



FLEET ONE

eManager Quick Reference Guide
Administrator

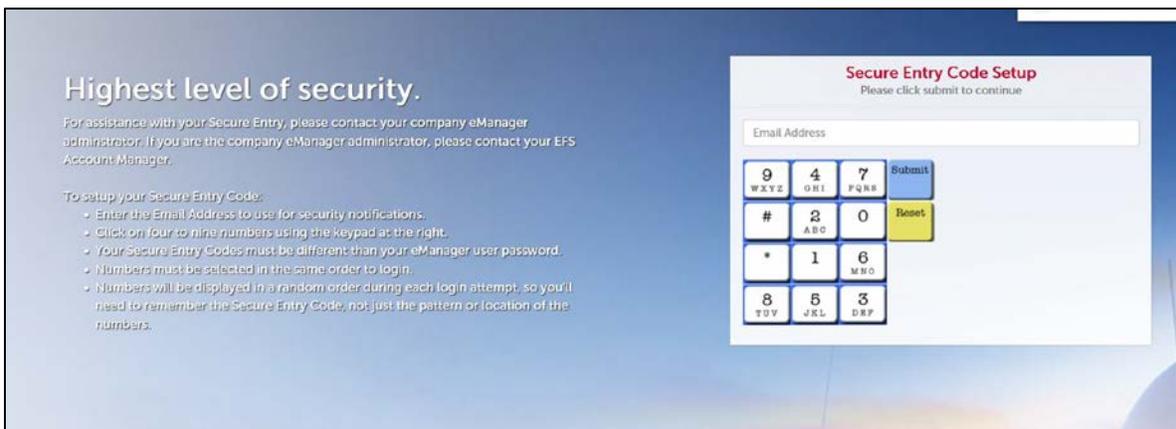
November 2017

Log In:

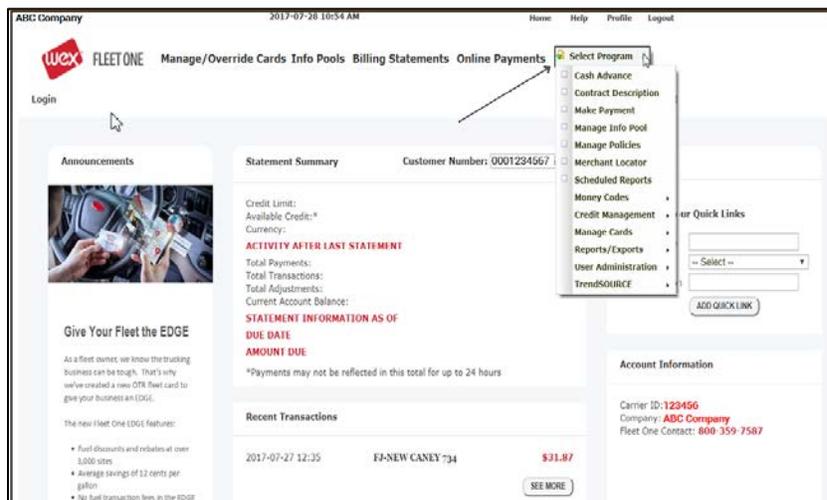
1. Go to <https://manage.fleetone.com>
2. Enter Carrier ID/Username and Password



3. Enter Secure Entry Code

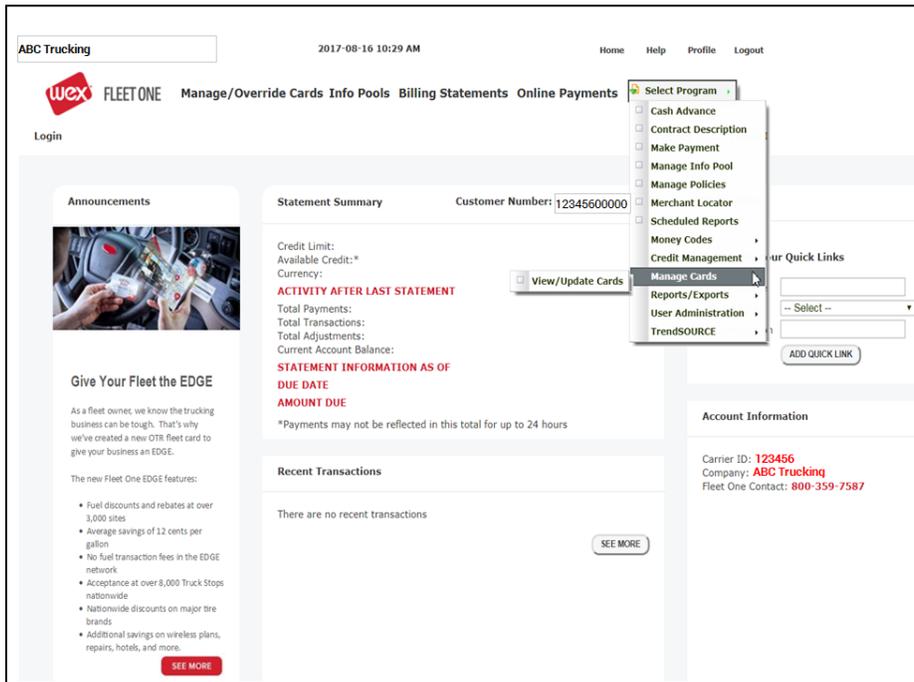


4. Once logged in, hover over 'SELECT PROGRAM' to see the menu of available options.

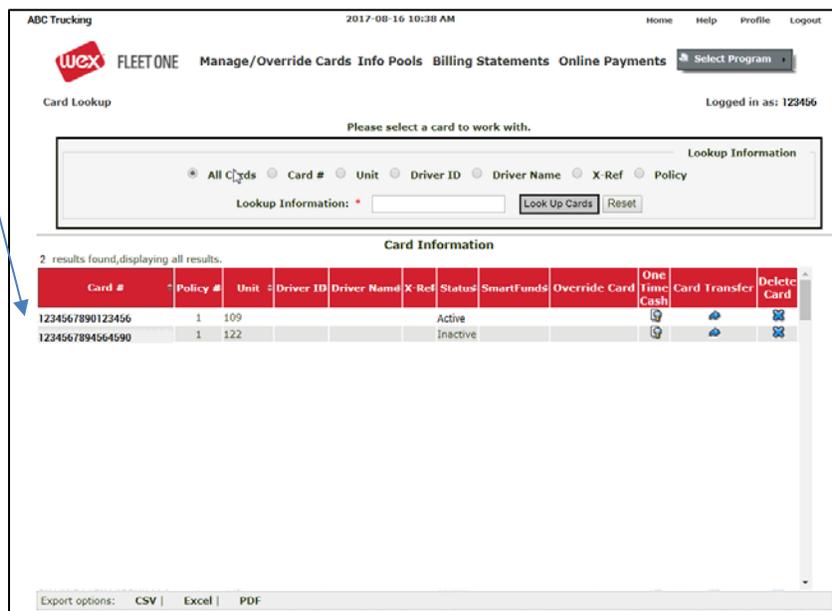


Card Management: LOOK UP A CARD

“Select Program” > “Manage Cards” > “View/Update Cards”



- Look up the card by Card # (last 4-5 digits), Unit, Driver ID, Driver Name, X-Ref or Policy
- Select the card by clicking on the card number



SETTING UP A NEW CARD

“Select Program” > “Manage Cards” > “View/Update Cards”

- Look up the card by Card #, Unit, Driver ID, Driver Name, X-Ref or Policy

- Select the card by clicking on the card number
- Select the appropriate policy (limits/prompts) that the card is assigned to
- Under 'Card Status', select 'Active'
- Under Information, select 'Both'
- Click 'Save'

ABC Trucking 2017-08-16 11:05 AM Home Help Profile Logout

wex FLEET ONE Manage/Override Cards Info Pools Billing Statements Online Payments Select Program

Card Prompt Detail Logged in as: 123456

Card # 1234567890123456 Last Transaction # -1 More Transactions... Rejections... Show Status History

Policy # 1- Cross Reference (optional)

Card Status:

 Active

 Inactive

 Hold

Hand Enter:

 Allow Hand Enter

 Disallow Hand Enter

Information:

 Card

 Policy

 Both

Second Line Embossing: Pioneer,OH

Third Line Embossing: None

Save Reset Delete This Card Reset Pin

Add Prompt

Prompt Information (Both)

2 results found, displaying all results.

Source	Prompt	Validation	Value	Edit	Delete
Card	Unit Number	Report Only	220		
Policy	Odometer	Numeric			

- Click 'Add Prompt' on the middle left side of the screen

ABC Trucking 2017-08-16 11:13 AM Home Help Profile Logout

wex FLEET ONE Manage/Override Cards Info Pools Billing Statements Online Payments Select Program

Card Prompt Detail Logged in as: 123456

Card # 1234567890123456 Last Transaction # -1 More Transactions... Rejections... Show Status History

To assign the card click on **ADD PROMPT**

Click the prompt on the Prompt ID list

Click **NEXT** then choose the **VALIDATION**.

Add Prompt

Prompt ID: * Billing ID

Birthday

Control Number

Driver ID

Driver License

Driver License State

Driver Name

First Initial

Hubometer

Last Name

Next Cancel

- Select the prompt to be entered (i.e. Driver ID)
- Select the validation of the policy (i.e. Exact Match)

ABC Trucking 2017-08-16 11:25 AM Home Help Profile Logout

wex FLEET ONE Manage/Override Cards Info Pools Billing Statements Online Payments Select Program

Card Prompt Detail Logged in as: 123456

Card # 1234567890123456 Last Transaction # -1 More Transactions... Rejections... Show Status History

VALIDATION

Alpha = Letters

Numeric = #s

Report only = shows on reports but is not prompted

Exact Match = Driver must provide this EXACT information at the time of purchase

Add Prompt

Prompt ID: Trip Number

Validation: * Alphabetic

Alpha-Numeric

Numeric

Report Only

Exact Match

Next Back Cancel

- Enter the 'Value'
- Add additional information until all values are established

EXAMPLE:

Source	Prompt	Validation	Value	Edit	Delete
Card	Driver ID	Exact Match	12335		
Card	Driver Name	Report Only	Bob Driver		
Policy	Subfleet Identifier	Report Only	OTR Fleet		
Policy	Unit Number	Information Pool			

To 'Edit' or 'Delete' card prompts select the 'Edit' or 'Delete' buttons to the right of the 'Value' column.

CHANGING THE STATUS OF A CARD

"Select Program" > "Manage Cards" > "View/Update Cards"

- Look up the card by card #, Unit, Driver ID, Driver Name, X-Ref or Policy
- Under 'Card Status', following options are available:
 - 'Active' to activate the card
 - 'Hold' to put the card on hold temporarily, cardholder cannot use the card – the cardholder's PIN remains and is still valid when the card is reactivated
 - 'Inactive' use when the card is to be blocked and the cardholder's PIN is disabled – if the card is reactivated the PIN will default to the last 4-digits of the card number and the cardholder will be forced to reset the PIN if using the IVR or ATM
- Select 'Save'

CREATING A CASH ADVANCE ON A CARD – "ONE-TIME CASH"

"Select Program" > "Cash Advance"

- Look up the card by card #, Unit, Driver ID, Driver Name, X-Ref or Policy
- Select the card by clicking on the card number
- The 'Add One Time Cash' screen will display

Card # 7083050010600797937 [Individual Card - One Time Cash History](#)

Add One Time Cash Record

Amount *

Reference #

Note

240 Characters Allowed

Available Cash

Policy/ Card Cash: \$50.00

One Time Cash: \$100.00

Total Cash: \$150.00

Contract Limit: \$210.00

Amount Available: \$150.00

- Available Cash is displayed to show how much cash is currently available on the card
- Check the card's Cash Advance History by clicking 'Individual Card - One Time Cash History' link in the upper middle of the screen
- Enter the amount for the Cash Advance and any other reference numbers ('10' and '10.00' are both equal to \$10.00)
- Select 'Add Cash'
- 'Successful Add' message will display at the top of the screen

Successfully added \$100 to card 7083050010600797937

- To remove One Time Cash from a card enter the amount and select 'Remove Cash'
- The Cash Advance screen can also be accessed by going through 'Manage Cards' and clicking on the 'One Time Cash' icon:

Card #	Policy #	Unit	Driver ID	Driver Name	X-Ref	Status	SmartFunds	Override Card	One Time Cash	Card Transfer	Delete Card
<u>7083050030450</u>	1	85172	GRAGLE	GLEN M GRAVES		Active / Payroll Active	Universal				

ASSIGNING A REPLACEMENT CARD TO A CARDHOLDER

“Select Program” > “Manage Cards” > “View/Update Cards”

- Look up the cardholder’s existing card
- Select 'Card Transfer' on the right side of the screen

Card #	Policy #	Unit	Driver ID	Driver Name	X-Ref	Status	SmartFunds	Override Card	One Time Cash	Card Transfer	Delete Card
<u>7083050030450</u>	1	85172	GRAGLE	GLEN M GRAVES		Active / Payroll Active	Universal				

- Select 'Card Transfer' on the right side of the screen
- Enter or look up the cardholder’s new card number
- Apply the transfer
- Look up the cardholder’s old card
- Delete the old card by selecting “X” on the right side of the screen to delete

Card #	Policy #	Unit	Driver ID	Driver Name	X-Ref	Status	SmartFunds	Override Card	One Time Cash	Card Transfer	Delete Card
<u>7083050030450</u>	1	85172	GRAGLE	GLEN M GRAVES		Active / Payroll Active	Universal				

OVERRIDE FOR AN ADDITIONAL PRODUCT – OR A PRODUCT’S LIMIT HAS BEEN USED

“Select Program” > “Manage Cards” > “View/Update Cards”

- Look up the card by card #, Unit, Driver ID, Driver Name, X-Ref or Policy
- Select 'Override Card' on the right side of the screen

Card #	Policy #	Unit	Driver ID	Driver Name	X-Ref	Status	SmartFunds	Override Card	One Time Cash	Card Transfer	Delete Card
<u>7083050030450</u>	1	85172	GRAGLE	GLEN M GRAVES		Active / Payroll Active	Universal				

- Select the number of overrides (i.e. number of card swipes override is valid)
- Select 'Product / Limit Override'
- Select 'Override Card'

Override Card

Card Overrides: 1

Location(s): All Locations Network Plus Optional Location

Optional: Allow Hand Enter Product/Limit Override

Buttons: Override Card, Cancel

- Select product to override and then 'Next'

Add Limit

Limit ID: *
 SPLT - OTHER METHOD OF PAYMENT
 STAX - SALES TAX
 TIRE - TIRES/TIRE REPAIR
 TOLL - AMBASSADOR BRIDGE TOLL
 TRAL - TRAILER
 TRPP - TRIP PERMIT
 ULSD - ULTRA LOW SULFUR DIESEL
 WASH - CAR WASH
 WIFI - FLEET WIFI BILLING
 WWFL - WINDSHIELD WASHER FLUID

Buttons: Next, Cancel

- Enter Amount
 - Any product dispensed is in Gallons and anything purchased inside the store is in Dollars
- 'Hours' represents the number of hours allowed between swipes if multiple swipes are selected
 - The default is 1 and typically this is left at 1 to not detain cardholder from making purchases
- Select 'Complete Override'
 - Select 'Save and Add Another' if multiple products are being overridden (i.e. diesel – see notes below) and repeat the previous steps

Add Limit

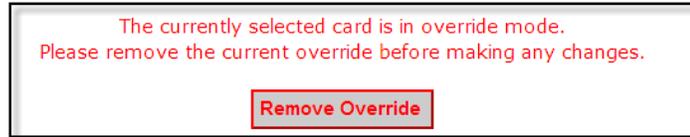
Limit ID: ULSD

Amount: * GAL

Hours: *

Buttons: Complete Override, Save and Add Another, Back, Cancel

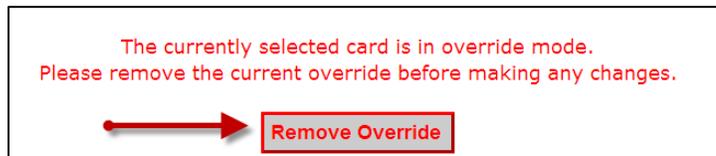
- The card will display to the screen with message that card is in override and a 'Remove Override' button displaying



- Once the card is swiped, the number of overrides selected will automatically be removed.

NOTES:

- When overriding fuel, add product DSL for the desired gallons, select 'Save and Add Another' and also add product ULSD for the desired gallons. This is done because different truck stops use different product codes for fuel.
 - The system will not combine the gallon limit on DLS and ULSD as it recognizes this as one product.
- Override limit does not 'add' to the existing limit; it is REPLACING the limit as a daily total (i.e. if a card has a 100 gallon limit of diesel and the card needs an additional 50 gallons, the override would need to be in place for 150 gallons).
- If there is no button to select under 'Override Card' the card is already in override. Click on the card number and the card will display with a 'Remove Override' option. Click on this button to remove any existing override on the card.
- To Remove an override bring up the card and click on the 'Remove Override' button.



- When a card is in override no changes can be made to the card (i.e. status, add cash, etc.), therefore, it is recommended that (1) one override/swipe be selected.

OVERWRITE FOR AN OUT-OF-NETWORK FUELING LOCATION – OR WAIT TIME

“Select Program” > “Manage Cards” > “View/Update Cards”

- Look up the card by card #, Unit, Driver ID, Driver Name, X-Ref or Policy
- Select 'Override Card' on the right side of the screen

Card #	Policy #	Unit	Driver ID	Driver Name	X-Ref	Status	SmartFunds	Override Card	One Time Cash	Card Transfer	Delete Card
7083050030450	1	85172	GRAGLE	GLEN M GRAVES		Active / Payroll Active	Universal				

- Select the number of overrides (i.e. number of card swipes override is valid)
- Select 'All Locations'
- Select 'Override Card'

The screenshot shows a dialog box titled "Override Card". It has three main sections:

- # Card Overrides:** A dropdown menu with the number "1" selected.
- Location(s):** Two radio buttons: "All Locations" (selected) and "Network Plus Optional Location". Below "Network Plus Optional Location" is a text input field and a "Lookup Location" button.
- Optional:** Two checkboxes: "Allow Hand Enter" and "Product/Limit Override", both of which are unchecked.

 At the bottom, there are two buttons: "Override Card" (highlighted with a red box) and "Cancel".

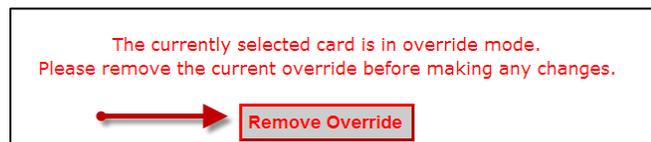
- The card will display to the screen with message that card is in override and a 'Remove Override' button displaying



- Once the card is swiped the number of overrides selected the override will automatically be removed.

NOTES:

- If there is no button to select under 'Override Card' the card is already in override. Click on the card number and the card will display with a 'Remove Override'. Click on this button to remove any existing override on the card.
- To Remove an override bring up the card and click on the 'Remove Override' button.



- When a card is in override no changes can be made to the card (i.e. status, add cash, etc.) therefore it is recommended that (1) one override/swipe be selected.

CHANGING A CARD'S PRODUCT LIMIT

“Select Program” > “Manage Cards” > “View/Update Cards”

- Look up the card by card #, Unit, Driver ID, Driver Name, X-Ref or Policy
- Select the card by clicking on the card number
- In the gray bar at the top of the screen select, “Limits” > “Update Limits”



- Under 'Limit', select 'Both'

A screenshot of a card management form. The 'Policy #' field contains '5 - OWNER OPERATORS'. The 'Cross Reference (optional)' field contains 'DON LAWRENCE'. The 'Card Status' section has radio buttons for 'Active', 'Inactive', and 'Hold', with 'Active' selected. The 'Hand Enter' section has radio buttons for 'Allow Hand Enter', 'Disallow Hand Enter', and 'Policy', with 'Policy' selected. The 'Limit' section has radio buttons for 'Card', 'Policy', and 'Both', with 'Both' selected. At the bottom, there are buttons for 'Save', 'Reset', 'Delete This Card', and 'Reset Pin'. A blue arrow points from the 'Both' radio button to the 'Update Limits' button in the previous screenshot.

- Click on 'Add Limit'

A screenshot of a table titled 'Limits (Both)'. Above the table is an 'Add Limit' button with a red arrow pointing to it. Below the button, it says '9 results found, displaying all results.' The table has the following columns: Source, Description, Amount, Measure Type, Hours, Auto Roll, and Available. The data rows are:

Source	Description	Amount	Measure Type	Hours	Auto Roll	Available
Policy	ADDITIVES	50 USD		0	Su Mo Tu We Th Fr Sa	50
Policy	CASH ADVANCE	300 USD		0	Su	100
Policy	DIESEL EXHAUST FLUID UREA	40 GAL		0	Su	40

- Select product, select 'Next'
- Enter Amount
- Enter Hours (i.e. 24 equals daily) when to refresh the limit (typically this is left at 1)
- Select 'Finish'
- Delete the limit by selecting 'X' on the right side of the screen to delete

A screenshot of a table showing a limit for 'AVIATION MERCHANDISE'. The table has columns: Source, Description, Amount, Measure Type, Hours, Auto Roll, Available, Edit, and Delete. The data row is:

Source	Description	Amount	Measure Type	Hours	Auto Roll	Available	Edit	Delete
Card	AVIATION MERCHANDISE	10 USD		1		10		

NOTE: To change a limit for an entire policy, go to “Select Program” > “Manage Policy”. Select the policy to add the product in the Policy Number. In the gray bar at the top of the screen select “Limits” > “Update Limits” and follow the same steps from above.

Fleet One MoneyCodes®:

CREATING MONEYCODES (ECR/Transaction Number)

“Select Program” > “MoneyCodes” > “Issue MoneyCode”

- CONTRACT ID - select the contract that MoneyCodes are to draw from on the drop down

- Enter Amount of the MoneyCode in the ‘Funded Amount’ field (‘10.00’ is ten dollars)
- Enter the name of the payee in ‘Issue To’
- Enter any applicable notes
- Select ‘Issue MoneyCode’
- The Money Transfer Code will display at the top of the screen
 - The MoneyCode number is the ten digit number
 - Verify the identity of the caller to be certain who is receiving the code

Money Transfer code **2415907780**,
Report Reference # **102598651**,
Amount **55.00**,
Issued to **Test Code**,
Notes **Lumper**.

- Report Reference # is used when searching in eManager for the MoneyCode

REVIEWING MONEYCODE HISTORY

“Select Program” > “MoneyCodes” > “Issue MoneyCode”

- Select ‘MoneyCode History’ at the bottom of the screen

Money Code Information

Contract ID: * 456789 - ABC Company

Funded Amount: * 0

Issue To: *

Notes:

Other Information

Info	Value
No data available in table	

Add Info

Issue Money Code Money Code History

- Click on the box before “MoneyCode” and enter the enter the MoneyCode
- Select ‘Lookup MoneyCodes History’
 - If the MoneyCode is not known select a date range of when the MoneyCode was issued and the MoneyCodes will display
- Click on the reference number
- Click ‘Submit’

VOID A MONEYCODE

“Select Program” > “MoneyCodes” > “Issue MoneyCode”

- Select the MoneyCode Contract from the drop down
- Select MoneyCode History at the bottom of the screen
- Bring up the MoneyCode by date range or by the MoneyCode number
- Click the ‘X’ next to the MoneyCode to void

Money Code	Amount	Used	Issued To	Issued By	Issue Date	Contract ID	Notes	Code Type	Reference	Void
2415907780	\$55.00	\$0.00	Test Code	Demo	Jan 8, 2014	78556	Lumper	E-Manager	102598651	X
3329732131	\$10.00	\$0.00	test	106007	Jan 7, 2014	78556	test	E-Manager	102585949	X

- A verification screen will display to the screen
- Select ‘Void MoneyCode’
- MoneyCode is now voided and the blue ‘X’ is no longer displayed indicating the MoneyCode has been voided

Money Code	Amount	Used	Issued To	Issued By	Issue Date	Contract ID	Notes	Code Type	Reference	Void
2415907780	\$0.00	\$0.00	Test Code	Demo	Jan 8, 2014	78556	Lumper	E-Manager	102598651	
3329732131	\$10.00	\$0.00	test	106007	Jan 7, 2014	78556	test	E-Manager	102585949	X

- Another way to verify that a MoneyCode has been voided is to generate a MoneyCode Report (“Select Program” > “Reports/Exports” > “MoneyCode Report”) and after ‘Voided’ on the report it will state ‘Yes’

Carrier:	ABC Company
Reference ID:	106363043
Status:	ACTIVE
Voided:	Yes
Issue Type:	E_MANAGER
Issued By:	123456
Issued To:	Merchant

User Administration:

ADD A NEW USER

“Select Program” > “User Administration” > “Manage Users”

- Click ‘Add User’

- Complete the required information (red asterisk) and click ‘Save’

* User ID can only contain numbers, letters and underscores and needs to be longer than four characters.

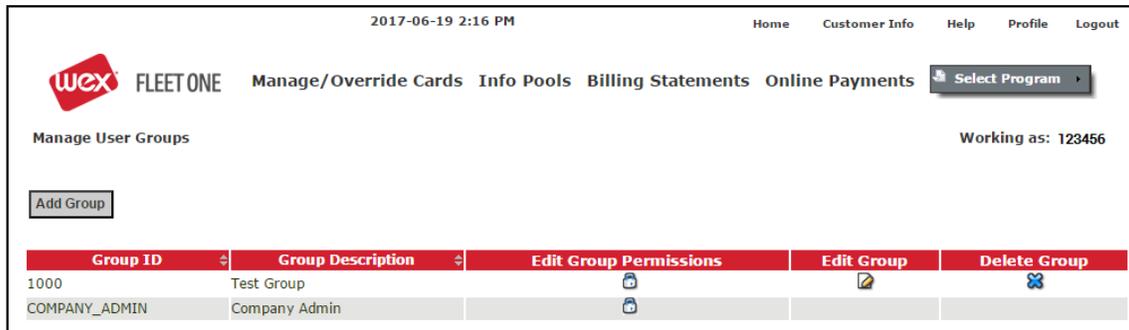
***Please note that GROUP ID – COMPANY_ADMIN has complete access. Any other option will restrict this user’s access to eManager only. To set up limited user access for the IVR or Customer Service, contact Customer Service.

MANAGE GROUPS

“Select Program” > “User Administration” > “Manage Groups”

- Click ‘Add Group’ button in the top left hand corner

- Select 'Company ID' from menu, fill in 'Group ID' and 'Group Description' then 'Save'
 - Edit Group Permissions – Select the 'inactive permission' then click 'Add Role'
 - It will move to the list below the box as a role that is permitted in the group
 - Edit Group – Edit Group Description, then click 'Update'
 - Delete Group – Click the 'X' of the group to be deleted, it will reconfirm that is what you intended, then click 'OK' or 'Cancel'



MANAGE USERS

“Select Program” > “User Administration” > “Manage Users”

- Click 'Add User' box, fill in the information and then select 'Save'

- Edit Profile – Update information on user or use to change password for user
- Groups – Add or remove group membership for the specified user
- Permissions – A role can be added or removed from the user’s permissions
- Reset Password – Click the icon and the system will change the password for the user
 - The new password will be at the top of the page, the user can take the system assigned password and edit their profile to create a new password
- Delete User – Click 'X' to delete a user, a confirmation pop up window will make sure that is what you wanted to do

User Administration Logged in as: 106007

Add User Search Type: User Id Search Value: _____ Lookup User

User ID	First Name	Last Name	Status	Country / Language	Edit Profile	Groups	Permissions	Reset Password	Delete
johnimlay	John	Imlay	A	en_US		Company Admin			
MegEck	Meghan	Ecklund	A	en_US					
106007	Mobal	Admin	A	en_US		Company Admin...			
Testing123	Testing	Password	A	en_US					
WATCOSUPPLYWATCO	SUPPLY CHAIN	SVS	A	en_US		Company Admin			

Reports and Exports:

PULL A TRANSACTION REPORT

“Select Program” > “Reports/Exports” > “Transaction Report”

The screenshot displays the WEX FLEET ONE web application interface. At the top, the header includes the WEX logo, 'FLEET ONE', and navigation links for 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. The user is logged in as 'ABC Trucking' on '2017-08-16 4:08 PM'. A dropdown menu is open under 'Select Program', showing various options. The 'Reports/Exports' option is selected, which has opened a sub-menu. In this sub-menu, the 'Transaction Report' option is highlighted by the mouse cursor. Other options in the sub-menu include 'Billing Statement', 'Cash Advance Report', 'Card Export Report', 'Card Report', 'Card Status Report', 'Enhanced Transaction Report', 'Fuel Tax Report', 'Issued Money Codes Report', 'Money Code Remaining Balance Report', 'Money Code Use Report', 'Reject Transaction Report', 'Transaction Export', 'View Check', and 'Volume by State/Province Report'. The main content area shows a 'Statement Summary' for 'Customer Number: 12346700...' with sections for 'ACTIVITY AFTER LAST STATEMENT', 'STATEMENT INFORMATION', and 'DUE DATE'. There is also a 'Recent Transactions' section which is currently empty.

- Transaction Report has many options and can be exported into PDF or Excel or run on demand

TRANSACTION REPORT

Enter START DATE and END DATE

Display Features

Optional changes to display features

Remove Details: Summary by group by item (no trans details)

Grand Total Only: Only a total for everything included in the report

Show Taxes: Display tax details

Show Discount Detail: Displays discounts on each transaction

Retail Price Only: Displays no discounts, only retail prices

Add Data Capture Fee: Includes terminal location fees

Transaction Report

Select Schedule or Immediate Report

Schedule Report

Immediate Report

Start Date * 2013-09-11

End Date * 2013-09-11

Display Features(Optional):

Page Break Show Taxes Remove Group Summary Show Only Negative Amounts

Remove Details Show Discount Detail Show Entire Card Number Add Data Capture Fee

Grand Total Only Larger Font Retail Price Only

Currency: USD/Gallons

Contract: All Contracts

76571-LOAD DRAW DOWN

78634-LOAD DRAW DOWN

Group by: Card Number

Sort by: Transaction Date

View Format Type: PDF

Match By (Optional):

Card Number

Location ID

Driver Name

Driver ID Exact Match

Unit

Invoice

Sub fleet

Billing Invoice

Override YES

Funding All

Country United States

State/Province Alaska

City

Chain ID 1 - PILOT FLYING J

Item All Diesel Products

AR Number All AR Numbers

Odometer

TRANSACTION REPORT

Currency: Choose currency

Contract: Select all contracts or specific contract

Group By: Group by selection includes a subtotal for that item

Sort By: Items are sorted by sort by choice within the group by group

View Format Type: View report in PDF, Excel, CSV or others

Match By

Match by items limit the report. For example, you can create a report for a specific card number at a certain chain

Item: Select Match By Item to choose all diesel products, all fuels, or individual products

Transaction Report

Select Schedule or Immediate Report

Schedule Report

Immediate Report

Start Date * 2013-09-11

End Date * 2013-09-11

Display Features(Optional):

Page Break Show Taxes Remove Group Summary Show Only Negative Amounts

Remove Details Show Discount Detail Show Entire Card Number Add Data Capture Fee

Grand Total Only Larger Font Retail Price Only

Currency: USD/Gallons

Contract: All Contracts

76571-LOAD DRAW DOWN

78634-LOAD DRAW DOWN

Group by: Card Number

Sort by: Transaction Date

View Format Type: PDF

Match By (Optional):

Card Number

Location ID

Driver Name

Driver ID Exact Match

Unit

Invoice

Sub fleet

Billing Invoice

Override YES

Funding All

Country United States

State/Province Alaska

City

Chain ID 1 - PILOT FLYING J

Item All Diesel Products

AR Number All AR Numbers

Odometer

FleetOne
800-359-7587

Transaction Report - See Statement for full billing amount

2013-08-12 13:21

Carrier: ABC Trucking From: 2013-05-01 To: 2013-09-11 Carrier Id: 110510 Contract Id: ALL

Group by: Card Number Sort by: Transaction Day Total Records: 65

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amnt	DB	Currency																
00077	2013-08-15	123111	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.319	200.00	667.80	N	USD/Gallon																
00077	2013-08-16	61966	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.870	63.27	266.83	N	USD/Gallon																
00077	2013-08-16	13628	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	4.019	156.51	644.81	N	USD/Gallon																
00077	2013-08-17	81364	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.819	212.30	822.35	N	USD/Gallon																
00077	2013-08-17	22388147	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.829	100.00	382.90	N	USD/Gallon																
00077	2013-08-17	11W6951	1234	DANIEL BROWN		FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.699	188.32	753.00	N	USD/Gallon																
Group: 1 00077												<table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Quantity</th> <th>Avg PPU</th> </tr> </thead> <tbody> <tr> <td>FUEL</td> <td>3,377.39</td> <td>889.100</td> <td>3.818</td> </tr> <tr> <td>Fees</td> <td>16.00</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>3,393.39</td> <td></td> <td></td> </tr> </tbody> </table>					Amount	Quantity	Avg PPU	FUEL	3,377.39	889.100	3.818	Fees	16.00			Totals	3,393.39		
	Amount	Quantity	Avg PPU																												
FUEL	3,377.39	889.100	3.818																												
Fees	16.00																														
Totals	3,393.39																														
Total Fuel												3,377.39	889.100																		

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amnt	DB	Currency																
01097	2013-08-16	1234	1234	JAMES JONES	29712	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.599	87.00	310.56	N	USD/Gallon																
01097	2013-08-16	12345	1234	JAMES JONES	25813	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.949	171.00	675.28	N	USD/Gallon																
01097	2013-08-17	1236	1234	JAMES JONES	28012	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	4.079	173.28	706.81	N	USD/Gallon																
01097	2013-08-17	1236A	1234	JAMES JONES	30518	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.999	131.67	622.20	N	USD/Gallon																
01097	2013-08-17	12345A	1234	JAMES JONES	32827	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.699	108.22	392.91	N	USD/Gallon																
01097	2013-08-17	1234A	1234	JAMES JONES	34812	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.599	118.88	427.13	N	USD/Gallon																
Group: 2 01097												<table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Quantity</th> <th>Avg PPU</th> </tr> </thead> <tbody> <tr> <td>FUEL</td> <td>3,934.83</td> <td>187.750</td> <td>3.81</td> </tr> <tr> <td>Fees</td> <td>16.00</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>3,950.83</td> <td></td> <td></td> </tr> </tbody> </table>					Amount	Quantity	Avg PPU	FUEL	3,934.83	187.750	3.81	Fees	16.00			Totals	3,950.83		
	Amount	Quantity	Avg PPU																												
FUEL	3,934.83	187.750	3.81																												
Fees	16.00																														
Totals	3,950.83																														
Total Fuel												3,934.83	187.750																		

Card #	Tran Date	Invoice	Unit	Driver Name	Odometer	Location Name	City	State/ Prov	Fees	Item	Unit Price	Qty	Amnt	DB	Currency
02097	2013-08-04	1515151	34234	SPENCER SHEA	97323	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.839	108.22	333.99	N	USD/Gallon
02097	2013-08-04	23251	34234	SPENCER SHEA	97589	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.139	118.88	696.77	N	USD/Gallon
02097	2013-08-05	12183	34234	SPENCER SHEA	97801	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.899	87.00	676.82	N	USD/Gallon
02097	2013-08-10	15693	34234	SPENCER SHEA	98111	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.019	171.00	626.78	N	USD/Gallon
02097	2013-08-11	91154	34234	SPENCER SHEA	98429	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.119	173.28	337.61	N	USD/Gallon
02097	2013-08-12	92148	34234	SPENCER SHEA	98534	FJ FRANCHISE -	ELLENSBURG	WA	2.50	FUEL	3.139	131.67	172.54	N	USD/Gallon
02097	2013-08-13	31144	34234	SPENCER SHEA	98893	LOVES JACKSON	JACKSON	WY	2.50	CADV		1.00	200.00	N	USD/Gallon
02097	2013-08-17	481336	34234	SPENCER SHEA	99010	PETRO WASHINE	WASHINE	KY	2.50	FUEL	3.799	118.88	450.87	N	USD/Gallon
02097	2013-08-17	158135	34234	SPENCER SHEA	99318	BIG DADDY	CGDEN	UT	2.50	CADV		1.00	350.00	N	USD/Gallon
02097	2013-08-19	21830	34234	SPENCER SHEA	99293	OXTINE STOP	OXTINE	AZ	2.50	FUEL	3.619	201.33	807.62	N	USD/Gallon

- Schedule report to run daily, weekly, monthly, quarterly or yearly
- Name the report and choose to be notified by email each time it runs

Schedule Job

Daily

Weekly

Monthly

Quarterly *Select the day and month you would like the quarter to begin*

Yearly *Select the day and month you would like the year to begin*

Example for a Quarterly Report - selecting Month 4, Day 1 will produce a report for the reporting period of April 1 through June 30, delivered on July 1 and then at the end of each quarter thereafter.

Description: *

Notify by email(Optional)

Email Address:

LOOK UP A CHECK IMAGE

“Select Program” > “Reports/Exports” > “View Check”

- Choose the date range for the check and then click ‘Submit’
- On the next page you will be able to click on the check number to view the image

FleetOne 800-359-7587 View Check Report		
Carrier:	ABC Trucking	Contract Id: 123
Carrier Id:	123456	
Check Number:	1232019901	
Amount:	200.00	
Money Code:	1234567890	
Auth Code:	111111	
First Initial:		
Name:	ABC Trucking	
Date Created:	2017-08-01 11:56	
Voided(Y/N):		
When Voided:		
Date Cleared:	2017-08-01 00:00	
Reference Type:	T	
Reference Id:	373578529	
Currency Type:	USD	
Location Id:	600000	
Location Name:		
Location City:		
Location State:		



DO NOT ACCEPT WITHOUT CHECKING
 AUTHORIZATION INFORMATION FROM THE
 WEX FLEET ONE WEBSITE
 WEX FLEET ONE
 800-359-7587
 www.wex.com

DEPOSIT BANK:
 530 CONROE VILLAGE
 WASHINGTON, VA 22186-3003 6 3 5 6

DO NOT ACCEPT WITHOUT CHECKING
 AUTHORIZATION INFORMATION FROM THE
 WEX FLEET ONE WEBSITE
 WEX FLEET ONE
 800-359-7587
 www.wex.com

PULL A BILLING STATEMENT

“Select Program” > “Reports/Exports” > “Billing Statement”

The screenshot shows the WEX FLEET ONE web application interface. The top navigation bar includes 'Home', 'Help', 'Profile', and 'Logout'. The main navigation menu contains 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. A 'Select Program' dropdown menu is open, showing a list of reports. The 'Billing Statement' option is highlighted. Other options include 'Cash Advance', 'Contract Description', 'Make Payment', 'Manage Info Pool', 'Manage Policies', 'Merchant Locator', 'Scheduled Reports', 'Money Codes', 'Credit Management', 'Management Cards', 'Reports/Exports', 'User Administration', and 'TrendSOURCE'. The main content area displays a 'Statement Summary' for Customer Number 123467000, including sections for 'Announcements', 'Give Your Fleet the EDGE', 'Recent Transactions', and 'Account Information'.

- Select the report for the AR number and billing date desired
- Click ‘Display Statement’ to display your report

The screenshot shows the WEX FLEET ONE web application interface displaying a list of billing statements. The top navigation bar includes 'Home', 'Help', 'Profile', and 'Logout'. The main navigation menu contains 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. A 'Select Program' dropdown menu is open. The main content area displays a table with one item found. The table has columns for 'Select', 'AR Number', 'Report Date', and 'Document Number'. Below the table is a 'Display Statement' button.

Select	AR Number	Report Date	Document Number
<input type="checkbox"/>	0009319080082	09/19/2013	009761160
<input type="checkbox"/>	0009319080082	09/15/2013	009761160
<input type="checkbox"/>	0009319080082	09/13/2013	009761160
<input type="checkbox"/>	0009319080082	09/10/2013	009761160
<input type="checkbox"/>	0009319080082	09/09/2013	009761160
<input type="checkbox"/>	0009319080082	09/05/2013	009761160

Billing Statement

Billing Statements include all transactions, MoneyCodes and other charges for the billing cycle. If your billing cycle is once a week, this statement will include all transaction for the week.

Summary Page

Account Summary

Balance Summary

Payment Summary

Total Amount Due

Remittance Information

Details Pages

Transaction details

MoneyCode details

Other charges details



A BIG HOLDING COMPANY LLC
PO Box 1234
AnyTown, WY 98765-2222

Page: 1 of 3

Another Great American Company
1000 Pennsylvania Ave
SMALL TOWN, TX 77777

Statement Date: 07/19/2015
Statement Period: 07/19/2015 - 07/19/2015
Customer Number: 5551212876543
Statement Number: 8787878
Voice Number:
Fax:
Email: dale.anderson@efsllc.com

Account Summary		Payment Summary	
Overall Credit Limit	5,000,000.00	Payment Total	0.00
Portion of Credit Secured by Deposit	0.00		
Balance Summary		Statement Activity	
Beginning Balance	9,797,979.79	Statement Total	0.00
Payment Total	0.00		
Balance After Payments	9,797,979.97		
Statement Total	0.00		
Ending Balance / Total Amount Due	9,340,629.34		
Past Due Balance*	7,979,797.79		

9,797,979.79

Pay Now

Questions/ Customer Service 1(888) 824-7378

* Amount of Ending Balance due in part due

Remittance Advice

Statement Date	Customer Number	Statement Number	Payment Due Date	Total Amount Due
07/19/2015	5551212876543	8787878	Pay Now	9,797,979.79

WIRE Instructions:

Bank Name: First Bank
Bank Address: 1 Main Square, Mule Shoe, OH 55555 USA
Account Name: A BIG HOLDING COMPANY, 1104 Country Hills Drive, Ogden, UT 84444 US
Account Number: 7373737373
Wire Routing Number: 42424242

Please make sure to include Customer Number AND Statement Number in the payment remittance information ("OBFI Fields"). We cannot apply your payment without this information. Please follow the example illustrated below:
OBFI Line 1: cust 5551212876543
OBFI Line 2: stmt 8787878

ACH Instructions:

Bank Name: First Bank
Bank Address: 1 Main Square, Mule Tail, OH 45203 USA
Account Name: A Big Holding Company LLC, 1104 Country Hills Drive, Ogden, UT 84444 US
Account Number: 7373737373
ACH Routing Number: 464646464

To the extent available with your banking provider, please include Customer Number AND Statement Number in the ACH payment remittance information.

Another Great American Company
 1600 Pennsylvania Ave
 DALLAS, TEXAS 75201
 UNITED STATES

Invoice Date: 07/19/2015
 Statement Number: 8787878
 Customer Number: 5551212876643

Fuel Transaction Summary

Fuel Type	Count	Total Volume	Gross PPU	Sub Total	Discount Amount	Net PPU	Total Amount
Diesel	0	0.00	0.000	0.00	0.00	0.000	0.00
Reefer	0	0.00	0.000	0.00	0.00	0.000	0.00
Unleaded	0	0.00	0.000	0.00	0.00	0.000	0.00
CNG	0	0.00	0.000	0.00	0.00	0.000	0.00
LNG	0	0.00	0.000	0.00	0.00	0.000	0.00
Propane	0	0.00	0.000	0.00	0.00	0.000	0.00
Kerosene	0	0.00	0.000	0.00	0.00	0.000	0.00
DEF	0	0.00	0.000	0.00	0.00	0.000	0.00

Statement Detail Legend

All dates are in MM/DD/YY format. All times are in Central Time

DB column shows if a transaction is a Direct Bill. This column will have the following values:
 N = No. Not a Direct Bill. Fleet One will bill and collect this transaction.
 Y = Yes. Direct Bill transaction.

Fleet One will not bill for Direct Bill transactions. You will be billed by the Truckstop/Location for this transaction. However, Direct Bill transactions may have a transaction fee associated to it. Fleet One may bill and collect a transaction fee associated to a Direct Bill transaction.

USE column shows the Fuel Use of a transaction. Some fuel products are designated for a particular fuel use. This column will have the following values for a fuel transaction.
 F = Farm
 H = Heating
 I = Industrial
 M = Marine
 R = Reefer
 T = Truck

CARD column shows the last five digits of the card authorized.

PROMPT DATA column shows the card prompts a cardholder entered during authorization. This column will have the following values:
 D = Driver ID
 L = License
 O = Odometer
 N = Name
 H = Hub Reading
 R = Reefer Hour Reading
 # = Trip Number
 T = Trailer

For questions regarding your Fleet One account, please call Customer Service at (800)359-7587

Please make sure to include Company Name AND Customer Number in the payment remittance information - We cannot apply your payment without this information.

gfa-2017-01

WEX Fleet One 24-Hour Customer Service: 800.359.7587