

To use the WEX Fuel Card

1. **Read and record your mileage**
This is the first step as you'll need to know this number before you can begin fueling.
2. **Swipe Card**
Insert your card, and then quickly retract it out of the card reader to begin the fuel purchasing process.
3. **Input Driver ID Number**
Your Driver ID is a five-digit number that is uniquely assigned to your card; and required before any purchase can be made with a WEX fuel card. Once you've swiped your card through, the display will then ask you to input your driver ID before sending you on to the next step.
4. **Input Odometer**
Just like the Driver ID number, the mileage of the vehicle being fueled is required before fuel can be purchased. It is crucial to input the accurate odometer mileage so fleet managers can efficiently access records of the vehicles use, allowing them to schedule necessary maintenance needs on time.
5. **Fuel Up**
Once you have entered your mileage and your driver ID, the pump will approve your purchase and you will then be able to select your fuel type and fill up your vehicle.

WEX card rules and regulations

- WEX Cards can be used two (2) times a day (24/7) for Regular fuel only
 - Exceptions – Diesel or E-85 vehicles
 - No Premium Fuels allowed
- If you are planning on traveling out of state and need additional daily fuel fill ups, please contact Motor Fleet at 919-733-6540
- Your six-digit vehicle number is on the bottom left of the WEX Card.
- Your ID / PIN number is issued when the vehicle is assigned. **Keep this number in a different location from the WEX Card at all times.**
 - Do not write the ID/PIN number on the card.
 - For credit card issues, lost or stolen cards, and a forgotten PIN please contact Motor Fleet at 919-733-6540
 - Costs are incurred to replace lost or stolen WEX Cards and are charged to the assigned driver's agency monthly. These fees are:
 - **Card Shipping Costs**
 - Normal 7-10 day = Free
 - 2-day shipping - \$14.50
 - Overnight = \$21.50
- Fuel purchases which exceed the vehicle tank capacity will be investigated.
- Car Washes – Drivers shall follow agency car washing polices. Car washes charged at the pump using MFM WEX fuel cards are billed back to the driver's agency.