**WEX Card Instructions:**

**Prior to going to the pump:**

* Ensure the License Plate Number of the vehicle matches the License Plate Number embossed on the WEX card.

Text

Description automatically generated with medium confidence

**License Plate Number**

* WEX Cards are vehicle specific – **DO NOT** use another vehicle’s WEX card to fuel another.

**At the pump:**

* Swipe the WEX Card
* Enter Driver Number (Pin) at the prompt
  + WEX pins are driver specific. They are randomly generated by employee number, employee first and last name, and department, and **ARE NOT** to be shared.
  + Dept. Driver pins will be supplied to *student drivers* by the WEX card Dept. custodian. The custodian will have a log requiring Student name, Current Odometer, Gallons purchased, and Total Cost. It is required to keep receipt and turn into WEX Custodian.
* Enter current odometer reading at the prompt

A close up of a car's license plate

Description automatically generated with medium confidence

**DO NOT** include tenths

* Select fuel type and refuel as normal.