State of Arkansas
WEX Fuel Card Program

This is for "NEW ACCOUNT SETUP ONLY"

SETUP **NEW** "WEX FUEL CARD DOCUMENTS"

If your entity has **NOT** been setup under the State of Arkansas's WEX Fuel Card Program, the following forms below will need to be completed and emailed to creditcards@dfa.arkansas.gov for review.

- **WEX Discovery Questionnaire**
- **New Account Setup Form**
- **WEX Access System Request**

If you have any questions, please forward them to the Credit Card Team at creditcards@dfa.arkansas.gov

WEX Discovery Questionnaire

Contact Information ***This is the person authorized to receive all WEX credit cards, reports and other such information we provide from time to time and to take actions with respect to your account and account access***		
Agency (Select)	0615 DFA-Building Authority Division	
Address	**Street** **City** **State** **Zip**	**Business Mailing Address**
Primary Contact		
Phone Number		
Email Address		
Fuel Only or Fuel and Maintenance	☐ **Fuel Only** ☐ **Fuel & Maintenance**	

WEX System Information ***This is the person authorized to receive all charge cards, reports and other such information we provide from time to time and to take actions with respect to your account and account access***		
Number of Cards for Agency		**Number of Cards needed.** *** Cards will be issued to a vehicle NOT a person**
Agency Name for Embossing		**Use State of AR requirements**
Type of Cards	☐ **Vehicle** ☐ **Equipment** ☐ **Aviation**	**Select at least one**
Spend Profile		**Indicate monthly Fuel spend limit needed**

Required Signatures ***This is the person who is responsible for the oversight of the program. (i.e. Fleet Manager, Fleet Overseer)***		
Printed Name	**Date**	
Title		
Signature		

State of Arkansas Requirements

- ✓ Cards will be issued to a **vehicle** and not a person
- ✓ Payment will be made electronically in AASIS
- ✓ Standardized naming convention on WEX Card
  - Include 4 digit Business Area Number & Acronym. (i.e. 0610 DFA)
- ✓ Duplicate Cards
  - The agency will ONLY be allowed to have a small amount (<10% of total cards) on hand for lost or stolen cards
- ✓ Type of Cards –
  - Vehicle (i.e. car, truck)
  - Equipment (i.e. tractor, lawnmowers, weed eater, leaf blower)
  - Aviation (i.e. airplane, helicopter)

New Account Setup Form

This application is for NEW Accounts Only

Account Information		
Account Name		
Parent	◯ **Arkansas Agencies** ◯ **Arkansas Higher Education** ◯ **Arkansas Political Subdivision**	**Select One**
Account Number		**Will be assigned by WEX**
Default Authorization Profile	☐ **Fuel Only** ☐ **Fuel & Maintenance**	**Fuel only, Fuel and Maintenance**
Agency Code (Select)	0615 DFA-Building Authority Division	
Partner Bank	0001	

Contact Information ***This is the person authorized to receive all WEX credit card(s), reports and other such information we provide from time to time and to take actions with respect to your account and account access**		
First Name		**Jane**
Last Name		**Doe**
Phone Number		**501-555-5556**
Email Address		**Jane.doe@dfa.arkansas.gov**

Expedited Card Shipping - Billing Options ***If you want us to bill overnight shipping charges to your shipper account, please select from the list of available shippers and enter your shipper account number. Otherwise, leave this blank and we will bill your fleet account directly for any overnight card shipping costs**		
Preferred Shipper	◯ **2 DAY ($14.00)** ◯ **OVERNIGHT ($21.50)** ***If agency request overnight delivery, you will be charged the fee.*** ◯ **REGULAR ($0.00)**	◯ **FEDEX** ◯ **UPS**
Shipper Account Number		

Default Card Shipping Information ***This is the person authorized to receive all new WEX Credit card(s)**		
First Name		**John**
Last Name		**Doe**
Company Name		**Name of Entity**
Phone Number		**501-555-5555**
Address 1		**1501 W. Seventh Street**
Address 2		
City		**Little Rock**
State		**AR**
Zip Code		**72201**

WEX System Access Request

User Information *This is the person authorized to receive all WEX credit cards, reports and other such information we provide from time to time and to take actions with respect to your account and account access*		
Agency (Select)	0615 DFA-Building Authority Division	
WEX Account Number		Your WEX Account Number
Last Name		Doe
First Name		John
Email Address		John.doe@dfa.arkansas.gov
Phone Number		501-555-5555
Fax Number		501-555-8888
Requested Applicant User Name (PRINT)		Max of 30 characters (i.e. JSmith)
Requested Applicant Signature & Date		Date

Required Signatures **Fleet Manager/Fleet Overseer – This is the person who is responsible for the oversight of the program.*			
Printed Name		Date	
Title			
Signature			

USER Roles and Permissions *Please select one of the following user roles*				
Role Name	Description		Role Name	Description
○ Fleet Manager	Access to all available functionality	○	Admin Support	Access for users who will manage cards, vehicles and drivers with reporting access.
○ Fleet Overseer	Oversees entire WEX Fleet.	○	Non-Billing Manager	Access for users who should not view financial data.
○ Finance Manager	Access for users who will only have access to financial data.	○	Maintain and Pay	Fleet Manager with ability to pay online
○ Driver Manager	Access for users who will only manage drivers.	○	Reporting Manager	Access for users who will only have access to reporting and financial data.
○ Resource Manager	Access for users who will only manage Cards, Vehicles, and Drivers (no reporting).	○	Read Only	Limited Access for users who only need to view data
○ Vehicle Manager	Access for users who will only manage vehicles.			

See System Access Matrix for details

SYSTEM ACCESS MATRIX

	Fleet Manager	Fleet Overseer	Admin Support	Maintain and Pay	Non-Billing Manager	Reporting Manager	Read Only	Finance Manager	Driver Manager	Resource Manager	Vehicle Manager
Account Maintenance											
Edit Account	X	X		X	X			X			
Alert/Reporting											
View Adhoc Reports	X	X	X	X	X	X		X			
Create Custom Reports	X	X	X	X		X		X			
Email Custom Reports	X	X	X	X							
SFTP Custom Reports	X	X	X	X							
Share Templates	X	X	X	X							
Manage Flexible Exceptions	X	X	X	X	X	X		X			
View Flexible Exceptions	X	X	X	X	X	X		X			
Add/Edit Global Exceptions	X	X	X	X	X	X		X			
View Standard Reports	X	X	X	X	X	X		X			
Manage Standard Report Delivery	X	X	X	X		X		X			
View Real-Time Alerts Report	X				X	X		X			
Receive Real-Time Alert Notifications	X				X	X		X			
Authorization Profiles											
Add/Edit Profiles	X	X	X	X	X			X		X	
View Profiles	X	X	X	X	X	X	X			X	
Reassign Cards	X	X	X	X	X					X	
Manage Real-Time Alerts	X				X					X	
Card Maintenance											
Add Cards	X	X	X	X	X					X	
Edit Cards	X	X	X	X	X					X	
Reissue Cards	X	X	X	X	X					X	
Terminate Cards	X	X	X	X	X					X	
View Cards	X	X	X	X	X	X	X	X		X	
Change Profile	X	X	X	X	X					X	
Transfer Cards	X				X					X	
Department Maintenance											
Add Departments	X	X		X	X				X		
View Departments	X	X	X	X	X	X		X	X	X	
Change Departments	X	X		X	X				X		
Driver Maintenance											
Add Drivers	X	X	X	X	X				X	X	
Edit Drivers	X	X	X	X	X				X	X	
Terminate Drivers	X	X	X	X	X				X	X	
View with private information	X	X	X	X	X	X	X	X	X	X	
Financials											
Add Accounting Field	X	X		X				X			
View Fields/codes	X	X		X				X			
Manage Accounting Profiles	X	X		X				X			
Manage Transaction	X	X		X				X			
Follow Up Transactions	X	X		X				X			
Invoices											
View Invoice	X	X	X	X		X		X			
Resource Tools											
Accepting Locations	X	X	X	X	X	X	X	X	X	X	X
Alternative Fuel Directory	X	X	X	X	X	X	X	X	X	X	X
Diesel Fuel Directory	X	X	X	X	X	X	X	X	X	X	X
Fuel Mapping	X	X	X	X	X	X	X	X	X	X	X
WEX Index Top Metro Report	X	X	X	X	X	X	X	X	X	X	X
Vehicle Maintenance											
Add Vehicles	X	X		X	X					X	X
Edit Vehicles	X	X	X	X	X					X	X
Terminate Vehicles	X	X	X	X	X					X	X
View with private information	X	X	X	X	X	X	X	X		X	X