

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
- 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
- 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
- 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
- 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

- 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 there 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

	<p>West Virginia Department of Administration Fleet Management</p>	DEPT _____ UNIT _____ DOC ID _____
<h3 style="color: #8B4513;">Vehicle Order Request</h3>		
AGENCY INFORMATION		
COORDINATOR NAME _____	DEPARTMENT _____	
E-MAIL _____		
PHONE NO. _____	EXT _____	DATE _____
VEHICLE MISSION		
What type of request is this? <input type="checkbox"/> Replacement vehicle (go to next section) <input type="checkbox"/> Increase to fleet (fill in this section)		
JUSTIFICATION _____		
CABINET SECRETARY _____		DATE _____
APPROVAL _____		
NEW VEHICLE PURCHASE		
Who owns this vehicle? <input type="checkbox"/> Agency Owned <input type="checkbox"/> Leased from Fleet		
AGENCY/BILL CODE _____		
MAKE _____	MODEL _____	
YEAR _____	COLOR _____	FUEL TYPE _____
CLASS/DESCRIPTION _____		
DEALERSHIP _____	PURCHASE PRICE _____	
USED VEHICLE PURCHASE		
Who owns this vehicle? <input type="checkbox"/> Agency Owned <input type="checkbox"/> 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		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
EXECUTIVE DIRECTOR, FLEET MANAGEMENT OFFICE _____	DATE _____	
<small>PAGE 1 of 1 ENABLING STATUTE WV Code §§A-3-48 through SA-3-53 FORM DOA-FM-005/009 Revised (20 DEC 2014) REGULATORY AUTHORIZATION Code of State Rules 148 CSR 3</small>		

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 2017)*

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 _____

TODAY'S
DATE



DRIVER
SIGNATURE



COMPLETE
THIS
SECTION
IN ITS
ENTIRETY



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.

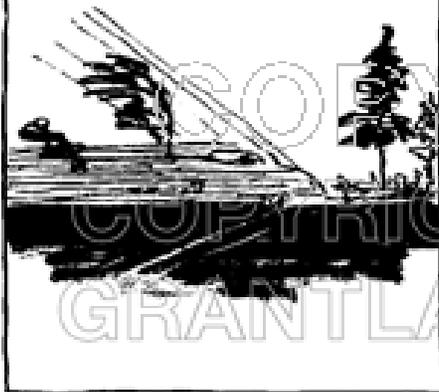


Accident Procedures

- 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.



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

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 3rd 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

The screenshot displays the Enterprise Rent-A-Car website interface. On the left, the 'Buy a Car' section is highlighted with a yellow arrow labeled '1'. This section includes a search form for car rentals with the following fields:

- 1 Country:** US (dropdown menu)
- Pick Up Location:** (text input field)
- 2 Pick Up Date & Time:** Aug 21, Noon
- Return Date & Time:** Aug 22, Noon
- 3 Vehicle Class:** All vehicle types (dropdown menu)
- Renter's Age:** 25 and Up (dropdown menu)
- Optional:** Coupon, Customer, or Corporate Number (text input field containing XZ68WWV)

On the right, the 'Corporate Account Sign In' section is highlighted with a red arrow labeled '2'. It includes a sign-in form with the following elements:

- Corporate Account Sign In** header
- Text: "To access your corporate account, please enter the first 3 characters of your company's name or PIN number:"
- Text input field containing "WES"
- "Sign In" button
- Examples: St. Charles Lumber = STC, A-1 Corporation = A1C

Below the sign-in section is a table listing various car classes and their daily rates:

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



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6318294
Kokand | 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 & 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

ARI	2014	Year Total	Average/Mth
	# 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 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

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)

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

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

10:09 AM 2/20/2014

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■ Vehicles Overdue for Maintenance

https://arinsights.ariffleet.com/ARAccessWeb4/WebForms/KPIs... Vehicles Overdue for Maint...

Convert Select

Vehicles Overdue for Maintenance

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

Client	Vehicle	DEPARTMENT	Division	Driver	AGENCY	VIN	State/Prov.	Make	Model Name	VIN Model	CLIENT DATA7	License Plates	Model Year	Lic. State/Prov	Asset Type	Calculated Odometer	Last PM Meter	Last PM Date	Miles/KM Since Last Maintenance	Day
SR82	009124	21	MV01	WINTER, GREG		2BXJBKC17BV000124	WV	CAN-AM	SPYDER		WW/G684	2011	WV	MISC		2,576			2,576	
SR82	013142	01	PG06	LOWE, PAULA		JRDC4816857013142	WV	GMC	W4500		WV/4099	2006	WV	TRUCK LD		25,624	0	06/25/2013	25624	
SR82	044302	06	CL50	FLOWERS, JEANNE		5J6RE4339L044302	MD	HONDA	CR-V		WW/77809	2009	WV	SUV		86,394	77801	08/26/2013	8593	
SR82	061088	06	CL50	FLOWERS, JEANNE		5J6RE4H31AL061088	WV	HONDA	CR-V		WW/78106	2010	WV	SUV		59,980	50838	08/27/2013	8242	
SR82	075952	06	CL02	UNIVERSITY, SHEPHERD		1GJHG39R1X1075952	WV	GMC	SAVANA		WW/45227	1999	WV	VAN		155,980	123512	08/29/2013	32468	
SR82	101202	03	DL01	BROWN, DENISE		1GTW7FCA401101202	WV	GMC	SAVANA		WW/	2013	WV	VAN		4,612	4612	04/29/2013	0	
SR82	104329	09	2743	ROBERTS, KAREN		1FAHP3E13B3W104329	WV	FORD	FOCUS		/ST1587	2011		CAR		82,410	72044	06/06/2013	10366	
SR82	104331	22	M259	FILIFEK, MARK		1FAHP3E13B1W104331	WV	FORD	FOCUS		/ST1830	2011		CAR		25,099	25099	04/26/2013	0	
SR82	104335	22	M259	FILIFEK, MARK		1FAHP3E13B1W104335	WV	FORD	FOCUS		/ST1591	2011		CAR		57,094	51429	10/18/2013	5665	
SR82	104349	09	2825	BROWNING, LEE	DHHR	3FA6P0G74ER104349	WV	FORD	FUSION			2014		CAR		150			150	
SR82	104365	03	MS11	MCCLURE, TOM		1GTJ6LFE3C8104365	WV	GMC	CANYON		/ST2363	2012		TRUCK LD		30,666	29977	07/29/2013	689	
SR82	104537	03	NR08	WARNER, SCOTT		1GTJ6LFE6C8104537	WV	GMC	CANYON		WW/ST2400	2012	WV	TRUCK LD		60,497	55495	12/11/2013	5002	
SR82	104903	03	MS11	MCCLURE, TOM		1GTJ6LFE5C8104903	WV	GMC	CANYON		/ST2425	2012		TRUCK LD		48,033	40076	09/09/2013	7957	
SR82	105755	03	MS11	MCCLURE, TOM		1GTJ6LFE6C8105755	WV	GMC	CANYON		/ST2421	2012		TRUCK LD		25,889	25112	07/17/2013	777	
SR82	108515	18	SI01	STATON, STEVE		2FABP7E79AX108515	WV	FORD	CROWN VICTORIA		/SX9954	2010		CAR		130,193	124973	11/15/2013	5220	
SR82	110078	03	FT01	75-973		1GJHG39R6X1110078	WV	GMC	SAVANA		WW/75-973	1999	WV	VAN		110,000	102854	12/12/2012	7146	
SR82	110570	01	GE01	THAXTON, ANTHONY	AGENCY OWNED	1GCGK4K05E110570	WV	CHEVROLET	K2500		WW/837120	1995	WV	TRUCK LD		147,057	147057	10/15/2012	0	
SR82	110856	13	PC01	SANGID, DON		2FABP7B7VAX110856	WV	FORD	CROWN VICTORIA		/ST1074	2010		CAR		54,502	54502	07/18/2013	0	
SR82	110858	13	PC01	SANGID, DON		2FABP7B7VAX110858	WV	FORD	CROWN VICTORIA		/ST1075	2010		CAR		80,492	75150	09/17/2013	5342	
SR82	110867	13	PC01	SANGID, DON		2FABP7B7VAX110867	WV	FORD	CROWN VICTORIA		/ST1067	2010		CAR		65,252	59650	10/01/2013	5602	
SR82	110869	13	PC01	SANGID, DON		2FABP7B7VAX110869	WV	FORD	CROWN VICTORIA		/ST1066	2010		CAR		69,436	69436	06/07/2013	0	
SR82	111053	06	CL14	GIBSON, DIANA		2G1WB57K091111053	WV	CHEVROLET	IMPALA		WW/ST-832	2009	WV	CAR		56,439	45590	04/05/2012	10849	
SR82	111695	06	CL03			1D4GP23R25B111695	WV	DODGE	GRAND CARAVAN		WW/73682	2005	WV	VAN		11,247			11247	
SR82	114733	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114733	WV	FORD	FUSION		WW/77450	2009	WV	CAR		149,919	146577	05/29/2013	3342	
SR82	114735	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114735	WV	FORD	FUSION		WW/77449	2009	WV	CAR		140,584	123542	11/07/2013	17042	
SR82	114737	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114737	WV	FORD	FUSION		WW/77446	2009	WV	CAR		124,717	117488	11/05/2013	7229	
SR82	114738	06	CL11	RATLIFF, THOMAS	AO	3FAHP06298R114738	WV	FORD	FUSION		WW/77447	2009	WV	CAR		133,159	120666	11/29/2013	12293	
SR82	115716	20	L001	CHAIN, SKIP		1G1ZS58N28F115716	WV	CHEVROLET	MALIBU		/77313	2008		CAR		103,442	100949	07/25/2013	2493	
SR82	118021	09	2894	BROWNING, LEE ANN		1GT02CC3D0Z118021	WV	GMC	SIERRA		WW/	2013	WV	TRUCK LD		11,386	11386	06/14/2013	0	
SR82	118084	06	CL03			1GT3K2B60AF118084	WV	GMC	SIERRA		WW/ST1134	2010	WV	TRUCK LD		2,536			2536	
SR82	118640	06	CL49	BOSSIE III, GEORGE		2FAFP73W54X118640	WV	FORD	CROWN VICTORIA		WW/73622	2004	WV	CAR		68,537	56276	09/06/2013	10261	
SR82	120500	06	CL02	UNIVERSITY, SHEPHERD		2FAFP71WXX2X120500	WV	FORD	CROWN VICTORIA		WW/70327	2002	WV	CAR		110,862	110208	02/07/2013	654	
SR82	120932	03	MS11	MCCLURE, TOM		1J8GR4K58C120932	WV	JEEP	GRAND CHEROKEE		WW/77342	2008	WV	SUV		106,629	93917	03/29/2012	12712	
SR82	120936	03	MS11	MCCLURE, TOM		1J8GR4K58C120936	WV	JEEP	GRAND CHEROKEE		WW/77336	2008	WV	SUV		65,549	48407	10/13/2011	17142	
SR82	121523	11	C025	ARTHUR, BRYAN		1GJGG25K181121523	WV	GMC	SAVANA		/77340	2008		VAN		94,408	85852	08/26/2013	8556	
SR82	121785	03	DL01	BROWN, DENISE		1GT02CC3D0Z121785	WV	GMC	SIERRA		WW/	2013	WV	TRUCK LD		4,638			4638	
SR82	122224	07	EP02	KESSINGER, BRENT		1GT02CC3D0Z122224	WV	GMC	SIERRA		WW/	2013	WV	TRUCK LD		33,921	30005	12/20/2013	3916	
SR82	124415	06	CL05	LINIO, RICHARD		1B3AL4R36N124415	WV	DODGE	STRATUS		WW/85538	2006	WV	CAR		151,265	134827	05/30/2012	16438	
SR82	126327	20	IN01	MARCUM, VICKIE		1D4QP24R27B126327	WV	DODGE	GRAND CARAVAN		/76616	2007		VAN		58,957	56347	12/13/2012	2610	
SR82	126739	05	VR01	MILLER, CHARLYN	AO	5TDKX3DC58S126739	WV	TOYOTA	SIENNA		WW/ST2050	2011	WV	VAN		1,578			1578	
SR82	127052	09	2842	STAATS, CAROL	STAATS	2B5V835Y1NK127052	WV	DODGE	RAM WAGON		WW/B37826	1992	WV	VAN		134,724	134723	07/19/2013	1	
SR82	127514	15	TR01	STONE, CARL		2B7KB31Y2YK127514	WV	DODGE	RAM VAN		WW/45734	2000	WV	VAN		77,924			77924	
SR82	130671	13	PC01	SANGID, DON		1FAHP2M88D0130671	WV	FORD	TAURUS		WW/	2013	WV	CAR		10,435	10435	06/18/2013	0	
SR82	132143	09	BD03	HIGGINBOTHAM, ADAM	BARBERS	1FAHP3E27CL132143	WV	FORD	FOCUS		WW/	2012		CAR		65,176	60063	11/18/2013	5113	
SR82	133007	09	2894	BROWNING, LEE ANN	AO	1GT22CC3D0Z133007	WV	GMC	SIERRA		WW/	2013		TRUCK LD		25,688	19987	11/20/2013	5701	
SR82	133731	01	PG13	MOORE, MISTY		1FAHP34N39W133731	WV	FORD	FOCUS		/78113	2009		CAR		15,361	15361	01/14/2013	0	
SR82	133732	11	JS09	WALKER, GLENVA		1FAHP34N39W133732	WV	FORD	FOCUS		/78112	2009		CAR		54,603	54603	07/19/2013	0	
SR82	133761	11	JA01	CANTERBURY, BILL		3FAHP0629R133761	WV	FORD	FUSION		/78095	2009		CAR		74,687	75761	09/18/2013	8816	

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- Repairs Awaiting Authorization

https://ariinsights.arifleet.com/ARIAccessWeb4/WebForms/KPIs

Official Website for the State o... ARI insights MANDY PARSO... Repairs Awaiting Authorizat...

Convert Select

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
Details	5R82	173264	11	RJ08	45595453	44624691	2/19/2014	02/20/2014		\$538.75	Resubmit	BILL.E.CANTERBURY@WV.GOV
Details	5R82	300441	11	CO31	45608803	44638744	2/20/2014	02/20/2014		\$8,165.95	Original	
Details	5R82	D33890	03	MS11	45608567	44638394	2/20/2014	02/20/2014		\$5,200.00	Original	TOM.L.MCCLURE@WV.GOV
Details	5R82	D33890	03	MS11	45608567	44638623	2/20/2014	02/20/2014		\$3,126.48	Original	TOM.L.MCCLURE@WV.GOV

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■ Repair Details

Browser tabs: https://ariinsights.arifleet.com/ARIAccessWeb4/WebForms/De... | 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
PENN SBORO 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	13001023	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)

Taskbar: 10:45 AM 2/20/2014

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The screenshot shows the ARI insights web application interface. The browser address bar displays the URL: <https://ariinsights.arifleet.com/ARIAccessWeb4/default.aspx>. The page header includes the ARI insights logo and a welcome message for MANDY PARSONS. The navigation menu includes DASHBOARDS, QUICK SEARCH, FEEDBACK, FAVORITES, and SAVED SEARCHES. The main content area is divided into several sections:

- Inventory by ARI Status:** A table showing the status of vehicles.
- Maintenance Alerts:** A section with red headers and yellow warning icons, listing alerts such as "855 Vehicles Overdue for Maintenance", "4 Repairs Awaiting Authorization", and "3 Vehicles Towed During Last 1 Day(s)".
- Open Recalls by Age:** A table showing the number of open recalls by age category.
- Open Recalls by Make:** A table showing the number of open recalls by vehicle make.

A red arrow points to the search bar, which contains the text "23903". A tooltip below the search bar reads "Press <Enter> to see matches."

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

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

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

Automotive Resources International

The screenshot shows a web browser window with the URL <https://ariinsights.arifleet.com/ARIAccessWeb4/default.aspx>. The page header includes the "ARI insights" logo and a welcome message for "MANDY PARSONS". A navigation menu contains links for "SEARCH", "VEHICLES", "DRIVERS", "ORDERING", "REPORTING", and "COMMUNICATION". Below the menu is a search bar with the input "239031" and a "Search" button. The search results area displays "1 Vehicle Found" and a single result: [SR62-239031_Driver_BECKY FARMER_VIN_3FAHP0GAXCR239031_Lic Plate_ST2268](#). A large red arrow points to this search result. The Windows taskbar at the bottom shows the system tray with the date "2/20/2014" and time "10:53 AM".

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- General Info Tab

ARIinsights® Welcome, MANDY PARSONS

SEARCH VEHICLES DRIVERS ORDERING REPORTING COMMUNICATION

General Vehicle Detail

Client : 5R82 Vehicle No : 239031
2012 FORD FUSION

[Overdue for PM](#)

General	Description	Lease	Order
DEPARTMENT: 01 Asset Type: CAR DIVISION: AD94 Sub-Type:	Model Year: 2012 Make: FORD Model: FUSION VIN Model: FUSION Model Line: VIN: 3FAHP0GAXCR239031 Exterior: WHITE Interior: Decal Number:	Type: NON-ARI Months/Miles/KM: 0 / 0 MS: 27 Cap Cost: \$0.00 Lease End Date: Book Value: \$0.00 Estimated Resale: \$9,300.00 Vendor: OWNED Residual: \$0.00	Order Date: Order Type: Previous Vehicle: Delivery Date: 11/01/2011 On-Road Date: Exp. Deliv. Date:
Client Data	Fuel	Driver	Billing
AGENCY: Fuel Only:	Fuel Type: Unknown - Fuel Capacity: 17.5 MPG: 30.52 Yearly CO2 Emission(lbs): 8787 Credit Card: 50188254496 Status: Canceled (10/19/2012) Status Date: 10/19/2012 Exp Date: 09/31/2014	BECKY FARMER 2101 WASHINGTON STREET, EAST CHARLESTON, WV - 25305	Months Billed: 27 Basic Rent: 0 Bill Tax Rate:
Licensing	Sale Info	Telematics	Specifications
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:	Device ID: Device Model: Device Vendor:	Cyls: 4 Engine size: 2.5 Axles: 0 CID: Transmission: Unknown Tires: Drive Type: FWD GVWR:
Meters			
Odometer: 21218 Odometer Date: 12/11/2013 Rating: 94.00% Avg Mon Miles: 1152 (Last 6 Months) Broken Odometer: Fringe Odом: Fringe Odом Date: Hour Meter: Hour Meter Date:			

10:55 AM 2/20/2014

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- Inventory Management Tab

The screenshot displays the ARI insights web application interface. At the top, the browser address bar shows the URL <https://ariinsights.arifleet.com/ARIAccessWeb4/default.aspx>. The application header includes the ARI insights logo, a welcome message for MANDY PARSONS, and navigation tabs for DASHBOARDS, QUICK SEARCH, FEEDBACK, FAVORITES, and SAVED SEARCHES. Below the header, a navigation menu contains tabs for SEARCH, VEHICLES, DRIVERS, ORDERING, REPORTING, and COMMUNICATION. The main content area is titled 'Inventory Management' and features a sub-tab 'Inventory Mgmt'. A red arrow points to this section. The 'Inventory Management' form includes fields for VIN, ZIP, and client information, and is organized into sections: General Client Info, Driver Information, and Vehicle Information. The 'General Client Info' section contains fields for Client (5R82), Vehicle No (239031), DEPARTMENT (01), DIVISION (AD94), and AGENCY. The 'Driver Information' section includes fields for Last Name (FARMER), First Name (BECKY), Address 1 (2101 WASHINGTON STRE), City (CHARLESTON), State (WV), Zip/Postal Code (25305), and various phone numbers. The 'Vehicle Information' section includes fields for Status (IN SERVICE), Assigned Status (Assigned), VIN (3FAHP0GAX), VIN (last 8) (CR239031), Year (2012), Make (FORD), Model (FUSION), Model Line (Car / Truck), Transmission, Drive Type (FWD), Wheelbase (L4), Eng Cylinders (2.5), Axles (0), Axle Ratio, Fuel Type, Fuel Capacity (17.5), Fuel Capacity Unit (Gallons), GVWR (0), GCWR (0), Curb Weight (0), Reg Veh Weight (0), Ext Color (WHITE), Int Color, Tag State (WV), Lic Plate (ST2268), Plate Type (Permanent), Title No, Renewal Date, Cap Cost (\$0.00), Order Date, Exp. Deliv. Date, Delivery Date, On-Road Date, Odometer (21,218), Odometer Date (12/11/2013), Hour Meter, Hour Meter Date, and Lease Term (0). The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time as 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

SR82-03 > 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.ari.net>

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

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

CLIENT # SR82-03 2014 FORD EXPLORER
ARI VEH # B85713 1FMSK8AR8E085713

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
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 shows the ARI insights web application interface. The browser address bar displays <https://ariinsights.arifleet.com/AriAccessWeb/default.aspx>. The user is logged in as JAMES PARSONS. The main navigation bar includes sections for DASHBOARDS, QUICK SEARCH, FEEDBACK, FAVORITES, and SAVED SEARCHES. Below this is a menu with options: SEARCH, VEHICLES, DRIVER, ORDERING, REPORTING, and COMMUNICATION. A secondary navigation bar lists: 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**.
Inventory Alerts:

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

Maintenance Alerts:

- 6 Repairs Awaiting Authorization
- No Vehicles Overdue for Maintenance
- 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

Vehicle Data Alerts

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

Maintenance Alerts

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

https://ariinsights.arifleet.com/AniAccessWeb/WebForms/ExternalUIRedirector.aspx?ExternalURL=https%3a%2f%2fapps01.ari...

9:13 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				

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail Expense Reporting

9:15 AM 2/24/2014

Automotive Resources International



https://apps01.arifleet.com/clientHistory/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				
All				
SR82				
SR86				
SR87				
SR88				
SR95				
SR98				
SU22				
SU60				
SV99				

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail Expense Reporting

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
SR82	239031			

2. Select Purchase Order Detail or Driver Expense Reporting

PO Detail Expense Reporting

3. Select a vehicle

Cust1	Vehicle	Serial Number	Make	Model	Yr	Prefix	Division	Status
SR82	239031	3FAHP0GAXCR239031	FORD	FUSION	12	AD94	01	In Service

Automotive Resources International



https://apps01.arifleet.com/clientHistory/historyDe.aspx ARI insights® JAMES PARSON... History Direct Entry

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:

 [Clear Selection](#)

 Truck Car Recent Combined

Active PO Details

ATA	Description	Repair	Qty	Cost	Extended

Comments

Automotive Resources International



https://apps01.arifleet.com/clientHistory/historyDe.aspx | ARI insights® JAMES PARSON... | History Direct Entry

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

Intellifleet Service History Direct Entry

Client: 5R82, Vehicle: 239031

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		
Select			
41001005 - AIR FILTER ELEMENT			
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			
65001001 - BATTERY			
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			
15001009 - 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			

Buttons: Add item to PO, Clear Selection, Combined, Extended, Reset

Automotive Resources International



https://apps01.arifleet.com/clientHistory/historyDe.aspx | ARI insights® JAMES PARSON... | History Direct Entry

Automotive Resources International | Change Vehicle | Sign Out

Intellifleet Service History Direct Entry

Client: 5R82, Vehicle: 239031

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

Roadside Assistance

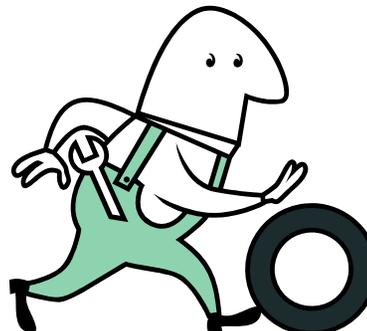
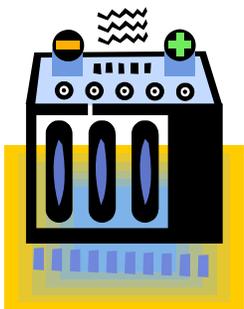


In the event of the need for roadside assistance, the vehicle driver is to contact ARI for an assessment of needed services, such as towing, emergency repairs, or locksmith services

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



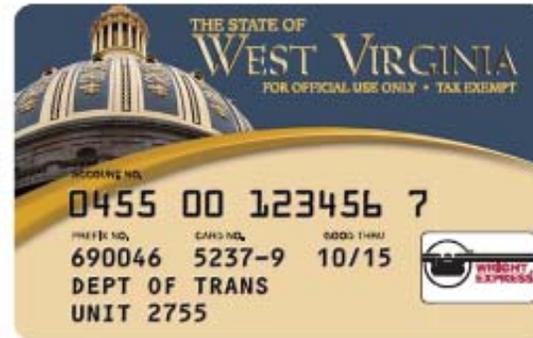
- Types of Fuel Cards
- Requesting a Fuel Card
- WEXOnline
 - View Agency Cards
 - Adding/Editing Drivers – Driver Information
 - Problems at the Pump
 - Reports
 - Invoices

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 Driver History

FC WEXOnline Home View



os://go.wexonline.com

The screenshot shows a web browser window with the WEXOnline Home View. The browser's address bar shows "os://go.wexonline.com". The page header includes the WEXOnline logo, a welcome message "Welcome GWellman", and navigation links for "My Preferences", "Help", "Contact Us", and "Logout". A main navigation bar contains "Home", "Fleet Manager", "Financials", "Reports", and "Resource Tools". Below this is a search bar with dropdown menus for "Select category" and "Select Filter", a "Go" button, and a "Search Tips" link. The main content area is titled "Home" and features an "Account Explorer" sidebar on the left. The sidebar shows "Level 3" and "Dept of Environmental Protection". The main content area has an "Important Information" section with a warning icon and a message: "The information below may require your attention." followed by a bullet point: "Your account is enrolled in Real-Time Alerts. Establish your email preferences now." Below this is a "My Accounts" section with a folder icon and the text "Select an account to view detailed information." The account "Dept of Environmental Protection" is highlighted. Below the account name, there are fields for "Minimum Payment Due: \$", "Payment Due Date: 01/24/2014", "Credit Limit: \$", "Current Balance: \$", and "Available Credit: \$". To the right of these fields is a "Available Credit" progress bar with a green-to-red gradient and a vertical slider. At the bottom of the page, 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



Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-1

Google Search Share More >> Sign In

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

WEXOnline

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: \$1,000.00
Payment Due Date: 01/24/2014

Credit Limit: \$5,000.00
Current Balance: \$1,000.00
Available Credit: \$4,000.00

Available Credit

Retrieve Invoice View Transaction Details Make Payment

Global Search – Card Number



Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-1

Google Search Share More » Sign In

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

WEXOnline

Home Fleet Manager Financials Reports Resource Tools

Search: Cards -- 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

Authorization Profile
Card Number
Custom Vehicle/Asset ID
Department
License Plate Number
Optional Embossing
Vehicle Description
VIN
CDL
County
Drivers County

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



Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_c19B9C5B8-0B8C-244D-0426-82CBE6FD2713_k414E9E79-1

Google Search Share More >> Sign In

Home Home

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

WEXOnline

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](#)

Global Search – Card Detail



Detail for EP01 Environmental Protection - Windows Internet Explorer

https://go.wexonline.com/online/gotoFlow.do?_flowExecutionKey=_cD0FA8D2C-A2E8-0AAE-D5F2-1A094BD4A752_k6FB8E2AI

Google Search Share More >> Sign In

Home Card Detail for EP01 En...

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: [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:

Fleet Manager Tab



Account Detail for Dept of Environmental Protect...

WEXOnline® Welcome GWellman [My Preferences](#) | [Help](#) | [Contact Us](#) | [Logo](#)

Home **Fleet Manager** Financials Reports Resource Tools

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

[Hide Content](#)

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

[Hide Content](#)

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	Status Date: 10/23/2012
	Default Auth Profile:

Fleet Manager Tab



Account Detail for Dept of Environmental Protect...

WEXOnline® 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 Detail for Dept of Environmental Protection

Account Summary

[Hide Content](#)

 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 Explorer [View all](#)

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

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

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

Account Detail

[Hide Content](#)

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	Status Date: 10/23/2012
	Default Auth Profile:

View Cards



Inline 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:

VIN: Optional Embossing:

Vehicle Description: Authorization Profile:

Card Number: Last Issue Date:

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

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: 633175
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**

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...

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

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 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:

[Edit Account](#)

Accounts Belonging to Dept of Environmental Protection

View Drivers



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

- Shortcuts**
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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 [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: <input type="text"/>	Driver Department: ALL <input type="button" value="v"/>
Driver Last Name: <input type="text"/>	Driver Prompt ID: <input type="text"/>
Status: Active <input type="button" value="v"/>	Employee #: <input type="text"/>
	Shared Drivers: All Drivers <input type="button" value="v"/>

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"/>	Driver Department Driver Prompt ID Employee # License State / Province License #		
1 <input type="checkbox"/>	Aaron, Tonkery Unassigned 3	Active	Edit Clone Change Status Terminate

Add Drivers



Home Fleet Manager Financials Reports Resource Tools

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

Shortcuts

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Account Detail for Dept of Environmental Protection

Account Summary

Hide Content

 <p>Drivers View Drivers Add Driver</p>	 <p>Cards View Cards</p>
 <p>Authorization Profiles View Auth Profiles</p>	 <p>Invoices View Invoices Make Payment View Payments View Bank Accounts</p>
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Account Explorer [View all](#)

Enter Account # or Account Name

Level 3

Dept of Enviro...

Level 4

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

Account Detail

Hide Content

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
		Default Auth Profile:	

Insert Driver Data



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Shortcuts

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 - 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...

Add Driver for Dept of Environmental Protection

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

Hide Optional Fields

Add Driver

CDL: -- Select --

* Drivers County: -- Select --

* Driver Last Name:
Max of 30 characters.

* Driver First Name:
Max of 30 characters.

Driver Middle Name:
Max of 20 characters.

Driver Department: Unassigned

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--
Select State / Province from pull down menu.

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

Driver License Expiration Date:

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

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

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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

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: <input type="text"/>	Driver Department: ALL <input type="button" value="v"/>
Driver Last Name: <input type="text"/>	Driver Prompt ID: <input type="text"/>
Status: Active <input type="button" value="v"/>	Employee #: <input type="text"/>
	Shared Drivers: All Drivers <input type="button" value="v"/>

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"/>	Driver Department Driver Prompt ID Employee # License State / Province License #		

1 <input type="checkbox"/>	Aaron, Tonkery Unassigned 3	Active	Edit Clone Change Status Terminate
----------------------------	---	--------	---



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

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Reports



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

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Standard Reports



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Standard Reports

You can retrieve current and past reports produced regularly for your account(s). Fields marked with an asterisk (*) are required.

Search Filter

You may filter a search by the following:

- * Report From Date:
- * Report To Date:

Select Accounts

Please select an account from the list below:
[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

Standard Reports - PDFs



Standard Reports for Dept of Environmental Prot...

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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 <input type="checkbox"/>	Report Name <small>Type PDF Page Count</small>	Closing Date	Actions
<input type="checkbox"/>	Group Purchase Activity Report PDF 376 pages	01/31/2014	Retrieve
<input type="checkbox"/>	Group Financial Summary PDF 22 pages	01/31/2014	Retrieve
<input type="checkbox"/>	Group Tax Summary PDF 22 pages	01/31/2014	Retrieve

Creating New Reports



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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>View Details</p> <input type="button" value="Create Report"/>	<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>View Details</p> <input type="button" value="Create Report"/>
<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> <input type="button" value="Create Report"/>	<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</p> <input type="button" value="Create Report"/>

Select Accounts



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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

Select Fields



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

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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	✓	✓

Save and Run Report



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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

Open in Excel



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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

Calibri 11

General

Normal Bad Good Neutral

Account Name

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
Quality Office	0496001772714	90+ Days	Active		am		777				Fayette
Quality Office	0496001772714	02/18/2014	Active	ino	ld		053				Jefferson
Quality Office	0496001772714	02/07/2014	Active	r			504				Kanawha
Quality Office	0496001772714	90+ Days	Active	y	er		787				
Quality Office	0496001772714	02/14/2014	Active	on	e		862				Mineral
Quality Office	0496001772714	11/23/2013	Terminated		e		288				
Quality Office	0496001772714	90+ Days	Active	ver			938				Raleigh
Quality Office	0496001772714	90+ Days	Terminated		haw		309				
Quality Office	0496001772714	90+ Days	Terminated	man			304				Barbour
Quality Office	0496001772714	12/10/2013	Active		nnah		949				Kanawha
Quality Office	0496001772714	02/18/2014	Active		y		495	DMR-Logan			Logan
Quality Office	0496001772714	12/11/2013	Active	son	ary		720				Kanawha
Quality Office	0496001772714	02/12/2014	Active	s	ny		572				Monongalia
Quality Office	0496001772714	02/14/2014	Active	ett	en		691				Randolph
Quality Office	0496001772714	90+ Days	Terminated		ett		323				
Quality Office	0496001772714	90+ Days	Active	e			384		3045585938		Kanawha
Quality Office	0496001772714	90+ Days	Terminated	tina	e		882				
Quality Office	0496001772714	90+ Days	Terminated	ie	soe		785				
Quality Office	0496001772714	90+ Days	Terminated	ael			822				
Quality Office	0496001772714	90+ Days	Active	ard	le		902				Kanawha
Quality Office	0496001772714	90+ Days	Active	n			383				Kanawha
Quality Office	0496001772714	90+ Days	Active				818				Hampshire
Quality Office	0496001772714	12/30/2013	Terminated		on		802				
Quality Office	0496001772714	12/31/2013	Terminated	on	l		285				
Quality Office	0496001772714	12/26/2013	Terminated		itt		388				
Quality Office	0496001772714	02/11/2014	Active			Lynnette	893				Fayette
Quality Office	0496001772714	01/16/2014	Active	lotti	ard		782				Kanawha
Quality Office	0496001772714	90+ Days	Active	ams	d		154	DAQ-TEMPORARY			Marion

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 - 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](#)

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.

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

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: A101 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

Save and Run Report



Edit Authorization Acti... x

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

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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

Download Report Results



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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

Open in Excel



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Run Report Authorization

Download Report Results



To da
Fi

Report O

Note: If th

...t. The maximum date range is 3

erated.

File Download

Do you want to open or save this file?

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

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

Authorization Report in Excel



report[2] - Microsoft Excel

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

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

Workbook Views Show Zoom Window

fx Action Code Description

Account N	Card Number	Custom	Driver Prompt ID	Transaction Date	Transactio	Location	Action	Action Code Desc	Product Description	Odometer	Site Name	Site Addr	Site City	Site State	Site Posta	Product
0017C	XXXXXXXXXX	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	
0017C	XXXXXXXXXX	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	
0017C	XXXXXXXXXX	CO01	xx:6918:	02/24/2014	15:29:31	Outside	Approval	Approved	Unleaded Plus	94976	Go Mart #1502 Gree	Charleston	WV	25311-100	Fuel	
0017C	XXXXXXXXXX	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	
0017C	XXXXXXXXXX	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	

Sheet1 100%

Report Templates



Reports

Search: Select category: Select filter: Go [Search tips](#)

Shortcuts

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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: -- Select --

Template Owner: All

Download Results:

Previous | Next **Displaying 1-2 of 2 Records Found.** Results per page 25

Report Name <small>Description Frequency Delivery</small>	System Template <small>Shared Owner Last Update Date</small>	Actions
<p>Authorization</p> <p>Authorization byTransaction On Demand Online</p>	<p>Authorization Activity Report Private Grace Wellman 02/20/2014</p>	<p>Run Now Edit Share Delete</p>

Creating Custom Reports



<p>Account Profile Report</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>View Details</p> <p>Create Report</p>	<p>Authorization Activity Report</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>View Details</p> <p>Create Report</p>
<p>Card Profile Report</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>View Details</p> <p>Create Report</p>	<p>Driver Profile Report</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>View Details</p> <p>Create Report</p>
<p>Transaction Management Report</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</p> <p>Create Report</p>	

Account Profile - Select



New Account Profile Report

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- Real-Time Alerts
 - View Real-Time Alerts

Create New Account 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

Account Profile – Save and Run



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

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

[Back](#) [Save and Run Now](#) [Save](#) [Schedule](#) [Cancel](#)

Field Name	Filter Condition & Value(s)
Account Name	N/A
Account Number	N/A
Parent Account Name	N/A

Transaction Management Report



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](#)

Create Report

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](#)

Create Report

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](#)

Create Report

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](#)

Create Report

Transaction Management Report

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

Create Report



AFC Account Self-Auditing

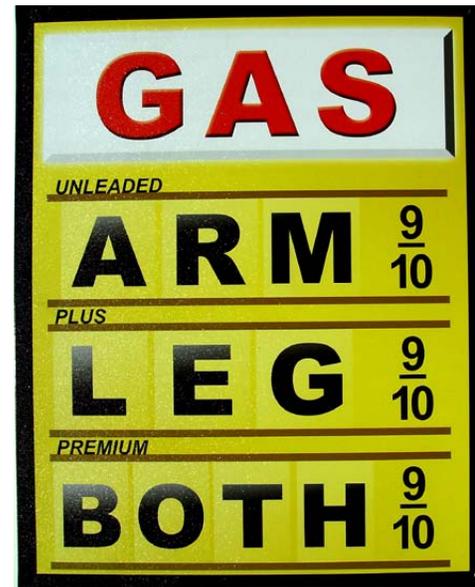


- Detailed Report Information
 - Fuel Type and Usage
 - Vehicle information
 - Age of vehicles, miles per gallon, odometer reading
 - Trends
 - Number of Transactions per Card
 - Underuse
 - Abuse/Fraud

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 ...

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	Available Credit
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	

[Retrieve Invoice](#) | [View Transaction Details](#) | [View Invoice Summary](#) | [Download to Quickbooks](#)

Past Invoices

Search Filter

You may filter a search by any of the following:

From:

To:

Invoice Number:

[Search](#)

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

Previous | Next | **Displaying 1-15 of 15 Records Found.** | Results per page 25 | [Go](#)

<u>Closing Date</u>	<u>Invoice Number</u>	<u>Ending Balance</u>	<u>Minimum Payment</u>	<u>Last Payment Date</u>	<u>Payment Amount</u>	<u>Actions</u>
12/31/2013	35366293		\$186,860.04	01/24/2014		Retrieve Invoice View Transaction Details

Sample Invoice



Invoice Statement

INVOICE NUMBER: 41750570
ACCOUNT NAME: AD94 Fleet Management Office

PAGE 1 OF 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-171969-0	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	
REMINDER REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.			

PURCHASES, RETURNS AND PAYMENT'S 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: 84142616

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 TREATMENT, PLEASE DETACH AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	FMO
ACCOUNT NUMBER	0496-00-171969-0
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 1-800-385-0600.
Make check payable to: WEX BANK.
Use enclosed envelope or send to:

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

0496001719590000000099749 150826

Invoice Transaction Details



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TEXOnline

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Account Explorer [View all](#)

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

Transaction Details



Home Transaction Details for ... x

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Home Fleet Manager Financials Reports Resource Tools

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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	****51124		EP02 A81228	18.317	GA	\$3.598	\$65.92	\$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	Driver Name
25271-9674	578	77308	77460	77096	364	22.81	\$0.140	2008 Jeep Liberty	1J8GN28KX8	20	12/31/9999	62389	Doc
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	Doc
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

Invoice Summary



Shortcuts

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- Drivers
 - [View Drivers](#)
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- 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

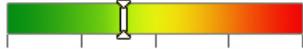
View Invoices

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

Invoice Information

Account Number:	0496001772367
Closing Date:	12/31/2013
Invoice Number:	35366293
Current Balance:	\$
Minimum Payment Due:	\$21.50
Payment Due Date:	01/24/2014

Available Credit



Credit Limit: \$

Available Credit: \$

Past Invoices

Search Filter

You may filter a search by any of the following:

From: 

To: 

Invoice Number:

View Invoice Summary



Add Online User | View Invoice Summary ... X

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EXOnline

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

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

View Invoice Summary for Dept of Environmental Protection

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:

	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	01/02/2014 - 02/03/2014	Unbilled	1703	\$89639.82	\$52.64	\$119.98	-\$0.58	\$94822.23	28116.69	\$3.372	16.5295	-\$1.07
2	12/03/2013 - 01/01/2014	Current	1681	\$89130.93	\$53.02	\$160.31	-\$50.00	\$94350.04	28128.39	\$3.354	16.7630	-\$51.02
3	11/02/2013 - 12/02/2013	Previous	1865	\$97707.61	\$52.39	\$122.55	-\$0.56	\$103367.39	30779.45	\$3.358	16.5126	-\$0.56



Resources

Resource Tools x

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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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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: **02/26/2014**

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

Available Credit



"Help" Document



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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

