

The portal integrates with several **fuel card vendors**. If you are a card account holder and want fuel card integration, email your account number to **Support**. (WEX account numbers are in the format: XXXX-00-XXXXXX-X.) Available fuel card sites and fuel card profiles will be available from within the portal after integration is complete (varies by fleet size). For Fleetcor or Comdata accounts, you may also have to manually match each fuel card profile with the corresponding vehicle (by VIN).


EXAMPLE

Company XYZ provides fuel cards to drivers to be used at designated fuel sites. At the end of each month, XYZ's owner generates Fuel Card Reports to see flagged activity where a specified vehicle was not present for the associated purchase transaction and to catch any unauthorized (non-fuel) purchases.

► To match WEX fuel card profiles with vehicles in your fleet:

1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Update fuel card vehicles and sites**.

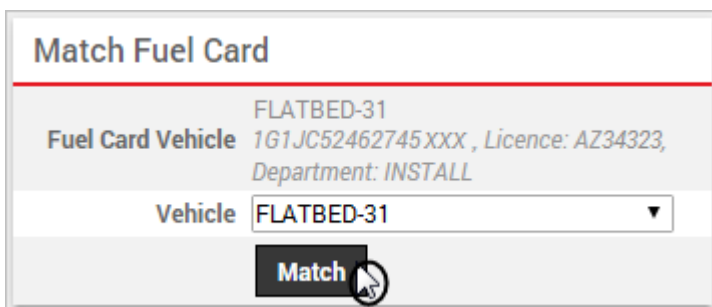
The Manage Fuel Card Sites page opens in a new browser tab.

1. In the Fuel Card Vehicles grid, clear the **Show Matched** check box to display all vehicle profiles that are not yet matched.
2. For each unmatched vehicle in the grid, click **Match to vehicle in your fleet** (fuel card icon ).
3. In the Match Fuel Card window, click the **Vehicle** drop-down, and choose the vehicle that corresponds to the selected Fuel Card Vehicle data.




Note. The vehicle you choose MUST have a VIN that matches the VIN shown in the Fuel Card Vehicle data. If you are unsure which vehicle to choose based on the vehicle name, open the Manage Vehicles and Groups page (Account > Manage Vehicles > Open), and view all vehicles (including VIN).

1. Click **Match**.



The image shows a 'Match Fuel Card' dialog box. It contains the following information: 'Fuel Card Vehicle' with details 'FLATBED-31', '1G1JC52462745XXX', 'Licence: AZ34323', and 'Department: INSTALL'. Below this is a 'Vehicle' dropdown menu currently set to 'FLATBED-31'. At the bottom is a 'Match' button with a mouse cursor clicking it.

After you've matched each fuel card profile with a vehicle in your fleet, it should take 24-48 hours for the

data to be linked. A fuel card icon to the left of the vehicle (in the Fuel Card Vehicles grid or the Vehicle List grid) indicates that the link has been made: . The next time a linked fuel card is used, the data will be available in **applicable reports**.

In the Company XYZ example, the owner ran the Fuel Card Transactions report. Because of the fuel card-to-vehicle matching, he can now easily identify which transactions associate to each vehicle. (This example shows an over capacity and non-fuel purchases.)

Fuel Card Transactions Report »								
Vehicle Group: ALL VEHICLES								
Vehicle	Date	Time	Card	Gallons	Capacity	CPG	Cost	
FLATBED-31 <small>FLATBED-31</small>	Wed, Jan 20, 2016	8:40 AM	WEX	40.704 gallons UNLEADED	114%	\$2.19	\$89.40	
FLATBED-31 <small>FLATBED-31</small>	Thu, Jan 21, 2016	3:01 PM ²	WEX	NON FUEL		N/A	\$21.71	
TT1800/3000 - Maricopa	Fri, Jan 22, 2016	4:31 PM	WEX	23.309 gallons UNLEADED	not set	\$1.82	\$42.40	

Related Topics

- WEX Fuel Card Setup
- Fuel Card Integration
- Using the Fuel Card Transactions Report