



*Office of Fleet Management*

Vehicle Information Tracking And Logistics

*Customer Focused, Performance Driven*



# **“VITAL” Wright Express (WEX) Card Usage Procedure**

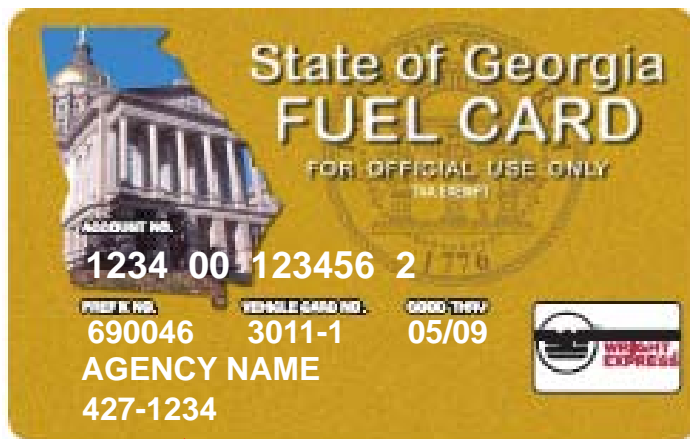


***Always Remember:***

***“Accurate Mileage is the Lifblood of Great Fleet Management!”***

## Before You Start Your Trip

It is *VITAL* that the WEX card matches the vehicle you are driving. Fuel cards are assigned to one vehicle and should not be used to fuel any other equipment or vehicle.

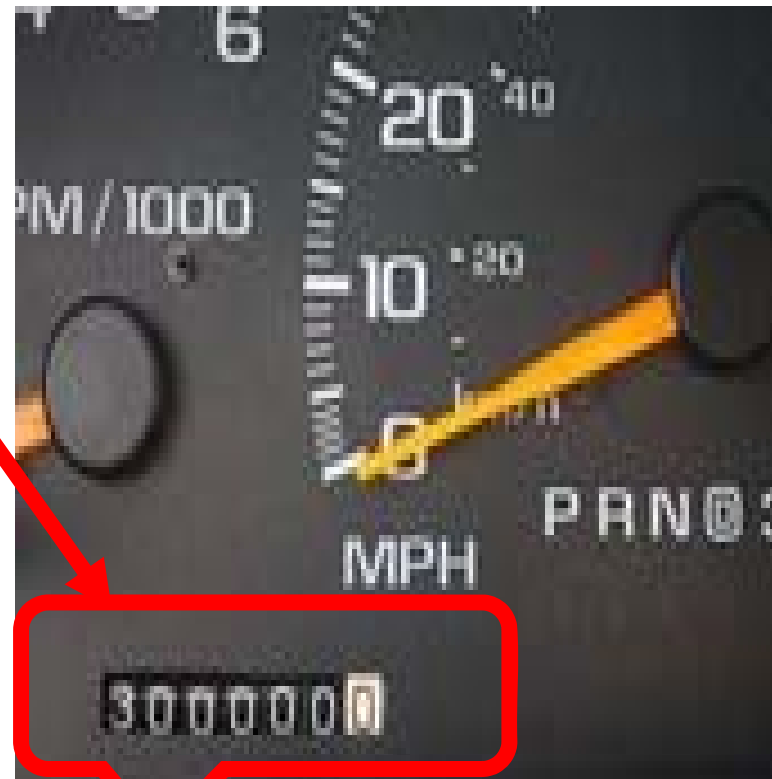


BE SURE THE NUMBER ON THE FUEL CARD IS THE SAME AS THE NUMBER ON THE VEHICLE.

## Step 1:

When you stop the state vehicle at the fueling station, make note of the current odometer reading (**vehicle mileage**) before exiting the vehicle.

If you are driving a newer model vehicle it may have a digital odometer, so it is *VITAL* that you obtain the odometer reading before exiting the driver seat or you will have to initiate the start-up sequence to see the mileage reading.



Odometer Reading

## Step 2:



- At a WEX accepting location, Insert the WEX Card into pay-at-the-pump terminal device, or the appropriate slot, or have the attendant swipe the card inside the fuel station.
- It is *VITAL* that you follow the individual pump instructions, as they may vary from station to station. If the pay-at-pump transaction is possible, continue with Step 3.



## Step 3:

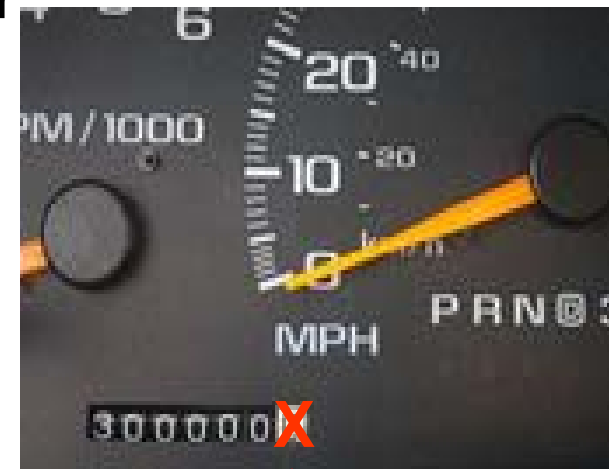
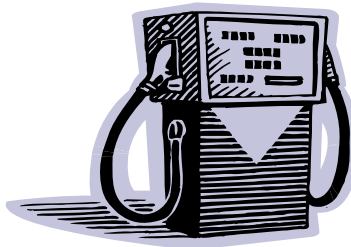
The display at the pump will ask you to input both the PIN # of the driver and the odometer reading of the vehicle.

**(Please note that it is VITAL that the PIN number be kept private and must not be shared with anyone else.)** Be careful that you enter

them in the correct order. Some pumps require the PIN # first and others the odometer reading first. Enter the mileage and PIN # as prompted by the screen by pressing the appropriate number

keys on the pump keypad, then press "ENTER".

**NOTE: (WHEN YOU ENTER THE ODOMETER READING, PLEASE "DO NOT" ENTER "TENTHS").**



## Step 4:

### Remember - always do the following:

- It is *VITAL* that you follow the pump instructions on selecting the fuel type, and pump the gasoline.
- When selecting a fuel site to purchase fuel, take a close look at the fueling stations in your delivery area. Select one that offers the best price per gallon for the fuel type. You may go online at [www.gaspricewatch.com](http://www.gaspricewatch.com) to compare prices.
- Obtain the current odometer in the vehicle before attempting to swipe the WEX fuel card.
- It is *VITAL* that you use **ONLY REGULAR GRADE FUELS** – do not fuel higher-grade fuels unless authorized to do so.
- **NEVER SHARE YOUR PIN WITH ANYONE AND DO NOT LEAVE IT WITH THE CARD!** Treat this number like your ATM PIN or Social Security Number.



## Step 5:

- When finished, it is *VITAL* to secure the pump nozzle, and follow the pump instructions for printing a receipt.
- Most pumps will provide a printed receipt for the transaction.
- Remove the receipt from the pump printer when finished.





## Step 6:



It is *VITAL* to verify that the correct odometer reading is printed on the receipt; if it is not, write the correct odometer reading on the receipt!







## Step 7:

If required by your agency, submit receipts to your Vehicle/Fleet Coordinator and make sure the vehicle number is printed or written on your receipt.

If you made an odometer entry error, provide the receipt with the corrected information to your Agency Fleet Coordinator (see Step 6) so they correct the odometer reading in the statewide “VITAL” Fleet system even, if your agency does not require receipts to be turned in.





## Problems? Concerns?

Remember: Please report any *VITAL* fueling issues, problems or concerns you might have with the statewide WEX fueling program to the Office of Fleet Management.

We want to hear from you, please send us your feedback...

### Contact:

404-657-6908 Phone

404-657-7236 Fax

[gafleet@doas.ga.gov](mailto:gafleet@doas.ga.gov)





## **\*\*\*Important\*\*\***

**“Remember: It is *VITAL* to enter the correct “odometer reading” of the vehicle you are fueling with the WEX Card assigned to that vehicle.”**

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