# Fuel Card PIN Maintenance

# How to Add, Terminate and Search for Driver PINs

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7			DASHBOARDS 🥪	QUICK SEARCH 🤟	FEEDBACK 😥	FAVORITES 🖌	SAVED SEARCHES 🖌
VEHICLES ORDERI	NG REPORTING COM	IMUNICATION					٩
Fuel	Fuel						
Licensing »	Fuel Card						
Maintenance »	Fuel Card Millennium						
Vehicle Remarketing »		)					
	VEHICLES ORDERI Fleet Management » Fuel » Licensing » Maintenance » Vehicle Remarketing »	VEHICLES ORDERING REPORTING COM Fleet Management » Fuel » Licensing » Maintenance » Vehicle Remarketing »	VEHICLES       ORDERING       REPORTING       COMMUNICATION         Fleet Management »       Fuel       Fuel         Fuel »       Fuel       Fuel         Licensing »       Fuel Card       Fuel Card         Maintenance »       Fuel Millennium       Fuel Card Millennium         Vehicle Remarketing »       Fuel Millennium       Fuel Millennium	VEHICLES ORDERING REPORTING COMMUNICATION Fleet Management » Fuel & Fuel Licensing » Fuel Card Fuel Card Fuel Card Fuel Card Millennium Vehicle Remarketing »	VEHICLES ORDERING   REPORTING COMMUNICATION   Fuel Sing Fuel Sing Sing Sing Sing Sing Sing Sing Sing	Velcome, KRISTI ABDALLA DashBoards Ulick search Feedback Fleet Management » Fuel Fuel Fuel Card Fuel Card Fuel Card Millennium Maintenance Fuel Fuel Millennium Fuel Willennium Fuel Card Millennium Fuel Card Millennium Fuel	VEHICLES ORDERING COMMUNICATION     Fleet Management »   Fuel Card   Fuel Card   Fuel Card Millennium   Maintenance *   Fuel Card Millennium   Fuel Card Millennium

- > Go to ARI insights
- > Go to Vehicles Menu
- > Go to Fuel Menu
- Go to Fuel Millennium

SEA	RCH VEHICLES	ORDERING	REPORTING	COMMUNICATION				<b>.</b>	
Fuel Pro	Profile Qualifier		ifier	Vehicle Assignment			PIN Maintenance		
	AD94 FLEET MGMT	094 FLEET MGMT			282	FLEET COORDINATOR		ELC.	WWV.GOV
	AG01 AGRICULTURE			SR	882	FLEET COORDINATOR	T COORDINATOR		
	AG04 AG SOIL CONSERV			SR	882	FLEET COORDINATOR	LEET COORDINATOR		
	AI01 AIR QUALITY			882	FLEET COORDINATOR		FLEE	et@wv.gov	

> Click on the appropriate Fuel Profile (if you have multiples)

Click on the PIN Maintenance Tab

			PI	N Maintenance	•			
			527	· maintonano				
			Acco	unt Number : 04960032	40660			
Last Name :	First Name	:	PIN :	Status : _ Select -	Client : - Se	elect - Vehicle :	Search	Clear
Total Rows: 212					Reaso	n for Update: - Select - 🔽	Update Bulk Proces	ssing
👍 Add New								
<b>i i i i i i i i i i</b>	4 5 6 7 8 9 10 🕨	Page si	ze: 20 🔻				2:	12 items in 11 page
Last Name	First Name	PIN	Status	Client	Vehicle No	PIN Special Field	Last Updated Date	Last Updated E
ADAMS	SHARON	957200	ACTIVE	5R82			11/07/2017 2:00:06 PM	MGOEPEL
ADKINS	NICHOLAS	539427	ACTIVE	5R82			11/07/2017 2:00:10 PM	MGOEPEL
AIELLO	SUSAN	518931	ACTIVE	5R82			11/07/2017 2:00:13 PM	MGOEPEL
ALLEN	NICHOLAS	421328	ACTIVE	5R82			11/07/2017 2:00:16 PM	MGOEPEL
ANDERSON	TRENT	322646	ACTIVE	5R82			11/07/2017 2:00:19 PM	MGOEPEL
ANZIULEWICZ	CHARLES	703423	ACTIVE	5R82			11/07/2017 2:00:23 PM	MGOEPEL
ARTHUR	ELIZABETH	893650	ACTIVE	5R82			11/07/2017 2:00:26 PM	MGOEPEL
ASHFORD	MONICA	989558	ACTIVE	5R82			11/07/2017 2:00:29 PM	MGOEPEL
ASHLEY	BENJAMIN	881797	ACTIVE	5R82			11/07/2017 2:00:32 PM	MGOEPEL
LOUUDOCU		110000	10771 0	5045				HOOTOFI

- The PIN Maintenance section allows for the creation, cancellation or reactivation of driver PINs
- You can also sort by column & download your assigned PINs to <u>Excel</u>.

#### PIN Maintenance 👩

			Acc	ount Number : 04960	003240660			
ast Name :	First N	ame :	PIN :	Status : - Selec	t- V Client: - Se	Vehicle :	Search	Clear
otal Rows: 212					Reaso	n for Update: - Select - 🔽	Update Bulk Proce	ssing 🖹
Add New	4 5 6 7 8 9 10	N Page 8	76: 20 -				3	12 items in 11 nane
Last Name	First Name	PIN	Status	Client	Vehicle No	PIN Special Field	Last Updated Date	Last Updated B
ADAMS	SHARON	957200	ACTIVE	5R82			11/07/2017 2:00:06 PM	MGOEPEL
ADKINS	NICHOLAS	539427	ACTIVE	5R82			11/07/2017 2:00:10 PM	MGOEPEL
AIELLO	SUSAN	518931	ACTIVE	5R82			11/07/2017 2:00:13 PM	MGOEPEL
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ASHFORD	MONICA	989558	ACTIVE	5R82			11/07/2017 2:00:29 PM	MGOEPEL
ASHLEY	BENJAMIN	881797	ACTIVE	5R82			11/07/2017 2:00:32 PM	MGOEPEL

You can download the entire PIN list by clicking the <u>Excel</u> icon at the top right of the screen

### Searching for a PIN

	insigh	nts	We	elcome, ANDR	EW LESZCZEWSK	( ) 🕸 💿	0 0 * 8 0	- D
Contraction of the second	JP			DASHBOARDS 🤟	QUICK SEARCH 🖌 🛛 F	EEDBACK 🗭 FAVO	DRITES 😺 SAVED SEARCHE	is 🗸
SEARCH	VEHICLES DRIVER	S ORDERING REP	ORTING COMMUNI	CATION			9	
Client Profile	Fuel Profile	Pro	ofile Qualifier	Vehic	le Assignment	PIN Mair	ntenance	Authorization
			PIN	Maintenanc	e 😡			
			Account	Number : 0496003	240660			
Last Name :	First Name	•	PIN :	Status : - Select -	Client : - Selec	ct - Vehicle :	Searc	h Clear
Total Rows: 212					Reas	ion for Update: - Select	- V Update Bulk Proc	essing 🔀
Hand New								
I4 4 1 2 3 4 5	6 7 8 9 10 🕨	Page size: 20	•					212 items in 11 pa
Last Name	First Name	PIN	Status	Client	Vehicle No	PIN Special Field	Last Updated Date	Last Update
ADAMS	SHARON	957200	ACTIVE	5R82			11/07/2017 2:00:06 PM	MGOEPEL
ADKINS	NICHOLAS	539427	ACTIVE	5R82			11/07/2017 2:00:10 PM	MGOEPEL
AIELLO	SUSAN	518931	ACTIVE	5R82			11/07/2017 2:00:13 PM	MGOEPEL
ALLEN	NICHOLAS	421328	ACTIVE	5R82			11/07/2017 2:00:16 PM	MGOEPEL
ANDERSON	TRENT	322646	ACTIVE	5R82			11/07/2017 2:00:19 PM	MGOEPEL
ANZIULEWICZ	CHARLES	703423	ACTIVE	5R82			11/07/2017 2:00:23 PM	MGOEPEL

- > You can search for a pin by:
  - Entering any or all of the information requested under the Account number...
  - Entering the first &/or last name
  - Entering the PIN number (if known)
  - > You can also search for a certain status

### Adding a PIN

Add New			5		
K 4 1 2 3	4 5 6 7 8 9 10			PIN Mana	gement
.ast Name	First Name	P	0.	Providence 1	
DAMS	SHARON	95	Client :	5R82 🗸	
DKINS	NICHOLAS	53	Vehicle No :		
AIELLO	SUSAN	5	First Name :		
ALLEN	NICHOLAS	4:	Last Name :		
NDERSON	TRENT	32	PIN :	864750	Request New PIN
NZIULEWICZ	CHARLES	7(	PIN Special Field :		
RTHUR	ELIZABETH	85	Status :	ACTIVE	
SHFORD	MONICA	9(	Reason for Update :	Add 🗸	
SHLEY	BENJAMIN	81		- 1911 - 1911	
SMUSSEN	HAILEY	1-		Sav	e
ASFORD	LEAH	55			
BEATY	SUSAN	91			
BELLAMY	TERESA	8(			
BICE	AUTUMN	99	1166 ACT	VE 5R82	

- Click the "Add New" link at the top left to open a new PIN Management Form
- > A new PIN automatically populates
- Enter the driver's first and last name
- Click the save button to add the PIN

# **Cancelling a PIN**

Total Rows: 212				Reaso	n for Update: - Select -
Add New	4 5 6 7 8 9 10		F	PIN Management	×
Last Name	First Name	P		in management	l Fiel
ADAMS ADKINS AIELLO ALLEN ANDERSON ANZIULEWICZ ARTHUR	SHARON NICHOLAS SUSAN NICHOLAS TRENT CHARLES ELIZABETH	9: 5: 4: 3: 7( 8:	Vehicle No : First Name : Last Name : PIN : PIN Special Field : Status :	6R82	
ASHFORD ASHLEY ASMUSSEN BASFORD BEATY	MONICA BENJAMIN HAILEY LEAH SUSAN	94 84 14 54 94	Reason for Update :	Save	
BELLAMY	TERESA	80		- 127517231	

- > Click the driver name from the list
- Select the terminate option from the dropdown
- Click the save button to terminate the PIN

## **Reactivating a PIN**

Last Name :	First Nan	ne :	PIN :	Status : Client :	ect - Vehicle :
Total Rows: 212		[		Reasor	n for Update: - Select -
	4 5 6 7 8 9 10			DIN Management	
Last Name	First Name	P		rin Management	l Field
ADAMS	SHARON	93	Client :	5R82 🗸	11.000
ADKINS	NICHOLAS	5:	Vehicle No :		
AIELLO	SUSAN	5	First Name :	TRENT	
ALLEN	NICHOLAS	4:	Last Name :	ANDERSON	
ANDERSON	TRENT	31	PIN :	322646	
ANZIULEWICZ	CHARLES	7(	PIN Special Field :		
ARTHUR	ELIZABETH	89	Status :	ACTIVE	
ASHFORD	MONICA	9(	Reason for Update :	Reactivate	
ASHLEY	BENJAMIN	81			
ASMUSSEN	HAILEY	14		Save	
BASFORD	LEAH	54			
BEATY	SUSAN	98			
BELLAMY	TERESA	80			
BICE	AT ITTEMN	99	T166 40.00/F	5987	

- > You can always reactivate a terminated PIN
- Click the driver name from the list
- Select the "reactivate" option from the dropdown
- Click the save button to reactivate the PIN

For Additional Assistance Please Contact Fleet Management Div 1-855-817-1910 fleet@wv.gov