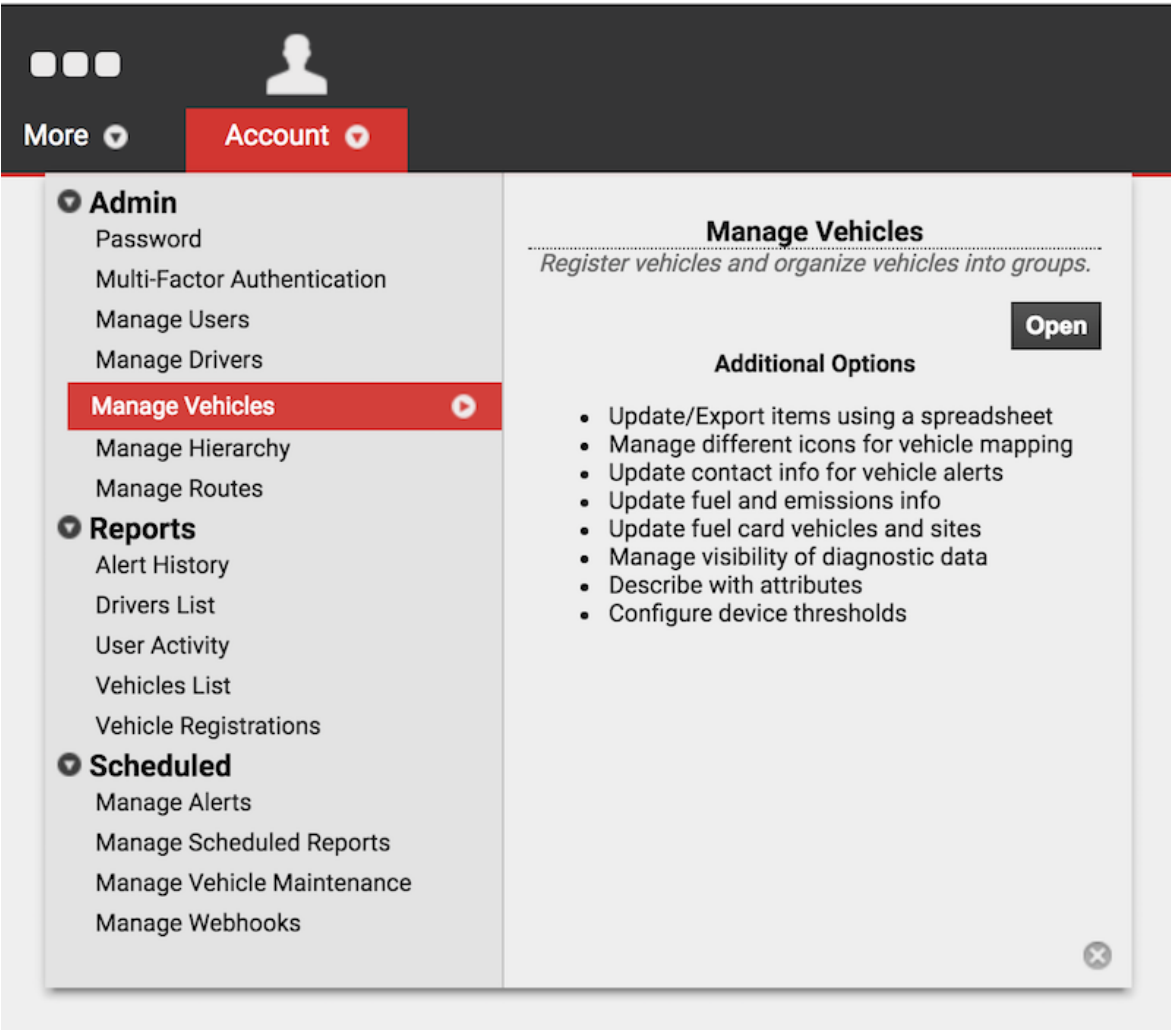# WEX Fuel Card Setup

Lookup and copy a VIN

> **Note.** For accuracy, copy and paste the VINs from the GPS Insight Portal into the VIN field in the WEX Fuel Card Portal. A VIN for each fuel card in the WEX Online Portal must match a VIN for a Vehicle in the GPS Insight Portal for the fuel card data integration to work properly.

To copy a VIN from the GPS Insight Portal, go to: **Account → Manage Vehicles → Open.**

In the **Vehicle List** menu, click the **Fuel Card** checkbox, then click the **filter** button.

WEX Fuel Card Setup

1. Click-and-drag with the mouse to select (highlight) a VIN in the list.

2. Copy the VIN with the keyboard shortcut *Ctrl+C*, or right-click and select **Copy**.

3. The copied VIN can now be pasted into the VIN field for a Fuel Card in the WEX Portal.

Add a VIN to a Fuel Card in the WEX Portal

Go to the WEX Fuel Card Portal to log in. Access credentials for this site are provided by WEX.
https://www.wexonline.com

Select, **Account Maintenance → Card → Change**.

Leave **Optional Filters: None** and click the **Search** button.

For a Fuel Card in the list, paste the previously copied VIN into the **VIN** field with the keyboard shortcut *Ctrl+V*,

or right click and select **Paste**.

Related Topics

Matching Fuel Cards with Vehicles

Fuel Card Integration

Using the Fuel Card Transactions Report