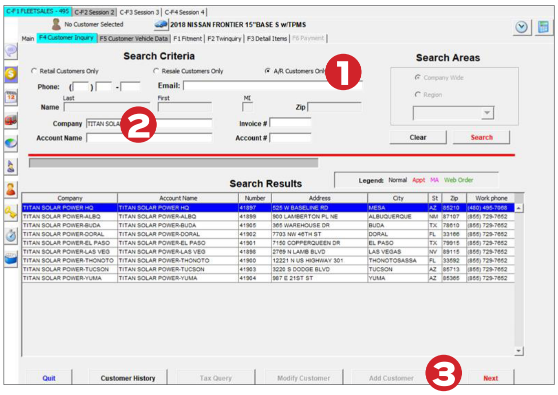
FLEET ACCOUNT LOOKUP

ACCOUNT LOOK UP



1. Look up the Fleet Account by starting with the **A/R Customers Only** button.
2. Type **Account Name** or **Account#.**
3. Select **Next.**

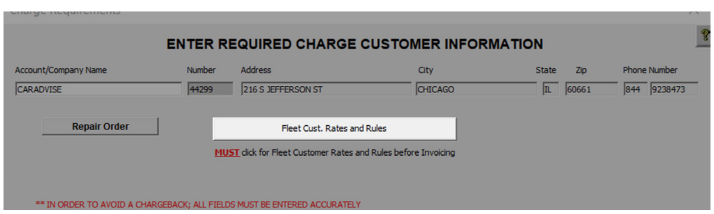
PRODUCT SELECTION

Depending on the account, either fill out the product selection before or after the Rates and Rules. The process to fill out product selection remains the same.

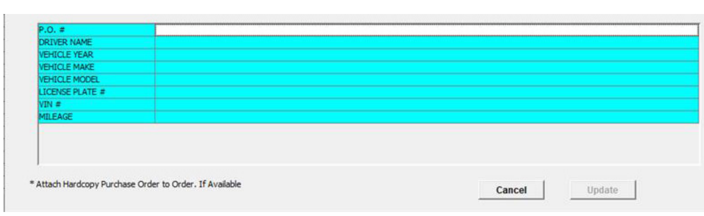
⚠CRITICAL TO QUALITY⚠

It is important to follow all Rates and Rules when filling out the product selection.

RATES AND RULES

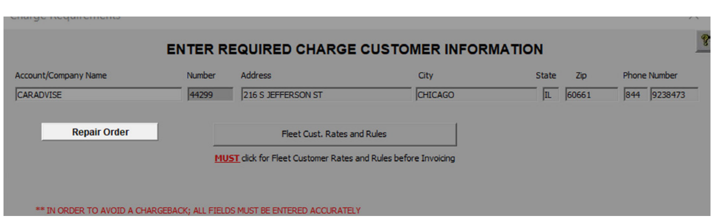


Select the **Fleet Customer Rates and Rules** button. Read the rates and rules, and **follow all instructions.**



Enter all required fields.

Additional VTV and invoice information is required for fleet customers to ensure the invoice is not rejected.



If the **Repair Order** button is active, select it.

This indicates an Auto Integrate customer. [Follow Auto Integrate Best Practices] to complete the Repair Order and finalize the transaction.

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