



# EV En Route Fleet Manager Onboarding - Vehicle cards with DriverDash

## Table of contents

<b>1. Overview.....</b>	<b>2</b>
1.1. Introduction.....	2
1.2. Managed Accounts.....	2
1.3. About Electric Vehicle (EV) Charging.....	2
1.4. Finding Chargers in the WEX Network.....	3
<b>2. Onboarding Drivers.....</b>	<b>4</b>
2.1. Equipping Drivers with EV-Enabled Cards.....	4
2.2. Enabling Existing Cards for EV Charging.....	4
2.3. Ordering New, EV-enabled Cards.....	4
2.4. Distributing RFIDs to Drivers.....	5
2.5. Authorizing More Than 3 Daily Charges.....	5
2.5.1. How to Change the Transactions Per Day Limit in Your Online Portal.....	5
2.5.2. Changing Driver Authorization Profiles.....	6
<b>3. The DriverDash App - As Applicable.....</b>	<b>6</b>
3.1. About DriverDash.....	6
3.2. Inviting Drivers to Use and Download DriverDash.....	6
3.3. Resending the DriverDash Invite to Drivers.....	7
3.4. Starting a Charging Session with DriverDash.....	7
3.5. Removing Driver Access to DriverDash.....	8

# 1. Overview

## 1.1. Introduction

This document describes how a fleet manager can add en route EV-charging capabilities to their account and enable EV en route charging for fleet cards.

## 1.2. Managed Accounts

Sections of this onboarding can be completed on the Fleet Manager's behalf by a dedicated account manager. Please consult with them directly to learn more.

## 1.3. About Electric Vehicle (EV) Charging

En route electric vehicle charging happens on roadsides, at retail locations, at designated charging facilities, and more.

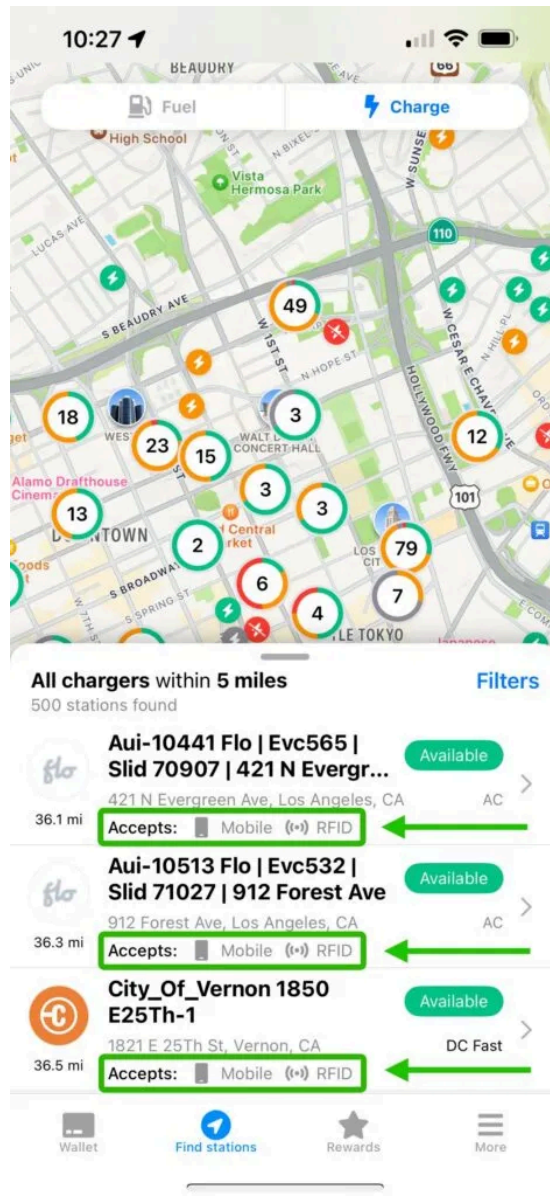
En route chargers also require drivers to verify their identity via a unique RFID and/or mobile app in order to charge.

In this guide, Fleet Managers will find all the information required to start charging electric fleet vehicles with EV-enabled fleet cards.

## 1.4. Finding Chargers in the WEX Network

Vehicles can be charged en route at **ChargePoint** and **Flo** charging stations. These stations can be located using the DriverDash or WEX Connect apps.

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



## 2. Onboarding Drivers

### 2.1. Equipping Drivers with EV-Enabled Cards

After EV has been enabled at the account level, the Fleet Manager must either enable existing fleet cards for EV charging, or order new EV-enabled cards.

### 2.2. Enabling Existing Cards for EV Charging

Enable existing cards associated with existing fleet vehicles that need EV-charging capabilities.

When card enablement is complete, Fleet Managers will receive new fleet cards and/or RFIDs as applicable to distribute to drivers.

1. Log into your online portal
2. Click the “Cards” tab in the navigation pane on the left
3. Click “View cards”
4. Locate any card which must be enabled for EV charging
  - a. Use the “Advanced Search Filter” dropdown for faster searching
5. Select the correct card, then click “Select” under “Actions”
6. Click “Enable EV”
7. Enter vehicle VIN
  - a. Fields marked with an “\*” are required
8. Click “Save”
9. Repeat the process to enable more cards as needed

### 2.3. Ordering New, EV-enabled Cards

Order new cards for vehicles previously unequipped with fleet cards that also need EV-charging capabilities.

When card enablement is complete, Fleet Managers will receive new fleet cards and/or RFIDs as applicable to distribute to drivers.

1. Log into your online portal
2. Select “Cards” from the left navigation pane
3. Select “Add vehicle/asset card”
4. Click to toggle “EV Enabled” button on (blue)
5. Enter information
  - a. Fields marked with an “\*” are required
6. Click “Save”

7. To add another driver, click “Add Another” and repeat steps 4–6
8. Click “Complete Order”
9. Click the dropdown to select the preferred shipping option
10. Click to select preferred address type
  - a. If “One time use” is selected, enter required address information as noted with “\*”
11. Confirm that “Contact” and “Address” information are correct
12. Click “Finish”

## 2.4. Distributing RFIDs to Drivers

Fleet Managers will receive new fleet cards and/or RFIDs as applicable to distribute to drivers.

## 2.5. Authorizing More Than 3 Daily Charges

### 2.5.1. How to Change the Transactions Per Day Limit in Your Online Portal

Authorization profiles allow Fleet Managers to limit the number of daily transactions, maximum daily spend, and more.

In your online portal, the default limit on daily transactions is 3. Some Fleet Managers may prefer to allow additional daily charging sessions and should follow these steps to do so.

1. Log into your online portal
2. Click “Cards”
3. Click “Add Authorization Profile”
4. No changes are required to change the Transactions Per Day Limit on page 1, “Get Started”
  - a. Make any desired changes
  - b. Note that electric vehicle charging is included under “Fuel”
5. Click “Next”
6. No changes are required to change the Transactions Per Day Limit on page 2, “Per Transaction”
  - a. Make any desired changes
7. Click “Next”
  - a. If drivers should have no limit on transactions per day, click the “No” button across from “Would you like to limit purchases daily?”
8. To limit Dollars Per Day, enter the desired limit under “Dollars Per Day,” “Set Limit”
9. To limit Transactions Per Day, enter the desired limit under “Transactions Per Day,” “Set Limit”

10. Click “Next”
11. No changes are required to change the Transactions Per Day Limit on page 4, “Weekly Schedule”
  - a. Make any desired changes
12. Click “Next”
13. Set a Authorization Profile Name that is easy to remember, such as “EV # daily transactions”
14. Click “Finish”
15. New Authorization profiles must be assigned to drivers by following instructions in section [2.5.2 Changing Driver Authorization Profiles](#)

### 2.5.2. Changing Driver Authorization Profiles

1. Log into your online portal
2. Click “Cards”
3. Click “View cards”
4. Locate the first driver whose authorization profile needs to be changed
  - a. Use the “Advanced Search Filter” dropdown for faster searching
  - b. Driver status must be “Yes” in the “EV Enabled” column
5. Under “Actions” click “Select” on the corresponding line of any selected driver
6. Click “Change Auth Profile”
7. Select the new authorization profile from the “Available Profiles” dropdown
8. Click “Apply”
9. Repeat steps 2-8 as needed

## 3. The DriverDash App – As Applicable

### 3.1. About DriverDash

Fleets have the **option** to equip drivers with the DriverDash application if drivers use mobile devices (iPhone, Android, etc) for business use. DriverDash can be used in addition to or instead of RFIDs to start and/or stop charging sessions remotely from their device.

DriverDash is available both on the Apple Store and Google Play.

If the fleet is not currently using DriverDash, please reach out to your dedicated contact or contact [WEXEVFleet@wexinc.com](mailto:WEXEVFleet@wexinc.com) to learn more.

### 3.2. Inviting Drivers to Use and Download DriverDash

To use DriverDash, Fleet Managers must use your online portal to invite drivers to download the app and set up an account.

1. Log into your online portal
2. Make sure that all new drivers have been added before starting
3. Click “Cards” in the navigation pane on the left
4. Click “View drivers”
5. Locate the first driver who needs to be invited to DriverDash
  - a. Use the “Advanced Search Filter” dropdown for faster searching
6. Once the correct driver has been located, click “Select” under “Actions”
7. Click “Add DriverDash Access”
8. Fill in the driver email address and phone number
  - a. Fields marked with an “\*” are required
9. Click “Submit”
10. Repeat steps 4-9 as needed to invite all drivers who need DriverDash access
  - a. The link sent to drivers via email will only be active for 24 hours. If the link expires, the Fleet Manager will need to send the link again by following the steps in section [3.3. Resending the DriverDash Invite to Drivers](#)

### 3.3. Resending the DriverDash Invite to Drivers

1. Log into your online portal
2. Click “Cards” in the navigation pane on the left
3. Click “View drivers”
4. Drivers who have not yet created an account will be noted as “Pending” in the DriverDash Access column
  - a. Use the “Advanced Search Filter” dropdown for faster searching
5. Once the correct driver has been located, click “Select” under “Actions”
6. Click “Resend DriverDash Link”
7. Repeat steps 4-6 as needed

### 3.4. Starting a Charging Session with 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. The 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 be able to review these receipts in your online portal within a few minutes of charging session completion

### 3.5. Removing Driver Access to DriverDash

1. Log into your online portal
2. Click “Cards” in the navigation pane on the left
3. Click “View cards”
4. Locate drivers whose access should be removed
  - a. Use the “Advanced Search Filter” dropdown for faster searching
  - b. Drivers who have not yet created an account will be noted as “Pending” in the DriverDash Access column
5. Once the correct driver has been located, click “Select” under “Actions”
  - a. Access can be removed for drivers whose status is “Yes” or “Pending”
6. Click “Remove DriverDash Access”
7. Repeat steps as needed