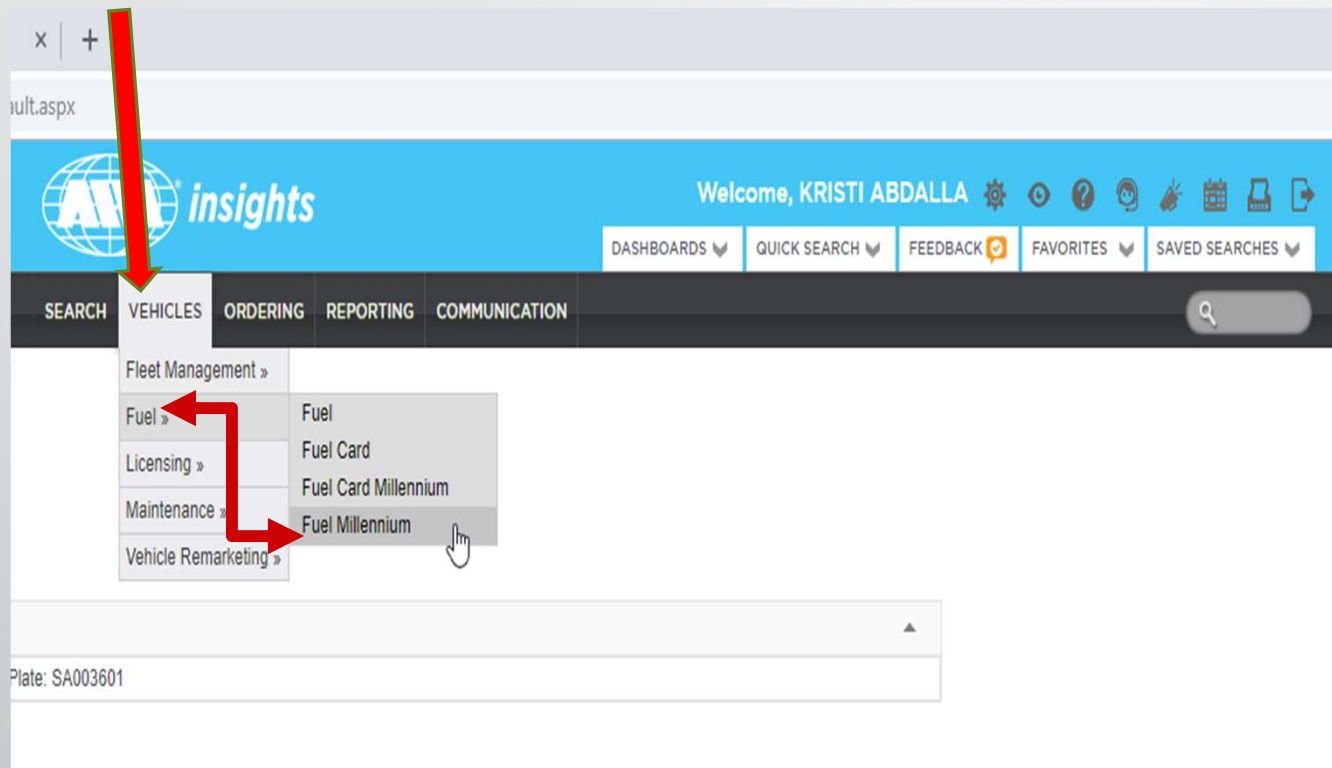



Fuel Card PIN Maintenance

How to Add, Terminate
and Search for
Driver PINs




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




SEARCH	VEHICLES	ORDERING	REPORTING	COMMUNICATION	
Fuel Profile	Profile Qualifier	Vehicle Assignment	PIN Maintenance		
AD94 FLEET MGMT	5R82	FLEET COORDINATOR	FLEET@WV.GOV		
AG01 AGRICULTURE	5R82	FLEET COORDINATOR	FLEET@WV.GOV		
AG04 AG SOIL CONSERV	5R82	FLEET COORDINATOR	FLEET@WV.GOV		
AI01 AIR QUALITY	5R82	FLEET COORDINATOR	FLEET@WV.GOV		


- Click on the appropriate Fuel Profile (if you have multiples)
- Click on the PIN Maintenance Tab

PIN Maintenance 

Account Number : 0496003240660

Last Name : First Name : PIN : Status : Client : Vehicle :


Total Rows: 212 Reason for Update: 

 Add New

Page size: 20 212 items in 11 pages


Last Name	First Name	PIN	Status	Client	Vehicle No	PIN Special Field	Last Updated Date	Last Updated By
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


- 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 Excel.

PIN Maintenance 

Account Number : 0496003240660

Last Name : First Name : PIN : Status : Client : Vehicle :

Total Rows: 212 Reason for Update: 

 Add New

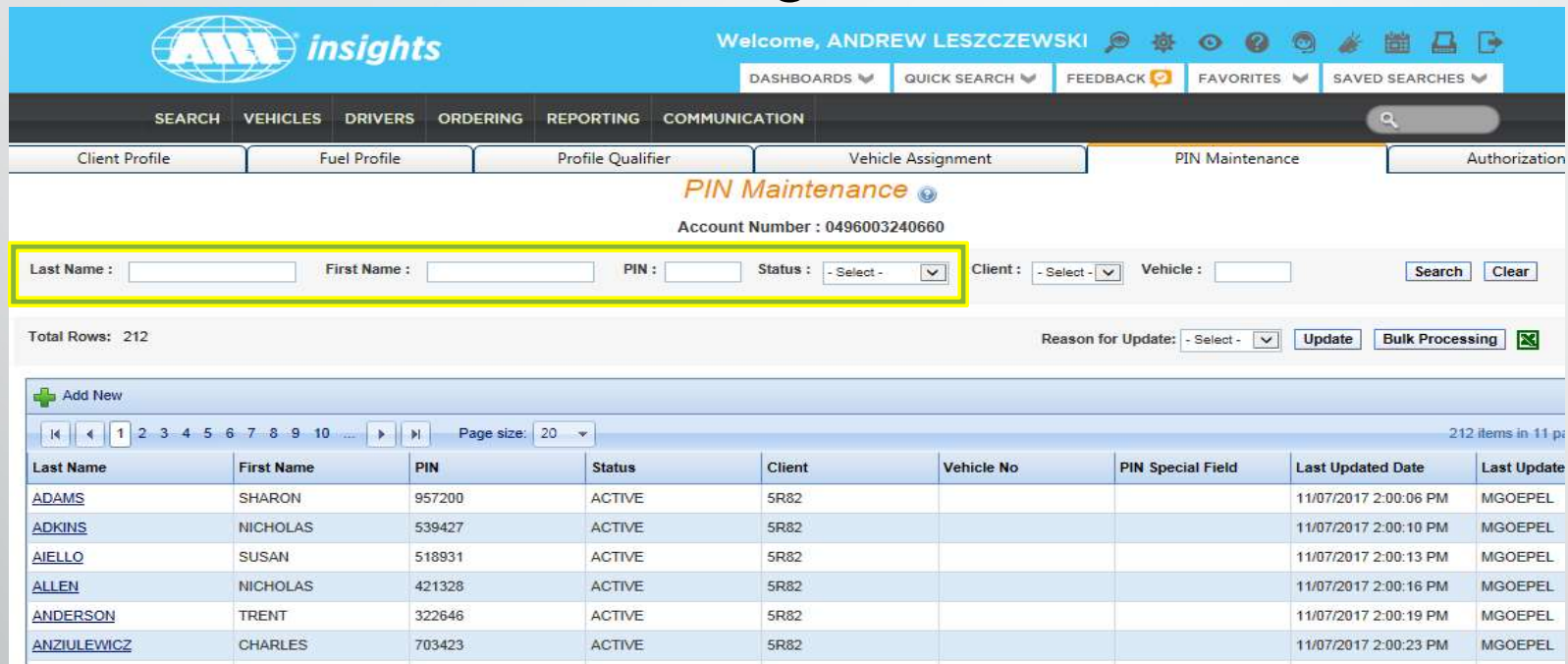
...

212 items in 11 pages

Last Name	First Name	PIN	Status	Client	Vehicle No	PIN Special Field	Last Updated Date	Last Updated By
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
AJELLO	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

- You can download the entire PIN list by clicking the Excel icon at the top right of the screen

Searching for a PIN



AMW insights

Welcome, ANDREW LESZCZEWSKI

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES DRIVERS ORDERING REPORTING COMMUNICATION

Client Profile Fuel Profile Profile Qualifier Vehicle Assignment PIN Maintenance Authorization

PIN Maintenance

Account Number : 0496003240660

Last Name : First Name : PIN : Status : - Select - Client : - Select - Vehicle : Search Clear

Total Rows: 212 Reason for Update: - Select - Update Bulk Processing

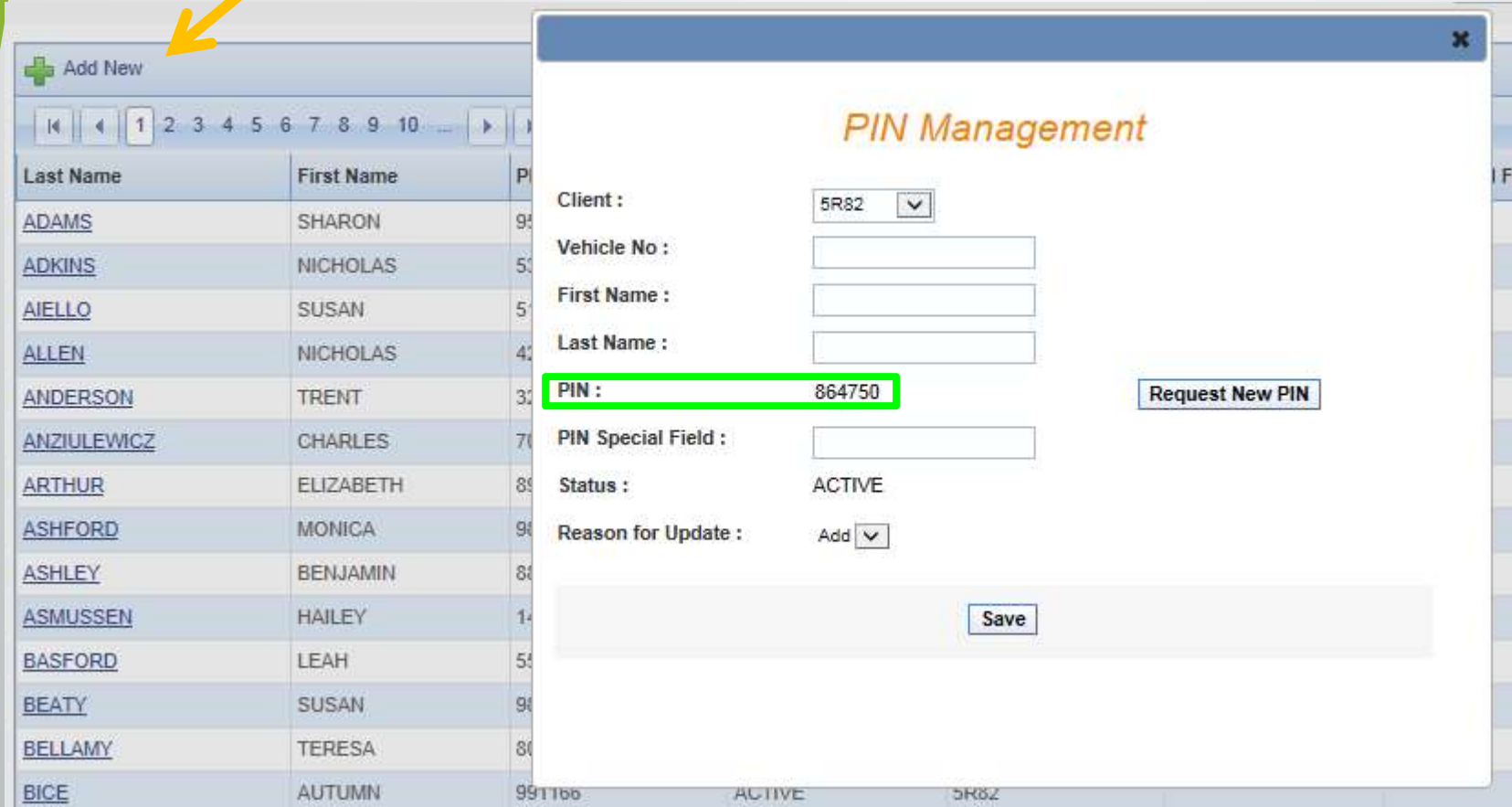
+ Add New

Page size: 20 212 items in 11 p

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



The screenshot displays a software interface for managing PINs. On the left, a table lists individuals with columns for Last Name, First Name, and PIN. The table includes entries such as ADAMS SHARON, ADKINS NICHOLAS, and AIELLO SUSAN. At the top left of the table is a green plus icon and the text 'Add New'. An orange arrow points to this 'Add New' link. On the right, a 'PIN Management' form is open. The form contains fields for Client (5R82), Vehicle No, First Name, Last Name, PIN (864750), PIN Special Field, Status (ACTIVE), and Reason for Update (Add). A 'Request New PIN' button is located next to the PIN field, and a 'Save' button is at the bottom right of the form.

Last Name	First Name	PIN
ADAMS	SHARON	95
ADKINS	NICHOLAS	50
AIELLO	SUSAN	50
ALLEN	NICHOLAS	40
ANDERSON	TRENT	30
ANZIULEWICZ	CHARLES	70
ARTHUR	ELIZABETH	80
ASHFORD	MONICA	90
ASHLEY	BENJAMIN	80
ASMUSSEN	HAILEY	10
BASFORD	LEAH	50
BEATY	SUSAN	90
BELLAMY	TERESA	80
BICE	AUTUMN	991166

PIN Management

Client : 5R82

Vehicle No :

First Name :

Last Name :

PIN : 864750

PIN Special Field :

Status : ACTIVE

Reason for Update : Add

Request New PIN

Save

- 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

Last Name : First Name : PIN : Status : - Select - Client : - Select - Vehicle :

Total Rows: 212 Reason for Update: - Select -

Last Name	First Name	PIN
ADAMS	SHARON	95
ADKINS	NICHOLAS	50
AIELLO	SUSAN	51
ALLEN	NICHOLAS	42
ANDERSON	TRENT	32
ANZIULEWICZ	CHARLES	70
ARTHUR	ELIZABETH	89
ASHFORD	MONICA	96
ASHLEY	BENJAMIN	84
ASMUSSEN	HAILEY	14
BASFORD	LEAH	55
BEATY	SUSAN	90
BELLAMY	TERESA	80
BICE	ALITIMN	99

PIN Management

Client : 5R82

Vehicle No :

First Name : TRENT

Last Name : ANDERSON

PIN : 322646

PIN Special Field :

Status : ACTIVE

Reason for Update : Update

Save

- 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 Name : PIN : Status : - Select - Client : - Select - Vehicle :

Total Rows: 212 Reason for Update: - Select -

Last Name	First Name	PIN
ADAMS	SHARON	95
ADKINS	NICHOLAS	53
AIELLO	SUSAN	51
ALLEN	NICHOLAS	42
ANDERSON	TRENT	32
ANZIULEWICZ	CHARLES	70
ARTHUR	ELIZABETH	89
ASHFORD	MONICA	96
ASHLEY	BENJAMIN	84
ASMUSSEN	HAILEY	14
BASFORD	LEAH	55
BEATY	SUSAN	90
BELLAMY	TERESA	80
BICE	ALITIMN	99

PIN Management

Client : 5R82

Vehicle No :

First Name : TRENT

Last Name : ANDERSON

PIN : 322646

PIN Special Field :

Status : ACTIVE

Reason for Update : **Reactivate**

- 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