorization

### Download Report Results




### Report O


Note: If th

File Download

Do you want to open or save this file?

 Name: report.xlsx  
Type: Microsoft Excel Worksheet  
From: go.wexonline.com

Open Save Cancel

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# Authorization Report in Excel



report[2] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View DYMO Label Acrobat

Normal Page Layout Page Break Preview Custom Views Full Screen Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Reset Window Position Save Workspace Switch Windows Macros

J1 Action Code Description

	A	B	C	D	E	F	G	H	I	J	K	Q	W	X	Y	Z	AA	AB
1	Acc	Account N	Card Number	Custom	Driver Prompt ID	Transaction Date	Transactic	Location	Action	Action Code Desc	Product Description	Odomete	Site Name	Site Addr	Site City	Site State	Site Posta	Product
2	CO0	04960017C	XXXXXXXXXXXX	CO01 xx:	3527:	02/24/2014	15:26:25	Outside	Decline	Invalid Driver ID	Undefined Fuel-Res	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
3	CO0	04960017C	XXXXXXXXXXXX	CO01 xx:	6918:	02/24/2014	15:27:28	Outside	Approval	Approved	Undefined Fuel-Res	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
4	CO0	04960017C	XXXXXXXXXXXX	CO01 xx:	6918:	02/24/2014	15:29:31	Outside	Approval	Approved	Unleaded Plus	94976	Go Mart #	1502 Gree	Charleston	WV	25311-100	Fuel
5	CO0	04960017C	XXXXXXXXXXXX	CO01 xx:	9074:	02/24/2014	18:49:56	Outside	Approval	Approved	Undefined Fuel-Res	26304	Certified (	1400 2nd S	Saint Mar	WV	26170-124	Fuel
6	CO0	04960017C	XXXXXXXXXXXX	CO01 xx:	9074:	02/24/2014	18:52:57	Outside	Approval	Approved	Unleaded Regular	26304	Certified (	1400 2nd S	Saint Mar	WV	26170-124	Fuel
7																		
8																		
9																		
10																		
11																		

Sheet0 Ready 100%

# Report Templates



Reports

Search: 
Select category 
Select filter 
Go

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**Custom Reports**

**View My Templates**

Below is a listing of the reports that you have created based upon the system templates. You may choose to Edit or Delete these reports. For Scheduled Reports, if you wish to change the frequency by which a report is being run, please choose the Edit option. For On-Demand reports, you may generate the report by selecting Run Now.

**Search Filter**

You may filter a search by any of the following:

Report Name:

System Template:

Template Owner:

Download Results:

Previous   Next	Displaying 1-2 of 2 Records Found.	Results per page 25 <input type="text"/> Go
Report Name <small>Description Frequency   Delivery</small>	System Template <small>Shared   Owner Last Update Date</small>	Actions
<p><b>Authorization</b></p> <p>Authorization byTransaction On Demand   Online</p>	<p>Authorization Activity Report Private   Grace Wellman 02/20/2014</p>	<p><a href="#">Run Now</a> <a href="#">Edit</a> <a href="#">Share</a> <a href="#">Delete</a></p>
<p><b>Driver Prompt</b></p> <p>Driver Prompt - last transaction On Demand   Online</p>	<p>Driver Profile Report Private   Grace Wellman 02/20/2014</p>	<p><a href="#">Run Now</a> <a href="#">Edit</a> <a href="#">Share</a> <a href="#">Delete</a></p>

# Creating Custom Reports



<p><b>Account Profile Report</b></p> <p>Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	<p><b>Authorization Activity Report</b></p> <p>Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>
<p><b>Card Profile Report</b></p> <p>Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	<p><b>Driver Profile Report</b></p> <p>Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>
<p><b>Transaction Management Report</b></p> <p>Select this template to generate a transaction-level report that allows you to analyze usage at certain merchants or within specified dollar amounts or within selected accounts. Reports based upon this template will also enable you to view transactions within certain time periods.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	



# Account Profile - Select



Create New Account Profile Report

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  - View Real-Time Alerts

### Create New Account Profile Report

#### Step 1 of 6: Select Accounts

<b>Step 1</b> Select Accounts	Step 2 Select Fields	Step 3 Apply Filters	Step 4 Arrange Fields	Step 5 Name Report	Step 6 Save Report
----------------------------------	-------------------------	-------------------------	--------------------------	-----------------------	-----------------------

**Select Hierarchy Level(s) / Account(s)**

Select the hierarchy level(s) / account(s) to be included in the report. All accounts below the selected level will be included in the report.

Select All  
[Expand](#) | [Collapse](#)

- Level 3: Dept of Environmental Protection - 0496001772367
  - Level 4: AI01 Air Quality Office - 0496001772714
  - Level 4: EP01 Environmental Protection - 0496001772839
  - Level 4: EP02 Dep Mines Reclamation - 0496001772862
  - Level 4: EP03 Dep Abandoned Lands - 0496001772870
  - Level 4: EP04 Dep Oil & Gas - 0496001772904
  - Level 4: EP05 DEP Water Resources - 0496001772920

# Account Profile – Save and Run



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Search: -- Select category -- -- Select Filter --  Go [Search Tips](#)

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  - View My Templates
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  - View Real-Time Alerts

### Edit Account Profile Report Print

#### Step 6 of 6: Save Report

Step 1 Select Accounts | Step 2 Select Fields | Step 3 Apply Filters | Step 4 Arrange Fields | Step 5 Name Report | **Step 6 Save Report**

#### Report Summary

This is your opportunity to review your report parameters and go back to make changes. You may **Save and Run Now**, or may choose to **Save** your template for future use. If this is a report you wish to receive on a regular basis, you may opt to **Schedule** it to run automatically on a timetable of your choice. You can access your saved templates via **View My Templates** under **My Custom Reports**.

Report Name: **Account Profile**  
Description: **Account Profile**  
Selected Hierarchy Level(s)/Account(s): **Level 3: Dept of... - 0496001772367**

#### Fields and Filters

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Parent Account Name	N/A
DBA Name	N/A
Account Type	N/A
Default Authorization Profile	Filter Not Applied

# Transaction Management Report



<p><b>Account Profile Report</b></p> <p>Choose this template to obtain a custom report that itemizes the accounts within your hierarchy and provides details regarding those accounts including Contact Name, Shipping Information, Total Cards, Total Driver Prompts, Card type, Accounts, Org Units, and Total Vehicle Prompts.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	<p><b>Authorization Activity Report</b></p> <p>Use this template to build a custom report that provides you with a direct view of authorization activity. Access to detailed authorization data helps you make informed decisions and perform analysis to help manage and enforce driver purchasing policies.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>
<p><b>Card Profile Report</b></p> <p>Use this template to build a custom report with a broad view of cards across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review card data based on a comprehensive view of card attributes or just a few specific card details.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	<p><b>Driver Profile Report</b></p> <p>Use this template to build a custom report with a broad view of drivers across multiple accounts or focused on a single account. Reports based on this template allow you to monitor and review driver data based on comprehensive information, including account assignment, name, status, and date of last transaction.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>
<p><b>Transaction Management Report</b></p> <p>Select this template to generate a transaction-level report that allows you to analyze usage at certain merchants or within specified dollar amounts or within selected accounts. Reports based upon this template will also enable you to view transactions within certain time periods.</p> <p><a href="#">View Details</a></p> <p><a href="#">Create Report</a></p>	



# AFC Account Self-Auditing

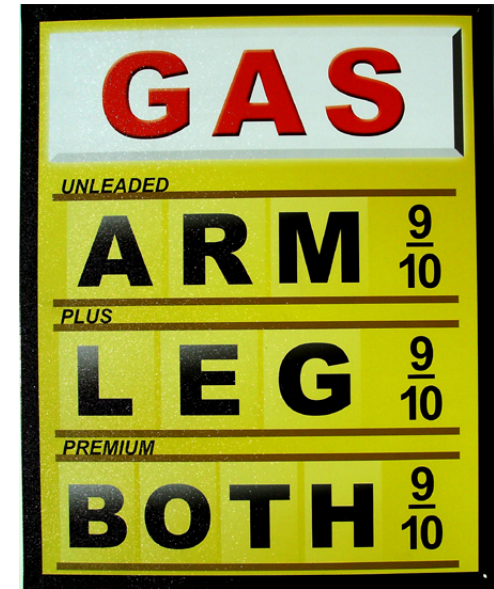


- Detailed Report Information
  - Fuel Type and Usage
  - Vehicle information
    - Age of vehicles, miles per gallon, odometer reading
  - Trends
  - Number of Transactions per Card
  - Underuse
  - Abuse/Fraud
  - Spending

# Invoices and Payments

- Invoicing

- Cycle closes last business day of the month
- You will receive an email alert when it's available for retrieval on WEXOnline
- Payment due in 30 days



- WEX Rebate (Effective January 2014)

- Invoices paid in full and on-time receive **.675%** of the total monthly bill as a credit.

- Dispute Process

- 60 days from date of invoice

# View Invoices



Online User | View Invoices for Dept ...

**Shortcuts**

- Dept of Enviro...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices**
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name

**Level 3**

- [Dept of Enviro...](#)

**Level 4**


- [View all 20 accounts...](#)

**View Invoices for Dept of Environmental Protection** [Print](#)

**View Invoices**

You can retrieve current and past invoices and the transaction details.

**Invoice Information**

Account Number: 0496001772367	
Closing Date: 12/31/2013	
Invoice Number: 35366293	Credit Limit: \$228,000.00
Current Balance: \$89,661.32	Available Credit: \$138,338.68
Minimum Payment Due: \$21.50	
Payment Due Date: 01/24/2014	

**Past Invoices**

**Search Filter**  
 You may filter a search by any of the following:

From:

To:

Invoice Number:

Download Results:

Previous | Next    Displaying 1-15 of 15 Records Found.    Results per page 25

Closing Date	Minimum Payment	Last Payment Date	Actions
Invoice Number	Ending Balance	Payment Amount	
12/31/2013	\$186,860.04	01/24/2014	<a href="#">Retrieve Invoice</a> <a href="#">View Transaction Details</a> <a href="#">Download to Quickbooks</a>
35366293	\$186,860.04	\$125,445.47	

Internet | Protected Mode: On

# Sample Invoice



## Invoice Statement

INVOICE NUMBER: 41750570  
ACCOUNT NAME: AD84 Fleet Management Office

				PAGE 1 OF 1	
ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-171959-0	30,000.00	31	JUL-31-2015	AUG-26-2015	997.49
DATE	ACTIVITY DESCRIPTION			CHARGES/DEBITS	PAYMENTS/CREDITS
JUL-22-2015	PAYMENT - THANK YOU				1,227.15
JUL-31-2015	FUEL PURCHASES			934.83	
JUL-31-2015	PREV PER REBATE				6.34
JUL-31-2015	GPS MONTHLY SVC			69.00	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>REMINDER REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.</p> </div>					

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)PURCHASES	(-)DEBITS	(-)CREDITS	(+)LATE FEE	(=)NEW BALANCE
1,227.15	1,227.15	934.83	69.00	6.34	0.00	997.49

CALL CUSTOMER SERVICE TO PAY BY PHONE  
FEDERAL TAX ID: 841425616

The Late Fee is determined by applying a monthly rate of	To the balance subject to late fee for this period which is
0.000 %	0.00

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS  
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	FMO
ACCOUNT NUMBER	0496-00-171959-0
INVOICE NUMBER	41750570
BILL CLOSING DATE	JUL-31-2015
AMOUNT DUE	997.49
AMOUNT ENCLOSED	
PAYMENT DUE DATE	AUG-26-2015

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES

**WEX Fleet Universal**

FAX CHANGE OF ADDRESS REQUEST TO 1-800-386-0800.  
Make check payable to: WEX BANK.  
Use enclosed envelope or send to:



WEX BANK  
P.O. BOX 6293  
CAROL STREAM IL 60197-6293

0496001719590000000099749 150626

# Invoice Transaction Details



Browser tabs: Add Online User, Home

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Home | Fleet Manager | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter --   [Search Tips](#)


**Account Explorer** [View all](#)

Enter Account # or Account Name

**Level 3**  
[Dept of Environmental Protection](#)


**Home**

**Important Information**

 The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. Establish your email preferences now.

**My Accounts**


 Select an account to view detailed information.

[Dept of Environmental Protection](#)

Minimum Payment Due: \$.....  
Payment Due Date: 01/24/2014

Credit Limit: \$  
Current Balance: \$  
Available Credit: \$

**Available Credit**



*Note: A red arrow points from the 'View Transaction Details' button to the 'Available Credit' gauge.*



# Transaction Details



Transaction Details for ...

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**Shortcuts**

- [-] Reports
  - [-] Reports Home
  - [-] Ad Hoc Reports
    - Transaction Details
    - Transaction Summary
    - Exceptions
- [-] My Flexible Exceptions
  - [-] Add Exception Report
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- [-] Standard Reports
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- [-] My Custom Reports
  - [-] Create New Report
  - [-] View My Reports
  - [-] View My Templates
- [-] Real-Time Alerts
  - [-] View Real-Time Alerts

**Transaction Details for EP02 Dep Mines Reclamation**

**Ad Hoc Reporting - Transaction Details Results**

For qualified tax exempt customers, additional tax information is included in the download file.

**Filtered Criteria**

Date Criteria	Filter By	Filter Value	Sort By
01/01/2013 - 01/29/2014	Card Number	51124	Card Number Ascending

**Download Report**

CSV  Excel

[Back](#) [Download](#) [Cancel](#)

Previous | Next      Displaying 1-25 of 76 Records Found.      Results per page 25 Go

	Transaction Date	Transaction Time	Post Date	Account Number	Account Name	Card Number	Optional Embossing	Custom Vehicle/Asset ID	Units	Unit of Measure	Unit Cost	Total Fuel Cost	Service Cost	Other Cost
1	08/05/2013	14:14:00	08/08/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	15.892	GA	\$3.569	\$56.72	\$0.00	\$0.00
2	08/07/2013	08:54:00	08/09/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	18.317	GA	\$3.598	\$65.92	\$0.00	\$0.00
3	11/25/2013	07:39:00	11/27/2013	0496001772862	EP02 Dep Mines Reclamation	****51124		EP02 A81228	17.433	GA	\$3.479	\$60.65	\$0.00	\$0.00



# Transaction Details

Transaction Details for Dept of Environmental Pr...

Merchant Postal Code	Merchant Site ID	Current Odometer	Adjusted Odometer	Previous Odometer	Distance Driven	Fuel Economy	Cost Per Distance	Vehicle Description	VIN	Tank Capacity	In Service Date	Start Odometer	Driv
25271-9674	578	77308	77460	77096	364	22.81	\$0.140	2008 Jeep Liberty	1J8GN28KX8	20	12/31/9999	62389	Dot
25304-2053		79332		79080	252	16.61	\$0.199	2008 Jeep Liberty	1J8GN28K88	20	12/31/9999	59743	Dar
25304-2053		79080		78765	315	17.91	\$0.184	2008 Jeep Liberty	1J8GN28K88	20	12/31/9999	59743	Dot
25984	7562700	59847		59503	344	15.35	\$0.218	2011 Ford F-150	1FTFW1EF21	26	12/31/9999	21191	Jac
40383-1741	0120188	97467		97305	162	20.53	\$0.164	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
37122-6336	3320	97837		97708	129	19.42	\$0.160	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
25303-1307	159216	98262	98194	97837	357	19.35	\$0.171	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
37122-3317		97708		97467	241	18.74	\$0.165	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Sm
25304-2803	003772	98427		98262	165	18.21	\$0.181	2007 Jeep Liberty	1J4GL48K37	21	12/31/9999	71444	Jim

Internet | Protected Mode: On 100%

# Invoice Summary



### Shortcuts

- Dept of Enviro...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

### Account Explorer [View all](#)

Enter Account # or Account Name

**Level 3**


- [Dept of Enviro...](#)

**Level 4**


- [View all 20 accounts...](#)

## View Invoices for Dept of Environmental Protection Print

### View Invoices

 You can retrieve current and past invoices and the transaction details.


#### Invoice Information


Account Number:	0496001772367	<b>Available Credit</b> 
Closing Date:	12/31/2013	
Invoice Number:	35366293	Credit Limit: \$
Current Balance:	\$	Available Credit: \$
Minimum Payment Due:	\$21.50	
Payment Due Date:	01/24/2014	

### Past Invoices

#### Search Filter

You may filter a search by any of the following:

From:  

To:  

Invoice Number:



# View Invoice Summary

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Home | **Fleet Manager** | Financials | Reports | Resource Tools

Search: -- Select category -- -- Select Filter -- Go [Search Tips](#)

## View Invoice Summary for Dept of Environmental Protection

[Print](#)

### View Invoice Summary

This is not an Invoice. Discounts, rebates, and adjustments are not included. Please consult your Invoice for balance and payment due. To view the details for a given billing period, click on the billing period hyperlink to navigate to the Transaction Details Report.

**Download Results:** [CSV Format](#) [Excel Format](#)

	Dates	Period	Number of Transactions	Total Amount	Average Amount	High Amount	Low Amount	Total Fuel Amount	Total Fuel Units	Average Fuel Unit Price	Average Fuel Units	Total Non-Fuel Amount
1	<a href="#">01/02/2014 - 02/03/2014</a>	Unbilled	1703	\$89639.82	\$52.64	\$119.98	-\$0.58	\$94822.23	28116.69	\$3.372	16.5295	-\$1.07
2	<a href="#">12/03/2013 - 01/01/2014</a>	Current	1681	\$89130.93	\$53.02	\$160.31	-\$50.00	\$94350.04	28128.39	\$3.354	16.7630	-\$51.02
3	<a href="#">11/02/2013 - 12/02/2013</a>	Previous	1865	\$97707.61	\$52.39	\$122.55	-\$0.56	\$103367.39	30779.45	\$3.358	16.5126	-\$0.56

[Back to View Invoices](#)

**Shortcuts**

- Dept of Enviro...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
- Auth Profiles
  - [View Auth Profiles](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name  
 [Go](#)

**Level 3**  
[Dept of Enviro...](#)

**Level 4**  
[View all 20 accounts...](#)



# Resources

Resource Tools x

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Home | Fleet Manager | Financials | Reports | **Resource Tools**

Search: -- Select category -- -- Select Filter --   [Search Tips](#)

## Shortcuts

- Resource Tools
  - [Resource Tools Home](#)
  - [Accepting Locations](#)
  - [Fuel Price Mapping](#)
  - [WEX Index Top Metro Report](#)
  - [Alternative Fuel Directory](#)
  - [Diesel Fuel Directory](#)

## Resource Tools

### Resource Tools



#### [Accepting Locations](#)

Search for fuel and service sites where cards can be used.



#### [Fuel Price Mapping](#) (opens new page)

Use search criteria to create a map of fuel locations with PPG.



#### [WEXIndex Retail Price Index](#) (opens new page)

View monthly report of diesel and unleaded fuel averages for metropolitan areas.



#### [Alternative Fuel Directory](#) (opens new page)

Search for merchants who offer biodiesel, E85, CNG and other alternative fuels.



#### [Diesel Fuel Directory](#) (opens new page)

Search for merchants who offer diesel fuel.



# Tab "Help"



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Account Explorer [View all](#)

Enter Account # or Account Name

Level 3

Dept of Environmental Protection

Home

## Important Information



The information below may require your attention.

- Your account is enrolled in Real-Time Alerts. Establish your email preferences now.

## My Accounts



Select an account to view detailed information.

[Dept of Environmental Protection](#)

Minimum Payment Due: \$:.....  
Payment Due Date: 02/26/2014

Credit Limit: \$:  
Current Balance: \$:  
Available Credit: \$:.....

Available Credit





# "Help" Document

The screenshot shows a window titled "Help" with a light blue header bar. A red arrow points to the text "Home Page:" on the left side of the document. The main content is a "Table of Contents" with the following items and page numbers:

Summary .....	2
View Hierarchy .....	2
Account Search .....	3
View My Accounts .....	3
Access Quick Links .....	3
Global Search .....	4

At the bottom of the window, there is a navigation bar with icons for save, print, up, down, page 1 of 4, zoom in, zoom out, and a search icon. A tooltip below the navigation bar reads "Go to a specific page (Shift+Ctrl+N)".



# Accounting Procedures

- Monthly review of WEX bill to assure that:
  - All vehicles leased by agency have WEX cards
  - All WEX charges are business related
  - All business charges are reviewed, reconciled and processed for payment in timely manner
  - Appropriate action should be taken for non-business charges or improper usage.



# Questions



# ALTERNATIVE FUELS

- KELLY BRAGG

# ALTERNATIVE FUELS

- TJ MEADOWS

# ALTERNATIVE FUELS

## Please remember...



- Make sure your drivers familiarize themselves with your assigned vehicle
- Drivers are to care for the vehicle as they would their own
- State-owned vehicles are for official state business only
- State-owned vehicles are clearly identified



Please remember...



The public's expectation is that a driver will always operate the vehicle within the limits of the law and in a courteous manner; and to travel safely

# Questions



Thank You

