

How do fleet cards work?

4 steps

for when you first start using the gas card.



Swipe your card



Enter your odometer reading



Enter your personal ID number



Fill up the tank



With WEX Fleet Cards:

- Expenses are displayed online
- Lost receipts are eliminated
- Manual tracking is eliminated



Have a question at the pump?

Call the customer service number on the back of your card.



Receipts and Record-Keeping

No more need for drivers to keep track. Your company will have access to:

- Monthly vehicle analysis reports
- Details of all purchases:
 - Location
 - Time
 - Odometer reading
 - What you bought
 - Cost per mile
 - Miles per gallon



Protecting My Fleet Card

- ✓ Protect card from damage
- ✓ Keep in a safe place inside the card holder provided
- ✗ Don't put it near a magnet
- ✗ Don't scratch the black stripe on the back
- ✗ Don't leave it on the dashboard in direct sunlight

Prevent Fraud

- ✓ If a card is lost, stolen, or damaged, report it immediately to your fleet manager or supervisor. Your supervisor has the ability to then deactivate the card so no fraudulent charges can occur.
- ✗ Don't give out your driver ID
- ✗ Don't keep the card and your driver ID number together
- ✗ Don't write your driver ID number on the card
- ✗ Don't leave the card or receipts out in the open

Each vehicle in your company is assigned a card.

Each card has:

- › Your company's account number
- › The vehicle card number
- › Expiration date

Your personal ID number makes you the authorized fuel purchaser.

- Get your driver ID number from your company before you start fueling
- Use it every time you fill up