

CREATING A PIN IN WEX

1. Log in to WEX
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. Select Add Driver
5. Fill in the following information:

6. CDL:

7. * Drivers County:

8. *Driver Last Name:

9. Max of 30 characters.

10. *Driver First Name:

11. Max of 30 characters.

12. Driver Middle Name:

13. Max of 20 characters.

14. Driver Department:

15.

16. Employee #:

17. Max of 15 characters.

18. Job Title:

19. Driver's job title. Max of 20 characters.

20. Phone Number:

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

22. Email Address:

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

24. Driver License #:

25. Max of 12 characters.

26. Driver License State:

27. Select State from pull down menu.

28. Driver License Country:

29. Country where driver's license was issued.

30. Driver License Expiration Date:

31. (ex. MM/DD/YYYY) Date after which driver's license is no longer valid.

32. Click the ADD button

33. 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.
34. Search for the name of the driver to find the automatically assigned PIN # for that Driver.
35. If this PIN is created for FMO Daily Use Vehicles, then go to S:/Daily Use Vehicles/PIN Fleet Motor Pool Driver Request
36. Record the Driver's Name, Division , and PiN #
37. Tracking of the PIN is done for FMO Rental Vehicles only.
38. Each agency coordinator will monitor their driver's PIN #
39. 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
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
6. Either simply click the Terminate Button or click on the correct driver name and then click Terminate.