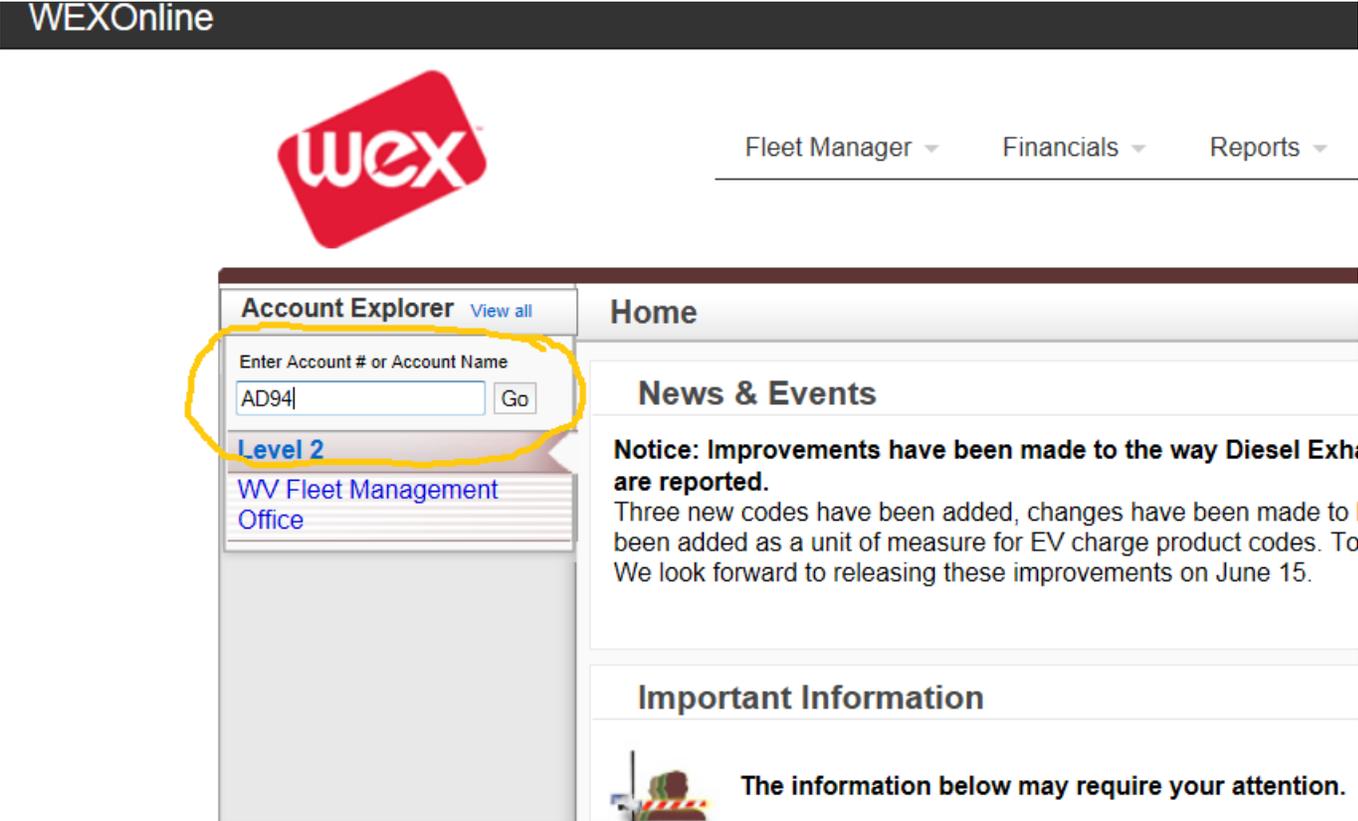


CREATING A PIN IN WEX

- 1. Log in to WEX at <https://go.wexonline.com/online>
- 2. Type in the Agency Bill Code under the Account Explorer



- 3. Click on the Agency name in red in the middle of the screen to open that account.

Account Explorer [View all](#)

View Accounts Print

Enter Account # or Account Name

Level 2
[WV Fleet Manag...](#)

Level 3
[View all 163 accounts...](#)

Account Search Results

Search Filter

You may filter a search by any of the following:

Name: Status:

Account Number:

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

Name	Status	Actions
Type Account Number Account Level Parent Name		
1 AD94 Fleet Management... Account 0496001719590 3 WV Fleet Management Office	Active	Edit

4. Select Add Driver

Account Summary

<p>Drivers View Drivers Add Driver</p>	<p>Cards View Cards Add Vehicle</p>
<p>Authorization Profiles View Auth Profiles Add Auth Profile</p>	<p>Invoices View Invoices Make Payments View Payments View</p>

5. Fill in the following information:

- a. CDL
- b. Drivers County
- c. Driver Last Name
- d. Driver First Name
- e. Driver Middle Name
- f. Driver Department
- g. Employee #
- h. Job Title
- i. Phone Number
- j. Email Address
- k. Driver License #
- l. Driver License State

- m. Driver License Country
- n. Driver License Expiration Date (Date after which driver's license is no longer valid).

Add Driver

a. CDL:

b. * Drivers County:

c. * Driver Last Name:
Max of 30 characters.

d. * Driver First Name:
Max of 30 characters.

e. Driver Middle Name:
Max of 20 characters.

f. Driver Department:

* Driver Prompt ID:
Must be a number of 6 digits.

g. Employee #:
Max of 15 characters.

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

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

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

k. Driver License #:
Max of 12 characters.

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

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

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 MM/DD/YYYY) Date after which driver's license is no longer valid.

6. Click the ADD button
7. If you need to add another driver, click the Add Another Driver button or Click the Back to Driver button to take you to the entire list of Drivers for that Billing Code.
8. Search for the name of the driver to find the automatically assigned PIN #

for that Driver. *****NOTE***** For FMO rental user pins, you will have to add the Driver Prompt ID field. Usually we use the first 6 of Driver's mobile #.

9. If this PIN is created for FMO Daily Use Vehicles, then go to S:/Daily Use Vehicles/PIN Fleet Motor Pool Driver Request
10. Record the Driver's Name, Division , and PIN #
11. Tracking of the PIN is done for FMO Rental Vehicles only.
12. Each agency coordinator will monitor their driver's PIN #
13. If a coordinator is out of the office and a PIN is needed for a driver, FMO office should create the PIN, give the PIN to the driver only and copy the coordinator in an email with this addition. This limits the access to this sensitive information.

TO TERMINATE A PIN IN WEX

1. Log in to WEX at <https://go.wexonline.com/online>
2. Type in the Agency Bill Code under the Account Explorer
3. Click on the Agency name in red in the middle of the screen to open that account.
4. Click on View Drivers.
5. Search for the Drivers name.

View Drivers



View drivers for AD94 Fleet Management Office.

Search Filter

You may filter a search by any of the following:

Driver First Name:

Driver Last Name:

Status:

Driver Department:

Driver Prompt ID:

Employee #:

Shared Drivers:

6. Either click the Terminate Button or click on the correct driver name and then click Terminate.

Download Results:

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

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"/>	Bush [REDACTED] Unassigned [REDACTED] WW	Active	Edit Clone Change Status Terminate View Transactions

Previous | Next Displaying 1-1 of 1 Records Found.