



WEX System Access Request

User Information		
<i>*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</i>		
Agency (Select)		
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			
<i>*Fleet Manager/Fleet Overseer – This is the person who is responsible for the oversight of the program.</i>			
Printed Name		Date	
Title			
Signature			

USER Roles and Permissions			
<i>Please select one of the following user roles</i>			
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