

# 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 [osp.creditcards@arkansas.gov](mailto:osp.creditcards@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 [osp.creditcards@arkansas.gov](mailto:osp.creditcards@arkansas.gov)



# WEX Discovery Questionnaire

<b>Contact Information</b> <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)		
Address	Street	Business Mailing Address
	City	
	State                      Zip	
Primary Contact		
Phone Number		
Email Address		
Fuel Only or Fuel and Maintenance	<input type="checkbox"/> Fuel Only  <input type="checkbox"/> Fuel & Maintenance	
<b>WEX System Information</b> <i>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</i>		
Number of Cards for Agency		Number of Cards needed. <b>* Cards will be issued to a vehicle NOT a person</b>
Agency Name for Embossing		Use State of AR requirements
Type of Cards	<input type="checkbox"/> Vehicle  <input type="checkbox"/> Equipment  <input type="checkbox"/> Aviation	Select at least one
Spend Profile		Indicate monthly Fuel spend limit needed
<b>Required Signatures</b> <i>This is the person who is responsible for the oversight of the program. (i.e. Fleet Manager, Fleet Overseer)</i>		
Printed Name		Date
Title		
Signature		
<b>State of Arkansas Requirements</b>		
<ul style="list-style-type: none"> <li>✓ Cards will be issued to a <b>vehicle</b> and not a person</li> <li>✓ Payment will be made electronically in AASIS</li> <li>✓ Standardized naming convention on WEX Card               <ul style="list-style-type: none"> <li>○ Include 4 digit Business Area Number &amp; Acronym. (i.e. 0610 DFA)</li> </ul> </li> <li>✓ Duplicate Cards               <ul style="list-style-type: none"> <li>○ The agency will ONLY be allowed to have a small amount (&lt;10% of total cards) on hand for lost or stolen cards</li> </ul> </li> <li>✓ Type of Cards –               <ul style="list-style-type: none"> <li>○ Vehicle (i.e. car, truck)</li> <li>○ Equipment (i.e. tractor, lawnmowers, weed eater, leaf blower)</li> <li>○ Aviation (i.e. airplane, helicopter)</li> </ul> </li> </ul>		



# New Account Setup Form

*This application is for NEW Accounts Only*

Account Information		
Account Name		
Parent	<input type="radio"/> Arkansas Agencies <input type="radio"/> Arkansas Higher Education <input type="radio"/> Arkansas Political Subdivision	Select One
Account Number	Will be assigned by WEX	
Default Authorization Profile	<input type="checkbox"/> Fuel Only <input type="checkbox"/> Fuel & Maintenance	Fuel only, Fuel and Maintenance
Agency Code (Select)		
Partner Bank	0001	
Contact Information		
<i>**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</i>		
First Name		Jane
Last Name		Doe
Phone Number		501-555-5556
Email Address		Jane.doe@dfa.arkansas.gov
Expedited Card Shipping - Billing Options		
<i>**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</i>		
Preferred Shipper	<input type="radio"/> 2 DAY (\$14.00) <input type="radio"/> OVERNIGHT (\$21.50) <i>If agency request overnight delivery, you will be charged the fee.</i> <input type="radio"/> REGULAR (\$0.00)	<input type="radio"/> FEDEX <input type="radio"/> UPS
Shipper Account Number		
Default Card Shipping Information		
<i>**This is the person authorized to receive all new WEX Credit card(s)</i>		
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	AR
Zip Code		72201



# 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
<input type="radio"/> Fleet Manager	Access to all available functionality	<input type="radio"/> Admin Support	Access for users who will manage cards, vehicles and drivers with reporting access.
<input type="radio"/> Fleet Overseer	Oversees entire WEX Fleet.	<input type="radio"/> Non-Billing Manager	Access for users who should not view financial data.
<input type="radio"/> Finance Manager	Access for users who will only have access to financial data.	<input type="radio"/> Maintain and Pay	Fleet Manager with ability to pay online
<input type="radio"/> Driver Manager	Access for users who will only manage drivers.	<input type="radio"/> Reporting Manager	Access for users who will only have access to reporting and financial data.
<input type="radio"/> Resource Manager	Access for users who will only manage Cards, Vehicles, and Drivers (no reporting).	<input type="radio"/> Read Only	Limited Access for users who only need to view data
<input type="radio"/> 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
<b>Account Maintenance</b>											
Edit Account	X	X		X	X			X			
<b>Alert/Reporting</b>											
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			
<b>Authorization Profiles</b>											
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	
<b>Card Maintenance</b>											
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	
<b>Department Maintenance</b>											
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		
<b>Driver Maintenance</b>											
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	
<b>Financials</b>											
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			
<b>Invoices</b>											
View Invoice	X	X	X	X		X		X			
<b>Resource Tools</b>											
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
<b>Vehicle Maintenance</b>											
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