



FLEET ONE

WEX FLEET ONE *CardControl*

Mobile App User Guide
DECEMBER 2017



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Support

If you have a problem or comment, please contact our customer service center, available 24 hours at **877.208.2195**.

APPLICATION DESCRIPTION

How does my WEX FLEET ONE Card work?

You can use your WEX FLEET ONE card to make purchases at WEX FLEET ONE locations and withdraw cash from ATMs, up to your daily limit.

What does the WEX FLEET ONE CardControl Mobile App do?

With both types of accounts, you can:

- View your current balance and transactions 24/7
- Write a check
- Use the Price Locator to locate the best fuel prices

To download the smart-phone app, visit the Apple App Store or Google Play.

- Search: **WEX FLEET ONE**
- Our mobile smartphone app is: **WEX FLEET ONE CardControl**

Who can use my account?

The account is designed solely for use by the cardholder (you). You cannot request additional cards for multiple access to your account at this time. For security reasons, WEX FLEET ONE strongly recommends that you do not share your card, PIN, or account password. If you provide these items to others, they will have full access to your account.

How do I manage my account?

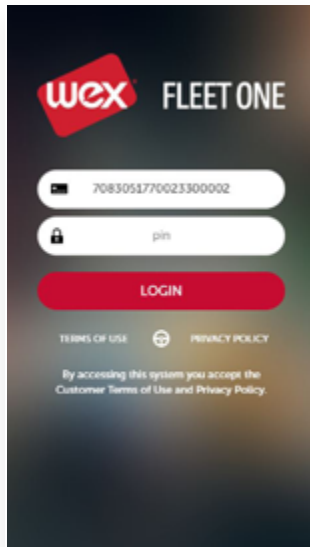
WEX FLEET ONE provides both a web browser and a smartphone app for account management.

Our web application provides a few additional features, including:

- Searching for transactions or transfers within a specific time period
- Saving the account activity report to a file, such as a PDF or spreadsheet
- Printing the activity report (if a printer is available)

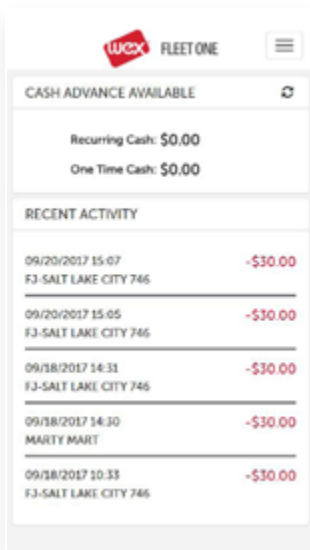
USING THE WEX FLEET ONE CARDCONTROL MOBILE APP

This section explains how to use the WEX FLEET ONE *CardControl* Mobile App to manage your account. It explains how to login, display the menu, move to other pages, and display help. It also describes each management task you can perform with the app.



LOGIN

Enter your card number and PIN, then click **Login**.



APP USE

Home Page

The Home Page shows the cash advances available and the most recent account activity (last four transactions).

Card Balances/Cash Advance Available



- Recurring Cash = fuel card limit for cash advance
- One-Time Cash = maximum fuel card cash advance with authorization

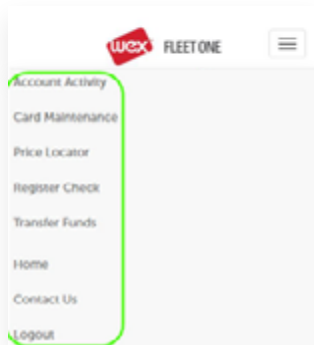
Recent Activity

- Summary of last four transactions: date, time, amount, location
- Deposits in blue, withdrawals in red
- Click the **Menu** button to view more transactions

APP USE


Menu Button and Navigation

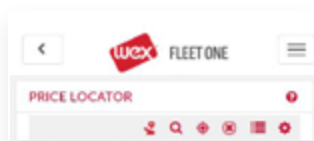
To use the app, click the **Menu** button  in the top right corner. On subsequent pages, a **Back**  button is added to the top of the page; the Back button returns to the previous page.



Menu Option	Purpose
Account Activity	View more transactions
Card Maintenance	Change your PIN; edit cardholder information
Price Locator	Locate the best fuel prices on your route
Register Check	Write a check
Home	Return to the Home page
Contact Us	WEX FLEET ONE Customer Support telephone number, available 24/7
Logout	Exit app

Help

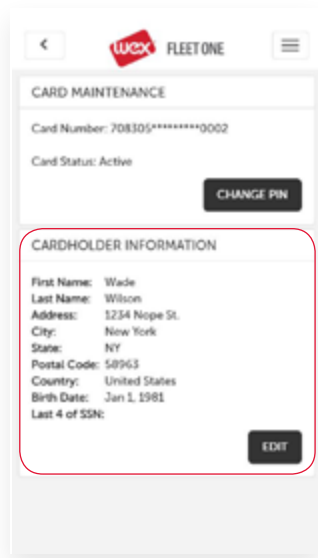
Some pages have Help  buttons, like this example. Click the **Help** button to display the help box; click OK to close the box and return to the current page.



ACCOUNT ACTIVITY

- To see more transactions, select **Account Activity** from the menu
- The page shows details for the last ten transactions:
 - Date, location, and product type for purchases
 - Transaction type for other transactions
- Click **Show More** to see the next ten.





CARD MAINTENANCE

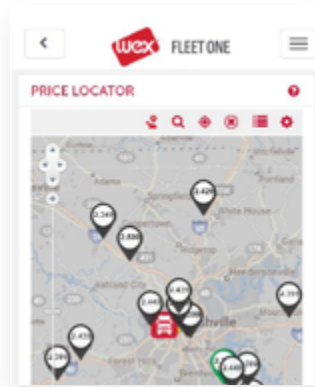
The Card Maintenance page allows you to change settings directly related to your card. You can change your card PIN and edit cardholder information.

Change PIN

Your 4-digit PIN is used for ATM access and to log in to this app.

1. On the Card Maintenance page, click **Change PIN**
2. Type the new 4-digit PIN twice
3. Click **Save**







PRICE LOCATOR





The Price Locator helps you find WEX FLEET ONE fuel locations and the best fuel prices. The initial locations are within 25 miles of your current location.

- The truck is your current location
- Markers show the price at each fuel location; green shows the lowest price

- Click on a marker to display location details

- Click  to display the locations in a list, lowest prices first
Click  to return to map view

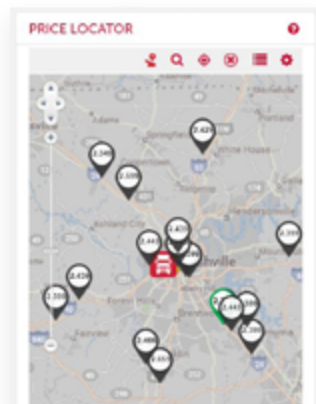
Prices in Other Areas

- You can zoom or drag the map to display other areas
- If you click , the results of your previous search will be cleared
Otherwise, the system will remember your previous search
- To show prices in a new area, center the new area in the map and click . The map shows prices in that area
- Click  to display locations as a list. The list includes previous searches if you didn't clear the searches
- Click  to return the map to your current location

Route Search

You can find fuel locations on a specified route.

- Click . Enter the start and end locations by city/state or postal code. The default start is your current location
Click **Find Locations on Route**



- The map displays prices between the two locations. The route is based on interstate travel and ALK mapping

Price Locator Settings

You can change Price Locator settings for map style and search range.

- Click
- **Set the Map Style:** Contemporary (road) map or Satellite map
- **Set the Search Range around the location:** 10 to 100 miles
- **Click OK.** The changed settings take effect when you perform a new search

CARD BALANCES

Recurring Cash: **\$25.00**
One Time Cash: **\$101.00**

REGISTER CHECK

Take Funds from Fleet Side ▾

Check Number

Check Amount

REGISTER CHECK

REGISTER CHECK

Check Number: 700673553
Check Amount: \$22.00
Authorization Code: 371533

OK

RECENT ACTIVITY

03/09/2017 14:26 Check	-\$22.00
03/08/2017 15:36 Check	\$22.00
03/08/2017 14:02 Check	-\$22.00
05/23/2016 15:20 Check	\$5.00

REGISTER CHECK

The app gives you the capability to write checks on your account.

1. Obtain a blank check from a WEX FLEET ONE merchant
2. Start the app and select **Register Check** from the menu – Refer to the screen to find your current balance. (You can write the check for any amount up to your balance)
3. Fill out the blank check. For now, leave the authorization code blank
4. Refer to the check and enter the check number and check amount on this screen
5. Click **Register Check**. If you have sufficient funds for the check, an authorization message is displayed
6. Write the authorization code on the check
7. **Click OK** – The amount of the check is deducted from your balance, and the Recent Activity list is updated
8. Give the **authorized** check to the payee

Contact Information

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