



## COUNTY OF RIVERSIDE Purchasing & Fleet Services Department

SUBJECT

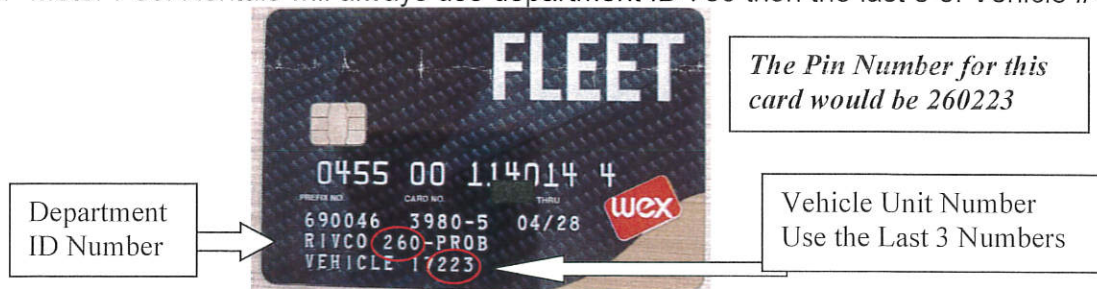
### Utilizing WEX Fuel Cards

#### PURPOSE

The purpose of these procedures is to provide assistance with locating fuel and carwash sites that accept **WEX** fuel cards as well as to provide user tips and references for **WEX** card usage.

#### PROCEDURE

- 1) **To find WEX acceptance locator go to website:** [Use your WEX card | Accepting locations | WEX Inc.](#)
  - a) To start Enter the zip code/address/intersection or place of interest
    - i) Narrow search by Merchant attributes. It will display **all merchants in the search radius** box will bring up all Fuel sites in the area. Options to search by fuel and/or served type offered.
    - ii) A list and a map of merchants populates with details and driving directions.
- 2) **To use Fuel Card**, swipe your **WEX** card in the card reader at the **fuel pump or car wash** terminal. If the card reader will not read the card, take the card inside to the attendant to process the transaction.
  - a) Follow the instructions and enter the information for fuel or car wash.
  - b) Enter the current mileage of the county unit
    - i) If the card requires to choose either "Credit" or "Debit" press the **Credit** key.
    - ii) You may be prompted for **USER/VEHICLE ID or PIN**. **ALL** are the Cards 6 Digit Pin number.
    - iii) Enter PIN number:
      1. **\*\*\*NOTE: PIN will be the first 3 of the department ID and the last 3 of the vehicle unit number** (Example: Dept: 260 Unit #17-223 = PIN 260223)
      2. Motor Pool Rentals will always use department ID 730 then the last 3 of Vehicle #



After a fuel transaction you may have an option for Carwash (only fuel stations with Carwash)

- Select carwash type
- Print receipt. The carwash code will be on the receipt
- At the carwash keypad enter carwash code on the receipt.

For Assistance, please call 951-944-4666 or after hours Emergency 951-295-3707.

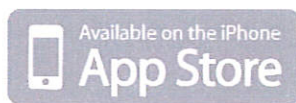
# QUICKLY FIND THE LOWEST FUEL PRICE IN YOUR AREA



WEX Connect is the industry's first mobile fuel site locator to give you accurate prices based on real-time fuel transaction data. It's easy to use, offering maps and directions to find the cheapest gas anywhere in the country.

- Easily share the app through facebook, texting and email messaging.
- Find sites that offer alternative fuels, such as: Diesel, E85 & CNG
- Ability to lock nearby and favorite stations in as your "favorites" to avoid future searching time.
- Emergency Fuel Access! Even in adverse weather or power outages, know where the nearest fuel is still available.

**DOWNLOAD THE FREE APP NOW!**



For more information, visit  
[www.WEXinc.com](http://www.WEXinc.com)