



FUELMAN OF DFW
Phone: 817-838-0123
Fax: 817-222-3456

WEB ACCESS AUTHORIZATION FORM

Web access allows you to manage your Fuelman of DFW account through three levels of access. If you are interested in managing your Fuelman account on-line, complete the information below and fax to Customer Service at 817-882-8255.

- ◆ **Limited** allows access to print & view reports & invoices only for the past 90-days. This is a good access for your Accounts Payable department to ensure your account is not suspended due to past due invoice or credit limit.
- ◆ **View Account Only** allows access to print & view reports & invoices; PLUS you can view all information on your account (vehicle limits, pin numbers, transactions, and retrieve detailed information on Fuelman sites)
- ◆ **Account Administrator** allows full control. You will be able to add, edit & lock vehicles and employees; view transactions for the past 90-days; print invoices & reports; download transactions into Excel; and retrieve detailed information on Fuelman sites.

1. Name: _____ Email: _____

Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

2. Name: _____ Email: _____

Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

A/P Contact

3. Name: _____ Email: _____

Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

Card Delivery - When you create a new card or replace an existing card, that information will be transmitted to our 3rd party card processing center. Cards created before 1pm central time will be printed and mailed out the same day. Cards created after 1pm will be printed out the following day and mailed. Cards are sent via 1st Class Mail which typically results in 5-7 business day delivery. **If you wish to have your card delivery expedited, the following shipment methods are available: UPS Overnight (\$20), UPS 2nd Day Air (\$10), and UPS 3 Day Ground (\$8). Optional delivery service is dependent upon the 1pm (Central) cut off time.** Please contact Customer Service at (817) 838-0123 if you have any questions.

Credit Limit - While maintaining your account, please be aware that some of the changes you make could affect your credit limit. Adding several new vehicles or increasing the gallon limits on existing vehicles will have a direct impact on your credit limit. If you make many of these changes, please contact the Credit Department to discuss a review of your credit limit. You can reach the Credit Department at (817) 838-0123.

Payments - Please note that you must make your payments from the on-line invoice. If you are a part of our ACH program, we will continue to draft your account as usual. If you make payment by mail, please send your payment to Fuelman of DFW, P.O. Box 1260, Fort Worth, TX 76101-1260. **You will no longer be receiving your reports or invoices through the mail, just online.**

By signing below, you authorize Fuelman of DFW to set up the above listed employees to have access to the Fuelman account and make any necessary changes. You also understand the terms and conditions listed above.

Signature: _____ **Company:** _____
Printed Name: _____ **Date:** _____