



\_\_\_\_\_  
Company Name

Dear Customer,

By answering the following, you will give us the information we need to set up your account. If you have previously used a fuel card, you may consider setting up your Fleet One® account the same way. This creates fewer changes for your drivers. If you have questions or are unable to complete this document, please call phone number and extension noted on the cover page.

**Choose one of the two options:**

**Option 1: Driver Carried Cards**  
**(Most popular option)**

*The cards will be assigned to and will be carried by the driver.*

When the driver makes a purchase, do you prefer that Fleet One:

**Prompt for Driver ID #? YES / NO**

If YES, the driver ID # provided:

- does not have to match anything.
- must match the driver ID # that is assigned to card.

\*If you chose driver ID match, please provide Fleet One with a list of driver names and their ID #'s.

**Prompt for Unit #? YES / NO**

If YES, the unit # provided:

- does not have to match anything.
- must match the unit # assigned to card.
- must be a unit # in unit range (pool).

\*If you chose unit range or match, please provide Fleet One with a list of your unit #'s

**OR**

**Option 2: Unit Cards**

*Unit number will be printed on the card. The cards will be assigned to and will remain in the unit/vehicle. A list of unit numbers is required at the time of set up.*

When the driver makes a purchase, do you prefer that Fleet One:

**Prompt for Driver ID #? YES / NO**

If YES, the driver ID # provided:

- does not have to match anything.
- must be a driver ID # in driver range (pool).

\*If you chose driver range, please provide Fleet One with a list of driver names and their ID #'s.

**If you have chosen not to require Driver ID Match, Driver ID Range, Unit Match or Unit Range, you are leaving your account open to unauthorized purchases if the card is lost or stolen. By signing below you understand that Fleet One is not responsible for transactions on cards that do not require security information.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Continued on page 2.



\_\_\_\_\_  
Company Name

**Please complete the following section regardless of options chosen on page 1.**

**1) Prompt for Hubometer/Mileage Reading? YES / NO**

If you choose this option now and wish to remove at a later time, new cards must be created.

If YES, the driver is:

- asked but not required to give hub reading.
- required to give hub reading.

**2) Prompt for Trip #? YES / NO**

If you choose this option now and wish to remove at a later time, new cards must be created.

If YES, the driver is:

- asked but not required to give a trip #.
- required to give a trip #.

**3) Prompt for Purchase Order #? YES / NO**

If you choose this option now and wish to remove at a later time, new cards must be created. The driver will be required to give a PO # for all purchases.

**4) Fuel Resets**

- Fuel will reset on cards daily (midnight Central time) in the amount of \$\_\_\_\_\_.
- Fuel related products (oil, additives, etc) will come from the Fuel balance of the card? YES / NO
  - If NO, fuel related products will come from the Miscellaneous balance.
- Driver will be allowed to purchase blended fuel or Diesel #1? YES / NO

**5) Cash Resets (choose only one)**

- Cash will reset for a daily (Midnight Central Time) amount of \$\_\_\_\_\_.
- Cash will reset for a weekly (Every Sunday 12AM Central time) amount of \$\_\_\_\_\_.
- Cash will be loaded as needed or assigned in different amounts to different cards via the Internet.

**6) ATM Fee** \*ATM PIN mailers will be sent separately from the fuel cards.

We have chosen the ATM option on the credit application. Will the Fleet One ATM fee will come from the driver's Cash balance? YES / NO

**7) Miscellaneous Resets** – (Anything other than fuel or cash)

MISC will reset on cards \*DAILY in the amount of \$\_\_\_\_\_.

**8) Driver Balance Inquiry**

Driver will be allowed to call Fleet One to ask for the available balance on the card? YES / NO

**9) Invoice Receipt**

We would like to receive our Daily invoice via:

- Email (email address)\_\_\_\_\_
- I will print my invoice from the Fleet One website, [www.FleetOne.com](http://www.FleetOne.com).
- Other \_\_\_\_\_

**10) Invoice Options**

Will the times of the drivers' purchases to be displayed on the invoice? YES / NO

**11) Internet Password**

We would like to maintain our account using the free Fleet One website.

Our password will be \_\_\_\_\_.

For training on how to use the Online Account Management feature, please call 800.359.7587, select option 6.

**12) Merchant Site Directories**

One (1) site directory of Fleet One OTR acceptance locations is provided per dispatcher at no charge. If you would like to receive more, please note the additional number of directories you'd like to receive.

Number of Directories: \_\_\_\_\_

**NOTE:** You will be charged per additional directory, please see your terms and conditions page for additional directory fees.