



EV En Route Driver Onboarding - with DriverDash

- 1. Introduction..... 1
 - 1.1. Getting Started..... 1
 - 1.2. Finding Chargers in the WEX Network..... 1
 - 1.3. Setting up WEX Connect for Fleet Charging..... 2
- 2. After Receiving a Fleet Card..... 3
- 3. The DriverDash App..... 3
 - 3.1. Downloading the DriverDash App..... 3
 - 3.1.1. Setting Up DriverDash for EV use as an Existing User..... 3
 - 3.1.2. Setting Up DriverDash as a New User..... 4
 - 3.2. Adding a Fuel Card in DriverDash..... 4
 - 3.3. Locating WEX-accepting Charging Sites in DriverDash..... 4
 - 3.4. Starting a Charging Session in DriverDash..... 5

1. Introduction

1.1. Getting Started

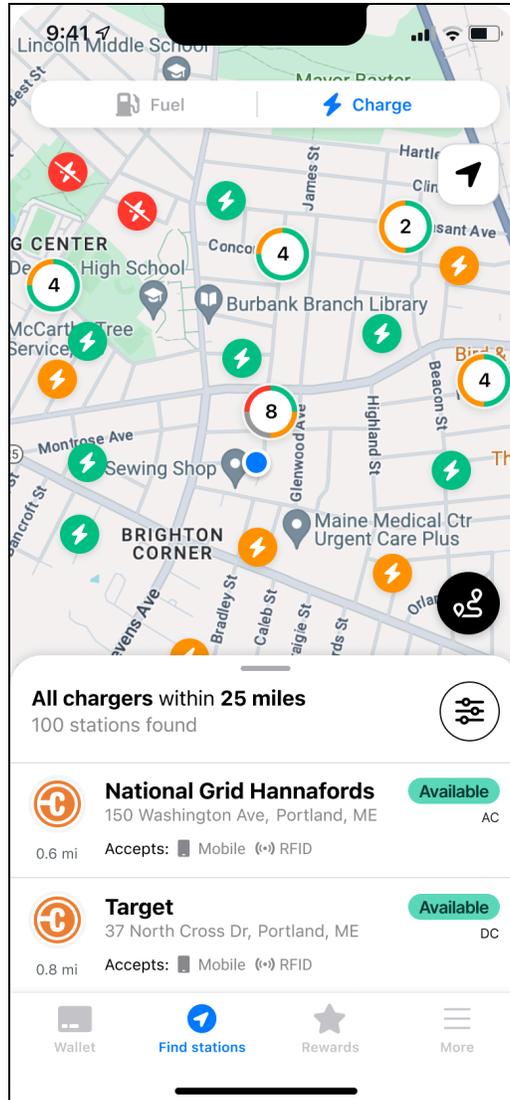
In this guide, drivers will find all the information required to start charging an electric vehicle en route.

For an optimal experience in this onboarding, please ensure that you are using the latest version of your internet browser. Google Chrome is recommended.

1.2. Finding Chargers in the WEX Network

Vehicles can be charged en route at [WEX accepting charging stations](#). These stations can be conveniently located en route using the DriverDash or WEX Connect apps.

Please visit the correct CPO (Charge Point Operator) by their logo:



1.3. Setting up WEX Connect for Fleet Charging

WEX Connect is a free app open to all users with no account required. Use WEX Connect to find charging stations and more.

- Tap the app from the home screen
- Tap “More”
- Tap “Fleet codes”
- Enter fleet code: WEXEV
- Tap “Charge” to find chargers in the WEX network

2. After Receiving a Fleet Card

To begin an electric vehicle charging session, drivers need a fleet card (payment card), and **either** an RFID **or** the DriverDash app to activate a charging station.

Drivers in a fleet using DriverDash will be able to set up their DriverDash account. If you are not sure if your fleet uses DriverDash, please confirm with your fleet manager.

If a driver already uses the DriverDash app, the driver will still need to turn on EV capabilities in the DriverDash app by following the steps noted in section [3.1.2. Setting Up DriverDash for EV use as an Existing User](#)

3. The DriverDash App

3.1. Downloading the DriverDash App

If you receive an email instructing you to download the DriverDash app, please do so on the mobile device approved for company use as soon as possible. **The link will only work for 24 hours after the email has been received.** If the link expires, ask the fleet manager to resend.

DriverDash is available on both the App Store for Apple devices and Google Play for Android devices.

3.1.1. Setting Up DriverDash for EV use as an Existing User

1. Ensure that the driver's mobile device has the most recent version of the DriverDash app
2. Tap "Next"
3. Enter the email address associated with the driver's account
4. Tap "Next"
5. Check the driver's email for the link to reset the password
6. Enter the driver's username and password
7. Tap "Log in"
8. Tap to choose preferred method of authentication
9. Enter phone mobile number
10. Tap to confirm
11. Enter the code
12. Tap "Verify"
13. Continue to onboarding section [3.2. Adding a Fuel Card in DriverDash](#)

3.1.2. Setting Up DriverDash as a New User

Drivers will receive email prompting DriverDash download in their company email address.

1. Open DriverDash invitation email on mobile device
2. Download the DriverDash app if the user has not already done so
 - a. DriverDash is available on both the App Store and Google Play
3. From email, tap unique link to begin using DriverDash
 - a. Do not forward email to other drivers
 - b. Link only valid for 24 hours after email delivery. If 24 hours have passed, please request a new email from the Fleet Manager
4. Enter a custom Username
5. Tap “Next”
6. Create a secure password
7. Tap “Next”
8. Open the DriverDash app
9. Enter login credentials
10. Tap “Log in”
11. Tap to choose the driver’s preferred authentication method
12. Enter the driver’s mobile phone number
 - a. Ensure that the mobile device has service to receive a call or text
13. Enter the 6-digit security code. **For security purposes, never share this code with anyone.**
14. Tap “Verify”
15. Tap “Continue”
16. Tap “OK”
17. Tap “Allow”
18. Tap “Setup rewards”

3.2. Adding a Fuel Card in DriverDash

1. Open the DriverDash app
2. Tap “Add Card”
3. Tap “Enter manually”
4. Enter 18-digit card number as shown in the app

3.3. Locating WEX-accepting Charging Sites in DriverDash

1. Open the DriverDash app
 - a. Confirm that an EV-enabled fleet card is set up in the account to unlock full app functionality
2. Tap “Find Stations” on the bottom of the screen

3. To find EV chargers, tap “Charge” on the top of the screen

3.4. Starting a Charging Session in DriverDash

1. Open the DriverDash app and log in
2. Tap “Activate station”
3. Tap to choose a charging station
4. Input vehicle odometer reading
5. Input vehicle ID
6. When prompted in the app, plug the connector into the vehicle to start charging. DriverDash screen will change when the vehicle is charging successfully
7. Allow the vehicle to charge as needed
 - a. The DriverDash app may be closed while a vehicle is charging without causing any interruptions to charging. Reopen the app and tap “Vehicle is charging...” to return to the charging screen
8. When ready to disconnect, tap “Finish charging” in the DriverDash app, or disconnect the charger and return it to the charging station dock
 - a. Charger will continue to be active until the connector has been disconnected from the vehicle
9. After each charging session is complete, the driver will receive a digital receipt. This receipt will be stored in the DriverDash app. The Fleet Manager will also be able to review these receipts in WEX Online within a few minutes of charging session completion.