



CC Cards Module: Fleet Options User Guide

Version 1.2

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Version	Date	Description of Changes
1.0	10/14/2025	Initial Creation
1.1	10/24/2025	Added: How to Enable and Access Fleet Pools, Viewing Fleet-Specific Fields in Corpay Complete, Issuing Fleet Cards, Vehicle and Driver Listing Reports.
1.2	4/10/2026	Updated the Fleet Card Issuance in the Corpay Complete Web App section

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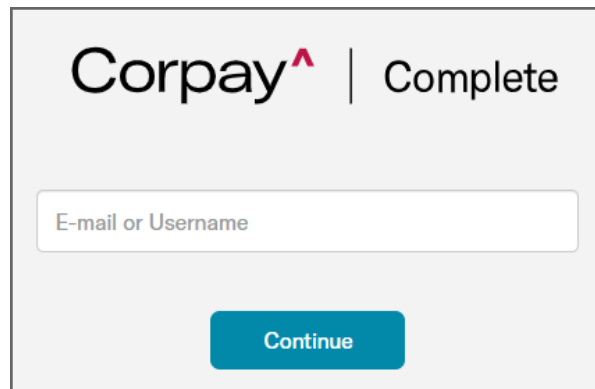
Overview/Purpose

This User Guide provides a comprehensive reference for administrators and users, detailing the procedures for managing fleet card functionalities within the Corpay Complete platform, including card administration, transaction controls, and vehicle and driver identification operations.

While the [Corpay Complete Cards Module User Guide](#) provides detailed instruction on the full range of card functionality, this manual is designed to serve as a specialized training resource, focusing specifically on fleet-related fields, processes, and best practices.

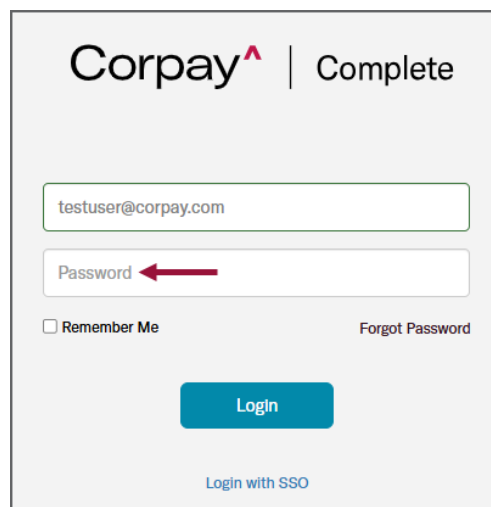
Log in to Corpay Complete

1. Log in to [Corpay Complete](#).
2. Key in your **email address** and click **Continue**.



The screenshot shows the top portion of the Corpay Complete login interface. At the top, the Corpay logo (with a red accent) is followed by a vertical line and the word "Complete". Below this is a white input field with the placeholder text "E-mail or Username". Underneath the input field is a blue button with the word "Continue" in white text.

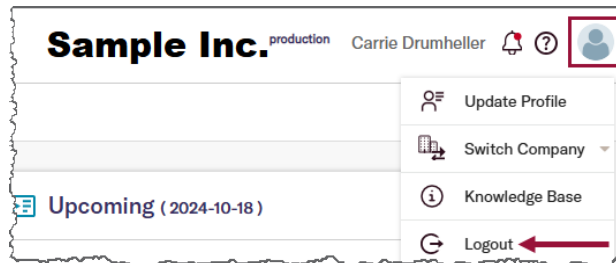
3. Key in your Corpay Complete **password** and click **Login**.



The screenshot shows the bottom portion of the Corpay Complete login interface. It features the same Corpay logo and "Complete" text at the top. Below is a white input field containing the email address "testuser@corpay.com". Underneath that is another white input field labeled "Password" with a red arrow pointing to it. Below the password field are two links: "Remember Me" with an unchecked checkbox, and "Forgot Password". At the bottom is a blue button with the word "Login" in white text, and a link "Login with SSO" in blue text below it.

Log Out of Corpay Complete

1. From the **Corpay Complete** platform, click on the **Avatar icon** and select **Logout**.



Cards Module Dashboard

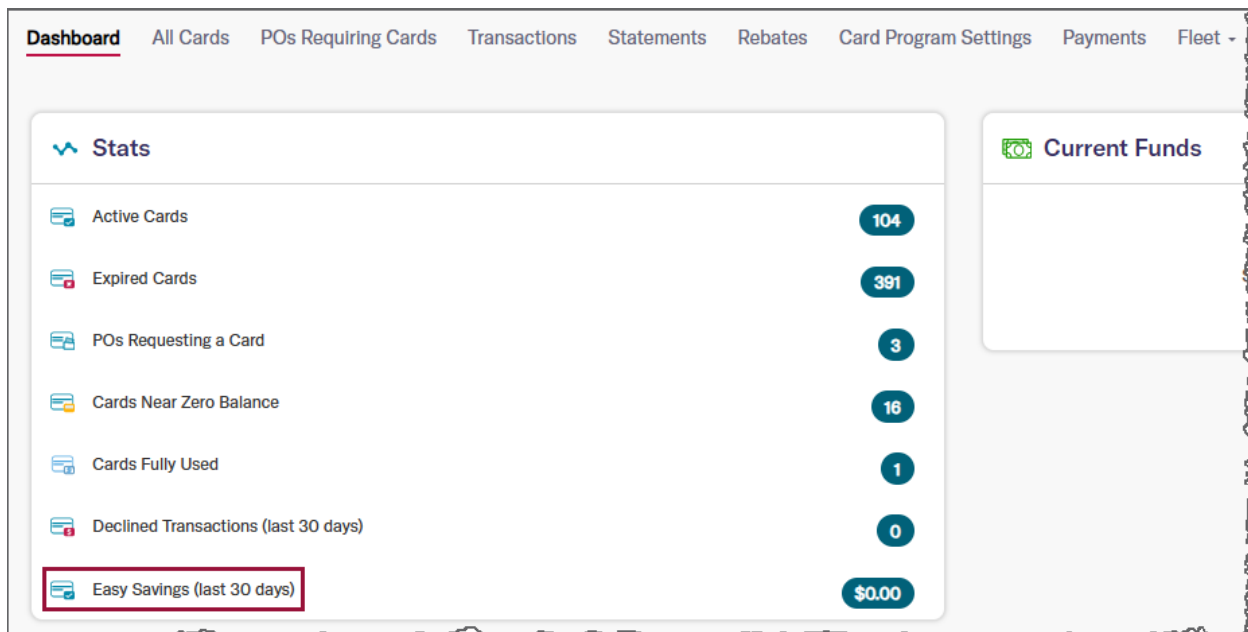
All fields in the Cards Module are defined in the [Corpay Complete Cards Module User Guide](#).

Continue below to learn more about the Fleet related field of **Easy Savings** on the **Cards Module** dashboard.

Easy Savings (last 30 days)

From the **Cards** module dashboard, you will find the **Easy Savings (last 30 days)** button.

Easy Savings is a type of **discount** from certain merchants for a **Mastercard program**. This is **different from a “regular” discount coming from a vendor**. The Easy Savings discount comes mostly from **Fuel Stations**.



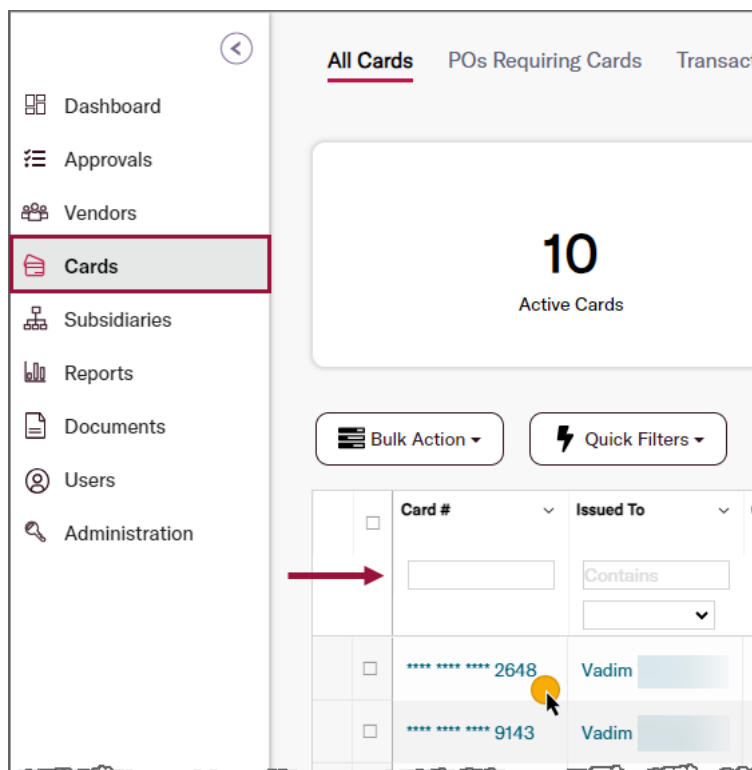
Perform One-Time Purchase

Corpay Complete Administrators can perform a **One-Time Purchase** in which the Card can **override profile parameters** for a **single transaction**.

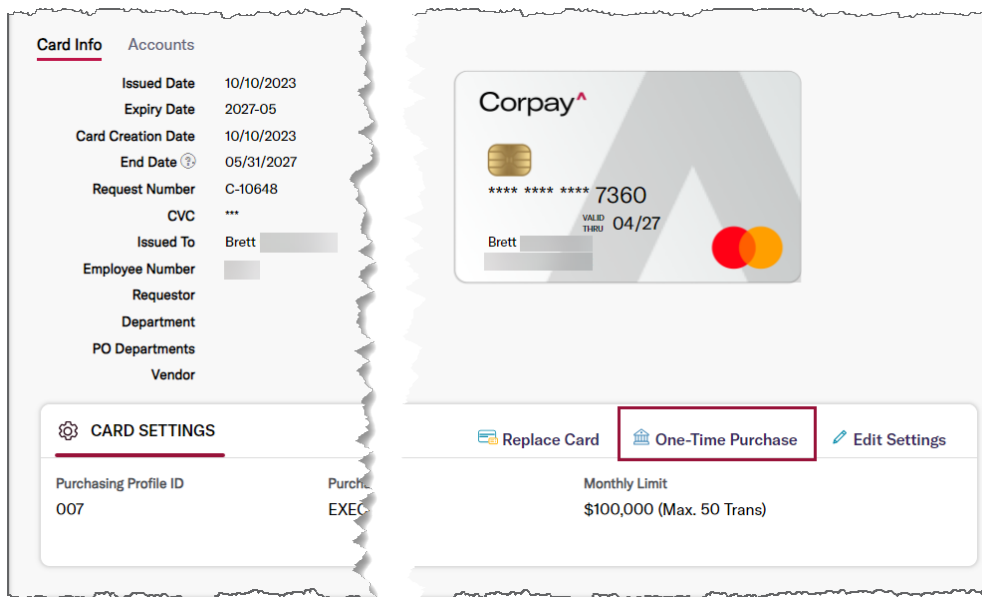
IMPORTANT

The **One-Time Purchase** amount must be the **NEXT swipe** on the Card.
Only use the One-Time Purchase for **same day transactions**.

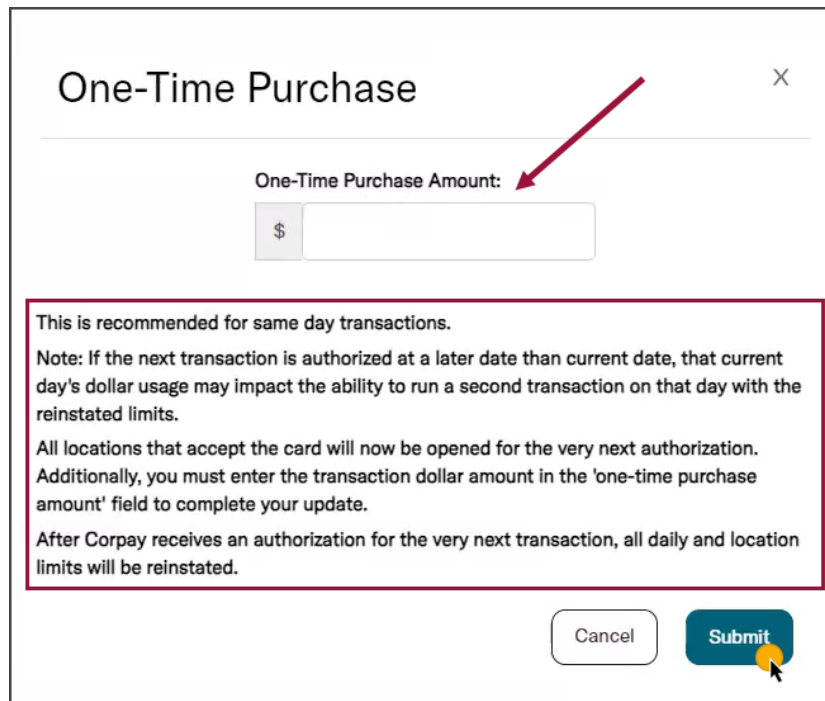
1. From the **Cards** Module, use the filters to quickly locate the cardholder's name or card number. Once located, **click the blue card number link**. This will open the **Card Details** page.



2. On the **Card Details page**, in the **Card Info** tab, scroll down to the **Card Settings**. Click **One-Time Purchase**.



3. This will open the **One-Time Purchase** window. Be sure to **read the notes from Corpay** that are included on this window. **Key in the amount** for the one-time purchase and click **Submit**.

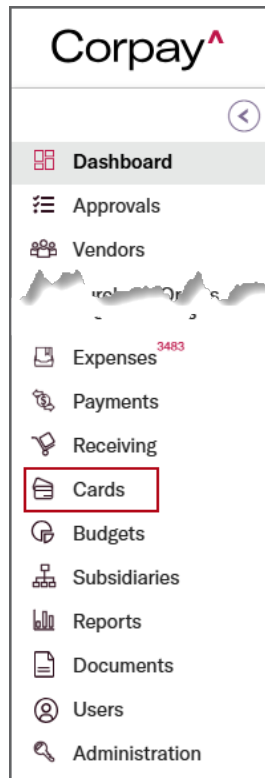


Managing Fleet Card - Adding, Editing, and Deleting Vehicle ID

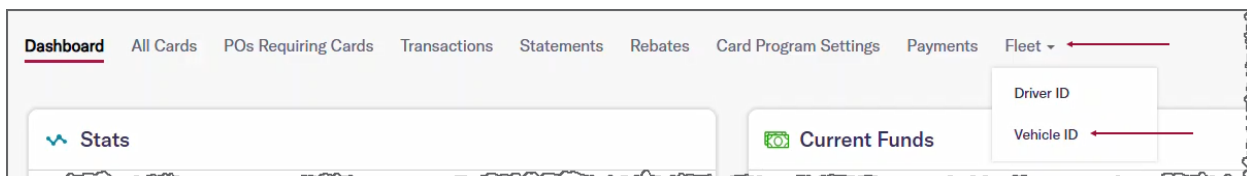
Adding a Vehicle ID to a Vehicle Pool

Follow the steps below to add a **Vehicle ID** to a Vehicle Pool:

1. Log in to [Corpay Complete](#) using your credentials. Please navigate [here](#) to learn how to log in.
2. From the left-side navigation pane, click on the **Cards** module.

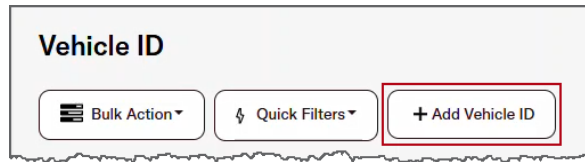


3. Click the **Fleet** tab, then select **Vehicle ID** from the drop-down list.

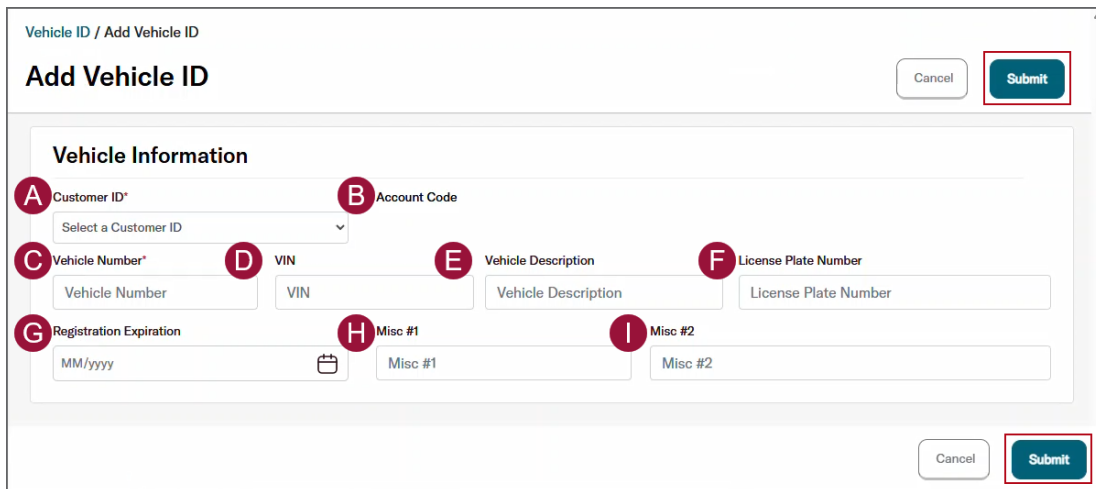


Note: If the **Fleet** tab does not appear, click [here](#) to view the How to Enable and Access Fleet Pools article for instructions on adding the Fleet tab to Corpay Complete.

4. On the **Vehicle ID** grid, click the **+ Add Vehicle ID** button.

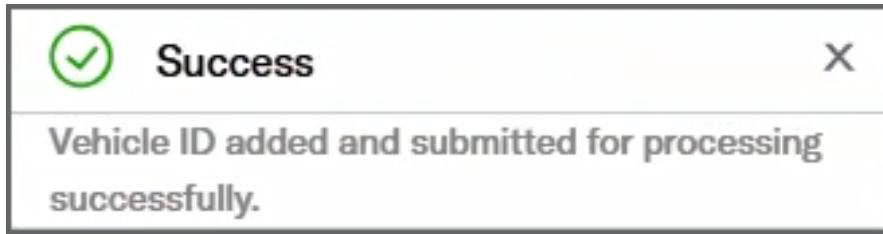


5. On the **Add Vehicle ID** screen, complete the fields within the **Vehicle Information** section and click the **Submit** button.

A screenshot of the 'Add Vehicle ID' form. The form is titled 'Add Vehicle ID' and has a 'Cancel' button and a 'Submit' button in the top right corner. The 'Submit' button is highlighted with a red box. Below the title is a section titled 'Vehicle Information' containing several input fields, each labeled with a letter in a red circle: A (Customer ID*), B (Account Code), C (Vehicle Number*), D (VIN), E (Vehicle Description), F (License Plate Number), G (Registration Expiration), H (Misc #1), and I (Misc #2). The 'Registration Expiration' field has a calendar icon. The 'Submit' button is also highlighted with a red box at the bottom right.

- A. **Customer ID** - Unique customer identifier for the account (often a short code).
- B. **Account Code** - Internal account identifier for the billed entity or program.
- C. **Vehicle Number** - Internal or system-assigned vehicle ID.
- D. **VIN** - Vehicle Identification Number (unique 17-character code, though some test data may be shorter).
- E. **Vehicle Description** - Description or name of the vehicle (often includes make/model or custom label).
- F. **License Plate Number** - Registered license plate for the vehicle.
- G. **Registration Expiration** - Date when the vehicle registration expires (MM/DD/YYYY format).
- H. **Misc #1** - Custom/auxiliary field—purpose varies by organization.
- I. **Misc #2** - Second custom/auxiliary field—purpose varies by organization.

- You will receive a **Success** message confirming that the **Vehicle ID** is submitted for processing.



If a Vehicle ID is successfully created, it will show a Pending or Completed status messages on the Vehicle ID grid. Otherwise, a Failed message is displayed.

Vehicle ID Status	Description
Pending	Vehicle ID was added or updated and is being processed.
Completed	Vehicle ID has successfully been added or updated in the system.
Failed	Processing failed while adding or updating a Vehicle ID. Contact support for assistance

Editing Existing Vehicle ID on a Vehicle Pool

Follow the steps below to edit existing **Vehicle ID** information:

- Navigate to the **Vehicle ID** grid and click on the pencil (✎) icon relating to the **Vehicle ID**.

Vehicle ID

📄 🗨

<input type="checkbox"/>	Vehicle Number	Account Code	Customer ID	VIN	Vehicle Description	License Plate Number	Registration Expiration	Sync Status 🔔	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓
<input type="checkbox"/>	908	C-P78	DB33L	VIN-908	Vehicle - Blue Color	LPN - 0707	08/01/2025	COMPLETED	✎ 🗑
<input type="checkbox"/>	230	C-P78	DB33L	VIN-@123	1234567890123456723...	123456789...	12/01/2024	FAILED	✎ 🗑

- On the Edit Vehicle ID window, update any fields as necessary and then click **Save**.

Vehicle ID / Edit Vehicle ID

Edit Vehicle ID

Cancel Save

Vehicle Information

Vehicle Number: 909

Customer ID: DB33L

Account Code: C-P78

VIN:

Vehicle Description:

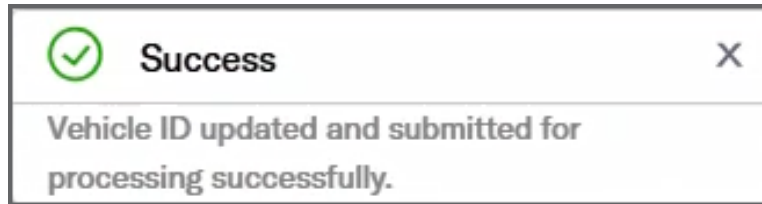
License Plate Number:

Registration Expiration: 08/2025

Misc #1:

Misc #2:

- You will receive a **Success** message confirming that the **Vehicle ID** is updated and submitted for processing.



Deleting a Vehicle ID from a Vehicle Pool

Follow the steps below to delete an existing **Vehicle ID** from a Vehicle pool:

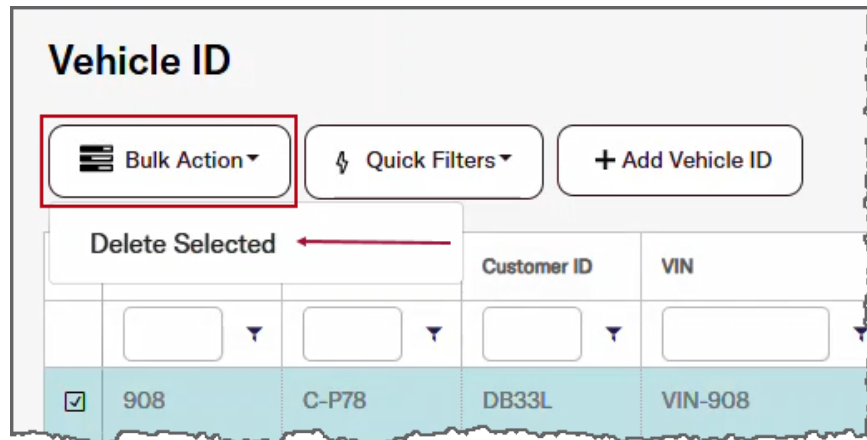
- Navigate to the **Vehicle ID** grid and select the boxes for the **Vehicle IDs** you wish to delete.
 - Alternatively, click on the trash can icon to **delete** a single **Vehicle ID**.

Driver ID

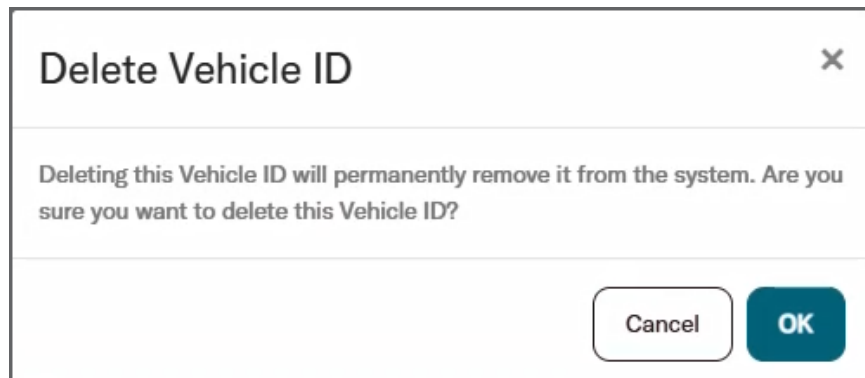
Bulk Action Quick Filters + Add Driver ID

<input type="checkbox"/>	Driver ID	Account Code	Customer ID	First Name	Last Name	Driver License Number	Driver License State	Sync Status	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	1234	C-P78	DB33L	Test Hanna	Test	Test12345	TN	COMPLETED	
<input type="checkbox"/>	00	C-P78	DB33L					COMPLETED	
<input type="checkbox"/>	9065	C-P78	DB33L	S7612	S8908	DLN-3421	AS	COMPLETED	

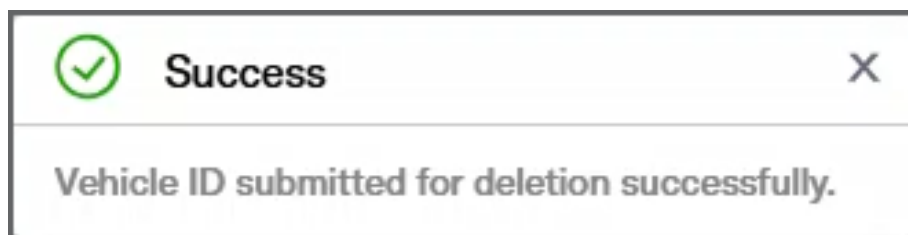
- From the **Bulk Action** drop-down, click **Delete Selected**.



- Click **OK** on the prompt asking you to verify the deletion of the Vehicle ID.



- You will receive a **Success** message confirming that the **Vehicle ID** is submitted for deletion.

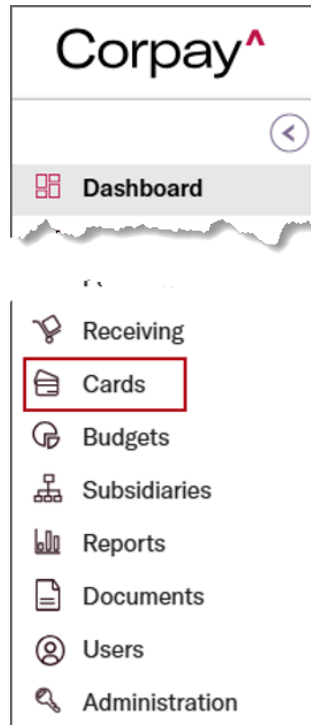


Managing Fleet Card - Adding, Editing, and Deleting Driver IDs

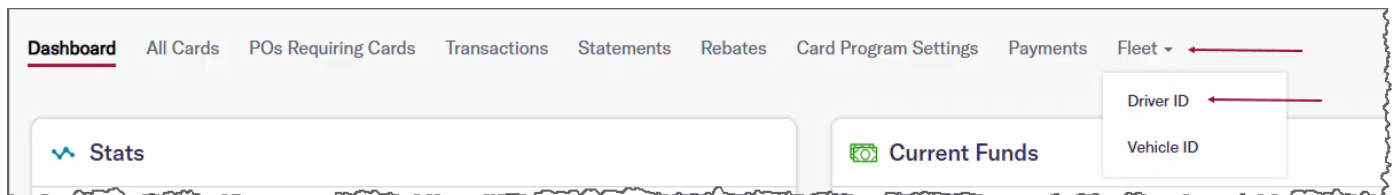
Adding a Driver ID to a Driver Pool

Follow the steps below to add a **Driver ID** to a Driver Pool:

1. Log in to [Corpay Complete](#) using your Admin credentials.
2. From the left-side navigation pane, click on the **Cards** module.

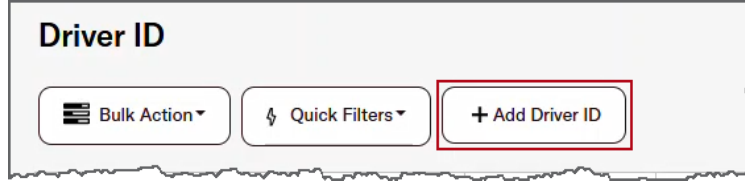


3. Click the **Fleet** tab, then select **Driver ID** from the drop-down list.

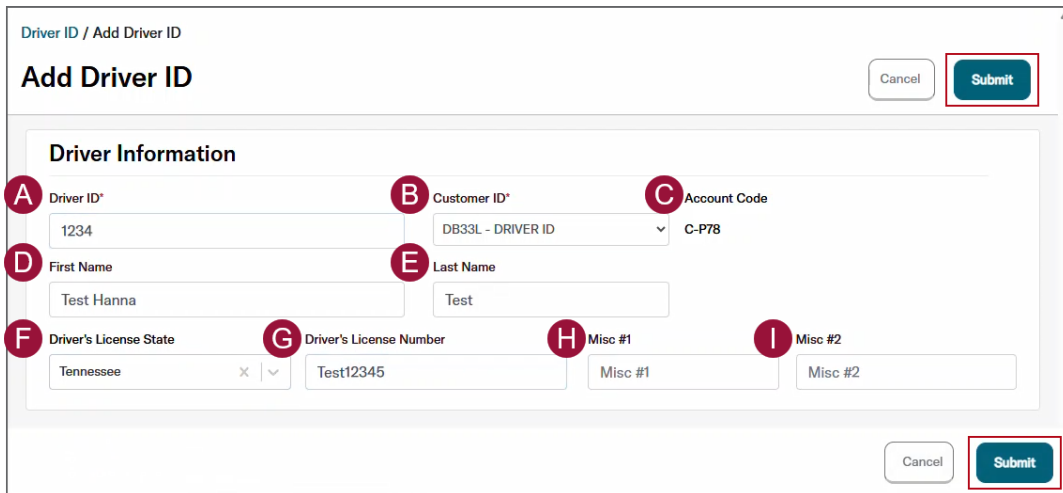


Note: If the **Fleet** tab does not appear, click [here](#) to view the How to Enable and Access Fleet Pools for instructions on adding the Fleet tab to Corpay Complete.

4. On the **Driver ID** grid, click the **+ Add Driver ID** button.



5. On the **Add Driver ID** screen, complete the fields within the **Driver Information** section and click the **Submit** button.

A screenshot of the 'Add Driver ID' form. The form is titled 'Add Driver ID' and has a 'Cancel' button and a 'Submit' button (highlighted with a red box) in the top right. Below the title is a section labeled 'Driver Information' containing several input fields. Each field is labeled with a red letter in a circle: A (Driver ID*), B (Customer ID*), C (Account Code), D (First Name), E (Last Name), F (Driver's License State), G (Driver's License Number), H (Misc #1), and I (Misc #2). The 'Submit' button is also highlighted with a red box at the bottom right.

Required fields are marked with a red asterisk.

- A. **Driver ID** - Unique identifier assigned to each driver in the system.
- B. **Customer ID** - Unique customer identifier for the account (often a short code).
- C. **Account Code** - Internal account identifier for the billed entity or program.
- D. **First Name** - Driver's first name.
- E. **Last Name** - Driver's last name.
- F. **Driver's License State** - Issuing state/territory for the license (2-letter code in the export).
- G. **Driver's License Number** - License number as recorded for the driver.
- H. **Misc #1** - Custom/auxiliary field—purpose varies by organization.
- I. **Misc #2** - Second custom/auxiliary field—purpose varies by organization.

- You will receive a **Success** message confirming that the **Driver ID** is submitted for processing.



Note: If a Driver ID is successfully created, it will show a Pending or Completed status messages on the Vehicle ID grid. Otherwise, a Failed message is displayed.

Driver ID Status	Description
Pending	Driver ID was added or updated and is being processed.
Completed	Driver ID has successfully been added or updated in the system.
Failed	Processing failed while adding or updating a Driver ID. Contact support for assistance

Editing an Existing Driver ID on a Driver Pool

Follow the steps below to **edit existing Driver ID** information:

- Navigate to the **Driver ID** grid and click on the pencil icon for the **Driver ID**.

Driver ID

Bulk Action ▾
Quick Filters ▾
+ Add Driver ID
📄 🗨

<input type="checkbox"/>	Driver ID	Account Code	Customer ID	First Name	Last Name	Driver License Number	Driver License State	Sync Status ¹	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	1234	C-P78	DB33L	Test Hanna	Test	Test12345	TN	PENDING →	
<input type="checkbox"/>	00	C-P78	DB33L					COMPLETED	

2. Update any fields as necessary on the **Edit Driver ID** window and save your changes by clicking **Save**.

Driver ID / Add Driver ID

Edit Driver ID

Cancel Save

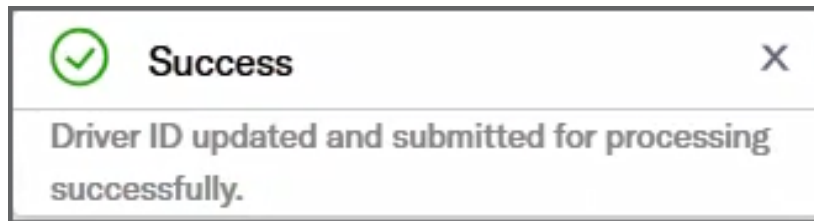
Driver Information

Driver ID	Customer ID	Account Code
1234	DB33L	C-P78

First Name: Test Hanna Last Name: Test

Driver's License State: Tennessee Driver's License Number: Test12345 Misc #1: Misc #1 Misc #2: Misc #2

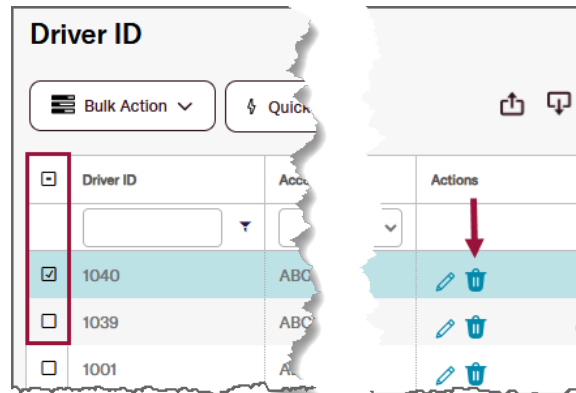
3. You will receive a **Success** message confirming that the **Driver ID** is updated and submitted for processing.



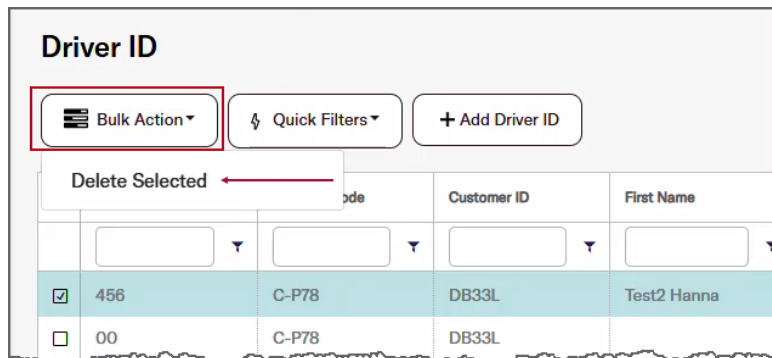
Deleting a Driver ID from a Driver Pool

Follow the steps below to delete existing **Driver ID** on a Driver pool:

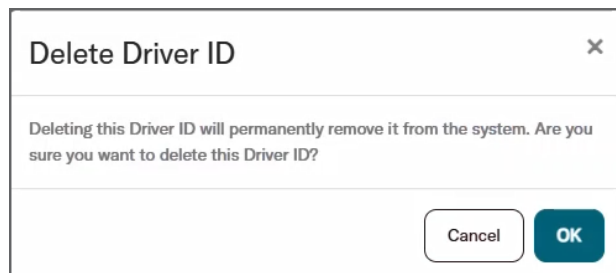
1. Navigate to the **Driver ID** grid and select the box for the **Driver ID** you wish to delete.
 - Alternatively, you can also click on the trash can icon to **delete** a single **Driver ID**.



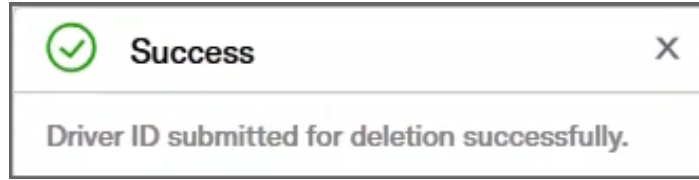
2. From the **Bulk Action** button, click the **Delete Selected** action.



3. Click **OK** on the prompt asking you to verify the deletion of the Driver ID.



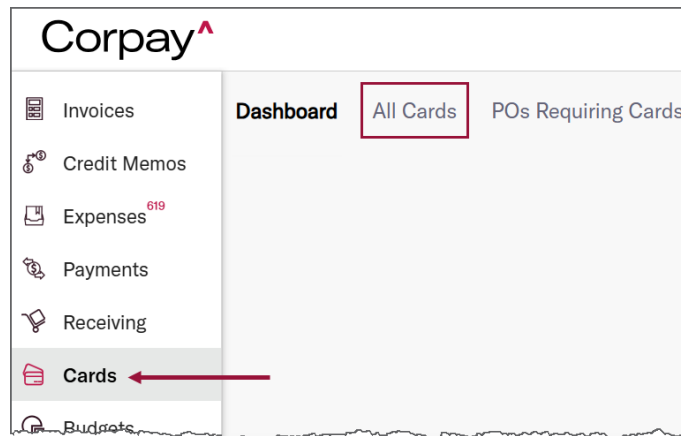
4. You will receive a **Success** message confirming that the **Driver ID** is submitted for deletion.



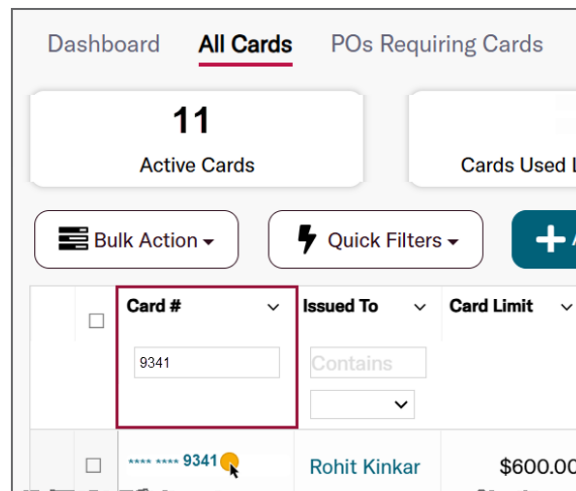
Block a Card

To Block a Card:

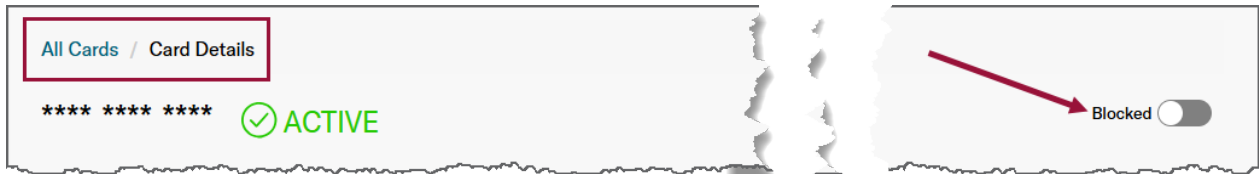
1. Navigate to the **Cards** module and click the **All Cards** tab.



2. Ask the cardholder for the last 4 digits of the card number and key them into the **Card #** field.



3. From the **Card Details** page, navigate to the **Blocked** toggle. Move the toggle to the **right**.



4. When the card is **blocked successfully**:

- The **Blocked** toggle will be green.
- A **Success message** will appear in the top right corner of the screen.
- The **status** of the card will change to **Blocked**.



How to Enable and Access Fleet Pools

Corpay Complete introduces **Driver and Vehicle Pools**, giving administrators centralized control over fleet records and enabling better management of driver and vehicle data used for fleet card prompting.

A **Driver ID** is a **unique identifier for each driver**, used to link transactions and activity to the correct person, while a **Vehicle ID** is a **unique identifier for each vehicle**, used to track expenses, maintenance, and usage for that specific asset.

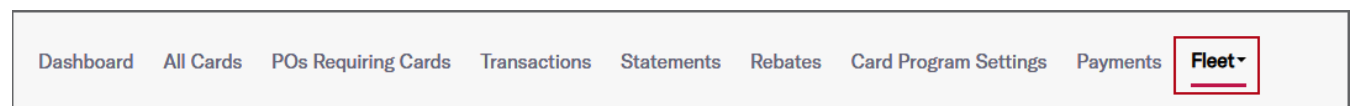
For this capability, two new company settings, **Show Fleet Driver Pool** and **Show Fleet Vehicle Pool**, have been added. When these two company settings are enabled, the **Fleet** tab becomes visible in the **Cards** module, providing Admins access to the **Driver ID** grid and **Vehicle ID** grid.

The **Driver ID** grid helps admins to manage driver records, while the **Vehicle ID** grid helps with managing vehicle records.

How to ENABLE Fleet Pools – Web

Follow the steps below to enable **Fleet Pool Settings**.

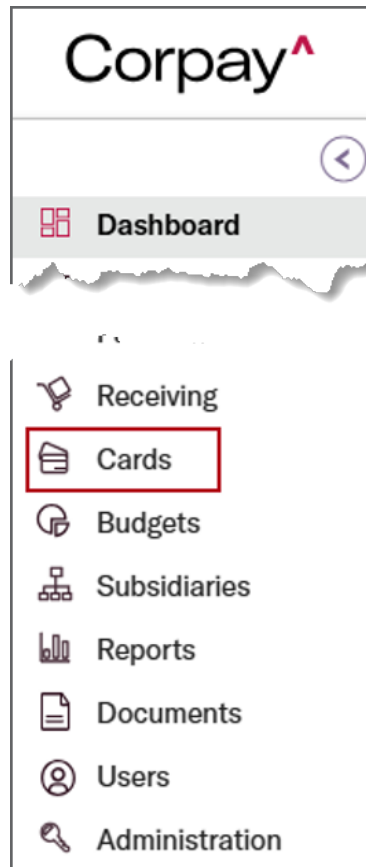
1. Contact your Corpay Account Manager using the email address accountmanagement@corpay.com.
2. Request to enable one or both of the following company settings:
 - **Show Fleet Driver Pool**
 - **Show Fleet Vehicle Pool**
3. Once enabled, the system will automatically display the **Fleet** tab in the **Cards** module.



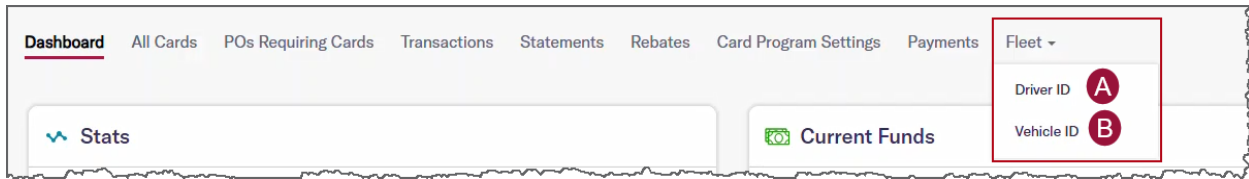
How to ACCESS Fleet Pools – Web

Follow the steps below to **access Driver and Vehicle Pools** on the Corpay Complete web application.

1. Log in to [Corpay Complete](#) using your administrator credentials.
2. From the left-side navigation pane, click on the **Cards** module.



3. Click on the **Fleet** tab at the top of the screen, and select either **Driver ID** or **Vehicle ID**.



A. **Driver ID** – Select to view and manage **driver** records.

B. **Vehicle ID** – Select to view and manage **vehicle** records.

4. Based on your selection, the **Driver ID** or **Vehicle ID** grid displays.

Driver ID ←

Bulk Action ▾ Quick Filters ▾

<input type="checkbox"/>	Driver ID	Account Code	Customer ID	First Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	1070	C-P78	DB33L	
<input type="checkbox"/>	1060	C-P78	DB33L	
<input type="checkbox"/>	1050	C-P78	DB33L	

Vehicle ID ←

Bulk Action ▾ Quick Filters ▾

<input type="checkbox"/>	Vehicle Number	Account Code	Customer ID	VIN	Vehicle Description
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	9099	C-P78	DB33L	VIN	Vehicle color red
<input type="checkbox"/>	908	C-P78	DB33L	VIN-908	Vehicle - Blue Color
<input type="checkbox"/>	230	C-P78	DB33L	VIN-@123	12345678901234567890123...

With **Fleet Pools** enabled, administrators can efficiently access and manage driver and vehicle records directly from the Cards module, streamlining fleet oversight within Corpay Complete.

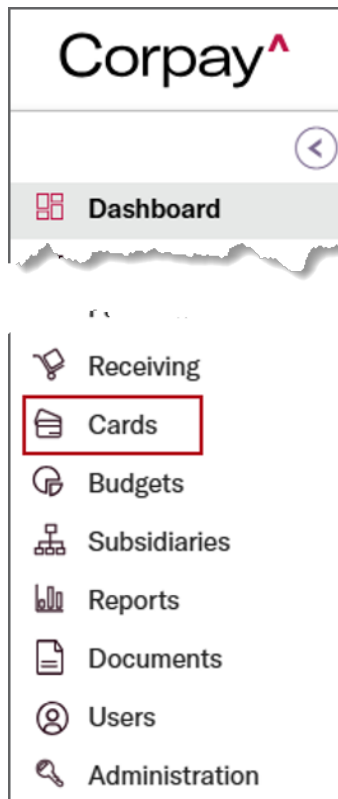
Viewing Fleet-Specific Fields in Corpay Complete

Corpay Complete now includes **fleet-specific fields** across key areas of the platform to support driver and vehicle card management. Fields such as **Vehicle Number**, **VIN**, and **Driver's License Number** are now visible in **All Cards** grid and **Card Details** page in the **Cards** module.

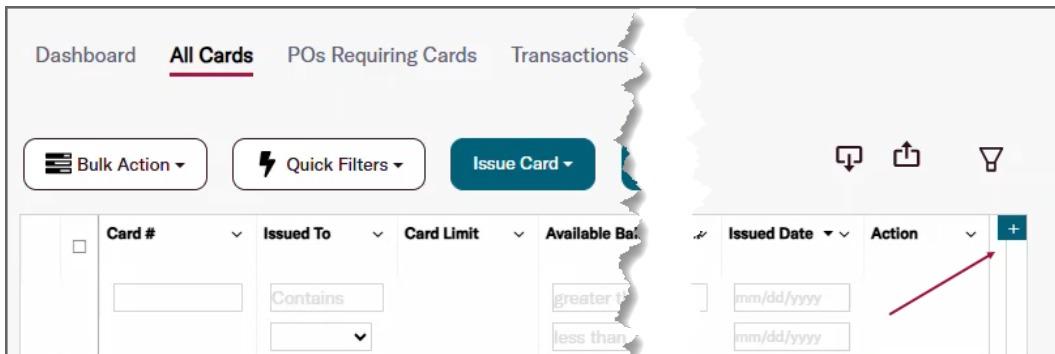
How to View Fleet Fields on the All Cards Grid

Follow the steps below to view **fleet-specific fields** for a Fleet card on the **All Cards** grid:

1. Log in to [Corpay Complete](#) using your administrator credentials.
2. From the left-side navigation pane, click on the **Cards** module.



- Under the **All Cards** tab, on the **All Cards** grid, click the column selector **+** icon (+) on the right side of the screen.



- Select the checkboxes to display fleet-specific columns, making fleet information easier to access in the **All Cards** grid.

- **Driver's License Number** - The license number of the driver assigned to the card.
- **Driver's License State** - The state that issued the driver's license.
- **License Plate Number** - The vehicle's license plate number associated with the card.
- **Misc #1** - A customizable field for additional fleet-related data (e.g., internal driver ID or department code).
- **Misc #2** - Another customizable field for tracking extra vehicle or driver information.
- **Registration Expiry** - The expiration date of the vehicle's registration.
- **Vehicle Number** - An internal identifier used to track the vehicle within the fleet system.
- **VIN (Vehicle Identification Number)** - The unique 17-character code identifying the vehicle.

5. The **All Cards** grid will now display the selected fleet-specific columns.

Card #	Issued To	Issued Date	Driver License Number	Driver License State	License Plate Number	Misc #1	Misc #2	Action	Vehicle Number	VIN
**** * 1223	1223 Plate	03/02/2025	8097	IN	9087				1223	1111
**** * 8774	2345 Truck	03/04/2025	1234	GA	0786	1234567890	0987654321		2345	1111
**** * 1810	123456 Truck	03/02/2025	121212	NJ	9876				123456	1212
**** * 1924	Pratiksha T...	06/24/2025	121212	MT	9876	M-005	M-005		123456	1212

Note: From the **All Cards** grid, Admins are also able to use the **Fleet** option in the **Card Program Type** drop-down to **filter just the Fleet cards**.

- Click [here](#) to navigate to the **Corpay Complete Cards Module User Guide**.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code	Status	Card Program Type	Card Program Name	Profile ID
**** * 1223	1223 Plate	\$3,000.00	\$3,000.00		DB33L	C-P78	ACTIVE	ALL	FLEET Vehicle	001 - DRIVER F...
**** * 8774	2345 Truck	\$25,000.00	\$25,000.00	2028-07	DB33L	C-P78	INACTIVE	FLEET	FLEET Vehicle	002 - VEHICLE ...

Fleet Card Issuance in the Corpay Complete Web App

Corpay Complete now supports issuing driver and vehicle fleet cards with built-in prompting functionality. Admins can issue these cards using the **Issue Fleet Card** option, available under the **Issue Card** drop-down in the **All Cards** grid of the **Cards** module—only for companies with an active fleet card program. Depending on your company’s configuration, Admins can issue driver, vehicle, or both types of fleet cards. Prompting at the fuel pump or point of sale is supported and is based on criteria defined in the card profile during implementation.

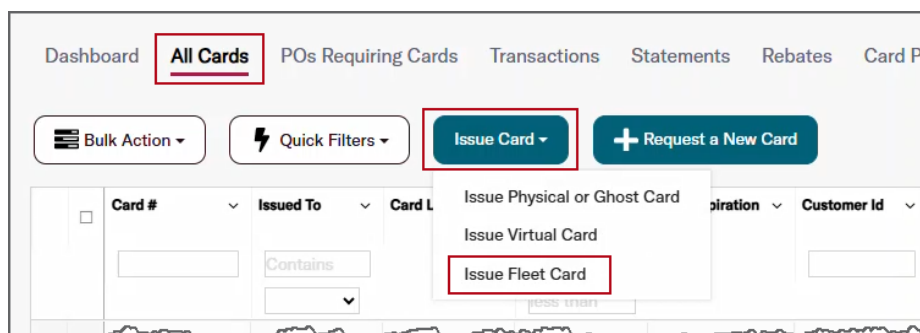
Note:

- Fleet Required Prompts are prompted data a cardholder must enter at the POS, such as an employee PIN or vehicle number, before a transaction is approved.
- For **multi-cards** (physical plastic cards), the Fleet Required Prompts are **permanently encoded** in the **magnetic stripe** during card production and **cannot be changed**, even though Corpay Complete allows the fields to be edited.
- Profiles for multi-cards can only be updated when the Fleet Required Prompts on the existing profile **match** those on the new profile.
- As a best practice for multi-cards, submit a request to your Account Manager to rename profiles so the name clearly reflects the associated Fleet Required Prompts (for example, “Profile 003 – Driver Card – Verify PIN”).

Issuing a Fleet Card for Fleet Driver Card Program – Web

Follow the steps below to issue a Fleet card for a Fleet Driver Card Program on the Corpay Complete web application:

1. From the left-side navigation pane, click on the **Cards** module.
2. On the **All Cards** tab, click the **Issue Card** button and select **Issue Fleet Card** from the drop-down.



- The above action brings you the **Issue Fleet Card** window. On the **Main** tab, under the **Card Information** section, the **Card Program** drop-down will show you are issuing a **Fleet Driver** card program.

IMPORTANT

The names of the card programs will differ by company. Admins won't select between driver and vehicle in the drop-down as this is determined based on whether the selected program is set up as Fleet Driver or Fleet Vehicle.

- Under the **Card Information** section, complete the following required and any other fleet-specific fields configured for your organization:

**Required fields are denoted with a maroon asterisk.*

- A. **Card Program Description** - Displays a short description of the selected card program. This field is auto filled based on the Card Program and is read-only.
- B. **Card Profile** - Select the predefined profile for the card to define the transaction and daily spending limit for the card.
- C. **Issue Card To** – Select the driver from the drop-down list.
- D. **Employee Number** - After selecting the **Issue Card To** field, this field will automatically populate.
- E. **Status** - Set the card’s state to Active, Pending, or Blocked (Check the [Corpay Complete Cards Module User Guide](#) to understand card statuses.)
- F. **Misc #1** - Add optional custom info (up to 15 characters).
- G. **Misc #2** - Add additional optional info (up to 15 characters).
- H. **Billing Address** - Select or search for an existing billing address.
- I. **Card Description** - Provide a brief description of the card (up to 250 characters).
- J. **+ Billing Address** - Click to add or manage billing addresses.

5. Under the **Vehicle Information** section, complete the following fields:

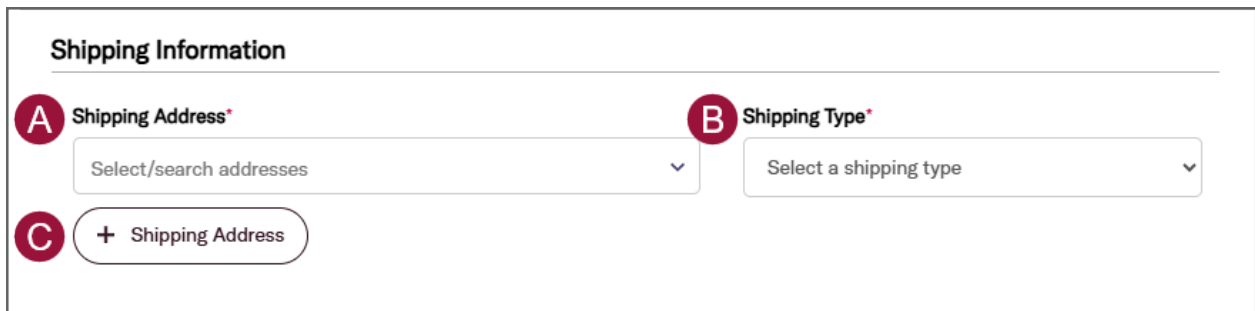
Vehicle Information		
A Driver's License Number <input type="text" value="Driver's License Number"/>	B Driver's License State <input type="text" value="Select a state"/>	C Registration Expiry <input type="text" value="YYYY-MM-DD"/>
D VIN <input type="text" value="Vehicle VIN"/>	E License Plate Number <input type="text" value="License Plate Number"/>	F Vehicle Description <input type="text" value="Enter up to 30 characters"/>
G Vehicle Number <input type="text" value="Enter up to 6 digits"/>		

**Required fields are denoted with a maroon asterisk.*

- A. **Driver’s License Number** - The unique number on the driver’s license.


- B. **Driver License State** - The state that issued the driver's license.
- C. **Registration Expiry** - The date when the vehicle's registration expires.
- D. **VIN** - The Vehicle Identification Number, a unique code for the vehicle.
- E. **License Plate Number** - The vehicle's registered license plate number.
- F. **Vehicle Description** - A brief description of the vehicle (e.g., make/model).
- G. **Vehicle Number** - The internal or system-assigned ID for the vehicle.

6. Under the **Shipping Information** section, complete the following fields.



**Required fields are denoted with a maroon asterisk.*

- A. **Shipping Address** - Select or search for an existing shipping address
 - B. **Shipping Type** – Select a shipping type from the drop-down list (USPS, FedEx Overnight, or FedEx 2-Day).
 - C. **+ Shipping Address** - Click to add or manage shipping addresses.
7. From the Issue **Fleet Card** window, click the **Accounts** tab to complete the **Debit Accounts** and **Credit Accounts** information.



8. Under the **Debit Accounts** section, complete the applicable **Debit Account** fields.

The screenshot shows a form titled "DEBIT ACCOUNTS" with a back arrow and a trash icon. The form contains the following fields:

- A** Account*: A dropdown menu with "1000 - Cash and cash equivalents" selected.
- B** Percent: A text input field containing "100".
- C** Amount*: A text input field containing "\$ 0".
- D** Department*: A dropdown menu with "-- Select Department --" selected.
- E** Location*: A dropdown menu with "-- Select Location --" selected.
- F** Business Unit*: A dropdown menu with "-- Select Business Unit --" selected.
- G** Category: A dropdown menu with "-- Select Category --" selected.
- H** For Subsidiary: A dropdown menu with "-- Select For Subsidiary --" selected.
- I** Project: A dropdown menu with "-- Select Project --" selected and a search icon.
- J** Memo: A large text area for notes.
- K** + Add Debit Account: A button at the bottom left.
- L** Expenses Total Amount: A label next to the value "\$0.0000".

**Required fields are denoted with a maroon asterisk.*

- A. **Account** - Select the account to allocate the expense to.
- B. **Percent** - Enter the percentage of the total amount for this account.
- C. **Amount** - Enter the dollar amount to allocate.
- D. **Department** - Select the relevant department from the drop-down.
- E. **Location** - Select the location associated with this expense.
- F. **Business Unit** - Pick the applicable business unit.
- G. **Category** - Select a category for the transaction (overrides custom accounts).
- H. **For Subsidiary** - Select a subsidiary from the drop-down list if applicable.
- I. **Project** - Select or search for the related project.
- J. **Memo** - Add any notes or details about the transaction.
- K. **+ Add Debit Account** - Click to add another debit account entry. Alternatively, you can click the + icon on the top right corner of the window to add a new debit account entry.
- L. **Expenses Total Amount** - Displays the running total of all expenses entered.

IMPORTANT

Use the trashcan icon on the top right corner of the **Debit Account** window to delete a Debit Account entry.

9. Under the **Credit Accounts** section, complete the applicable **Credit Account** fields. All fields available under the **Debit Accounts** section are also available for **Credit Accounts**.

IMPORTANT

Use the + icon on the top right corner of the **Credit Account** window to add a new credit account entry. To delete a Credit Account entry, use the trashcan icon on the top right corner of the window.

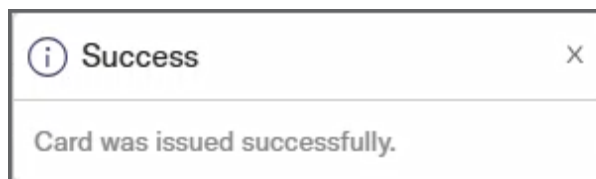
10. From the **Issue Fleet Card** window, review the information and click the **Issue Card** button to issue the Fleet card.

The screenshot shows the 'Issue Fleet Card' window with the following fields and options:

- Card Information**
 - Card Program***: DB33K - FLEET Driver
 - Card Program Description**: Corpay Fleet Driver Card
 - Card Profile***: Select a card profile
- Shipping Address**: Select/search addresses
- Shipping Type***: Select a shipping type

Buttons: + Shipping Address, Cancel, Issue Card (highlighted with a red box).

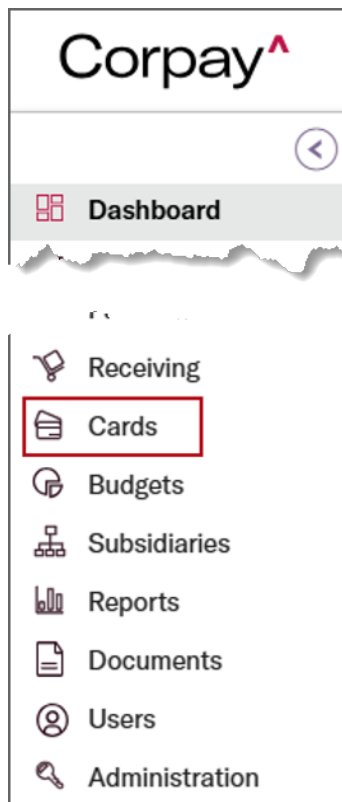
11. You will receive a Success message confirming that the Fleet card has been created.



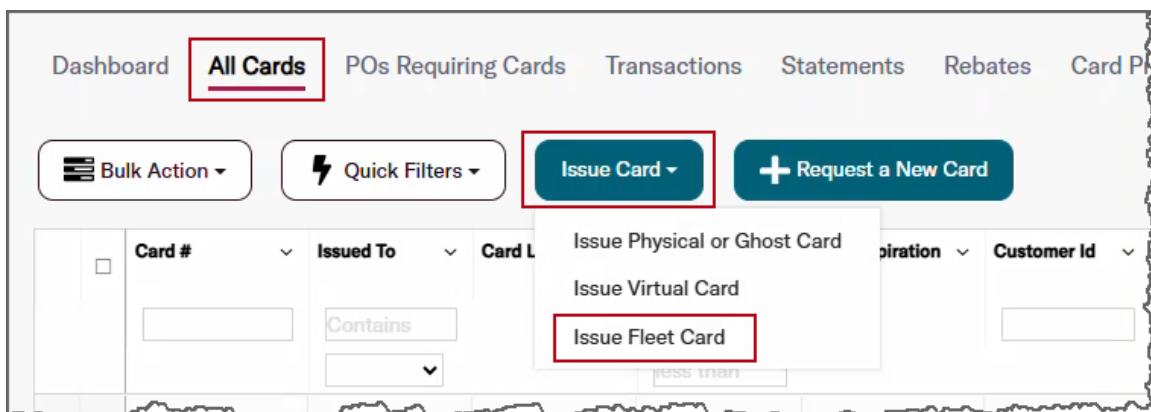
Issuing a Fleet Card for Fleet Vehicle Card Program – Web

Follow the steps below to issue a Fleet card for a Fleet Vehicle Card program:

1. Log in to [Corpay Complete](#) using your administrator credentials.
2. From the left-side navigation pane, click on the **Cards** module.



3. On the **All Cards** tab, click the **Issue Card** button and select **Issue Fleet Card** from the drop-down.



- The above action brings you the **Issue Fleet Card** window. On the **Main** tab, under the **Card Information** section, the **Card Program** drop-down will show you are issuing a **Fleet Vehicle** card.

IMPORTANT

The names of the card programs will differ by company. Admins won't select between driver and vehicle in the drop-down as this is determined based on whether the selected program is set up as Fleet Driver or Fleet Vehicle.

- Under the **Card Information** section, complete the following required and any other fleet-specific fields configured for your organization:

**Required fields are denoted with a maroon asterisk.*

- A. **Card Program Description** - Displays a short description of the selected card program. This field is auto filled based on the Card Program and is read-only.
- B. **Card Profile** - Select the predefined profile for the card to define the transaction and daily/weekly spending limit for the card.
- C. **Vehicle Number** - Key in the internal or system-assigned ID for the vehicle.
- D. **Vehicle Type**: Select the type of vehicle from the available options.
- E. **Employee Number** - Enter the employee's unique ID assigned by your organization.
- F. **Status** - Set the card's state to Active, Pending, or Blocked.
- G. **Misc #1** - Add optional custom info (up to 15 characters).
- H. **Misc #2** - Add additional optional info (up to 15 characters).
- I. **Billing Address** - Select or search for an existing billing address.
- J. **Card Description** - Provide a brief description of the card (up to 250 characters).
- K. **+ Billing Address** - Click to add or manage billing addresses.

6. Under the **Vehicle Information** section, complete the following fields:

Vehicle Information

<p>A Driver's License Number</p> <input style="width: 90%; padding: 5px;" type="text" value="Driver's License Number"/>	<p>B Driver's License State</p> <input style="width: 90%; padding: 5px;" type="text" value="Select a state"/>	<p>C Registration Expiry</p> <input style="width: 90%; padding: 5px;" type="text" value="YYYY-MM-DD"/>
<p>D VIN</p> <input style="width: 90%; padding: 5px;" type="text" value="Vehicle VIN"/>	<p>E License Plate Number</p> <input style="width: 90%; padding: 5px;" type="text" value="License Plate Number"/>	<p>F Vehicle Description</p> <input style="width: 90%; padding: 5px;" type="text" value="Enter up to 30 characters"/>

- A. **Driver's License Number** - The unique number on the driver's license.
- B. **Driver License State** - The state that issued the driver's license.
- C. **Registration Expiry** - The date when the vehicle's registration expires.
- D. **VIN** - The Vehicle Identification Number, a unique code for the vehicle.
- E. **License Plate Number** - The vehicle's registered license plate number.
- F. **Vehicle Description** - A brief description of the vehicle (e.g., make/model).

7. Under the **Shipping Information** section, complete the following fields.

Shipping Information

A Shipping Address* **B** Shipping Type*

Select/search addresses Select a shipping type

C + Shipping Address

**Required fields are denoted with a maroon asterisk.*

- A. **Shipping Address** - Select or search for an existing shipping address.
- B. **Shipping Type** – Select a shipping type from the drop-down list (USPS, FedEx Overnight, or FedEx 2-Day).
- C. **+ Shipping Address** - Click to add or manage shipping addresses.

- From the Issue **Fleet Card** window, click the **Accounts** tab to complete the **Debit Accounts** and **Credit Accounts** information.



- Under the **Debit Accounts** section, complete the applicable **Debit Account** fields.

 A screenshot of a form titled "DEBIT ACCOUNTS" with a plus and trash icon in the top right. The form contains several input fields, each with a maroon letter label:

- A** Account*: A dropdown menu with "1000 - Cash and cash equivalents" selected.
- B** Percent: A text input field containing "100".
- C** Amount*: A text input field with a dollar sign and "0".
- D** Department*: A dropdown menu with "-- Select Department --" selected.
- E** Location*: A dropdown menu with "-- Select Location --" selected.
- F** Business Unit*: A dropdown menu with "-- Select Business Unit --" selected.
- G** Category: A dropdown menu with "-- Select Category --" selected.
- H** For Subsidiary: A dropdown menu with "-- Select For Subsidiary --" selected.
- I** Project: A dropdown menu with "-- Select Project --" selected and a search icon.
- J** Memo: A large text area for notes.
- K** + Add Debit Account: A blue button at the bottom left.
- L** Expenses Total Amount: A label next to "\$0.0000" at the bottom right.

**Required fields are denoted with a maroon asterisk.*

- Account** - Select the account to allocate the expense to.
- Percent** - Enter the percentage of the total amount for this account.
- Amount** - Enter the dollar amount to allocate.
- Department** - Select the relevant department from the drop-down.
- Location** - Select the location associated with this expense.
- Business Unit** - Pick the applicable business unit.
- Category** - Select a category for the transaction (overrides custom accounts).
- For Subsidiary** - Select a subsidiary from the drop-down list if applicable.
- Project** - Select or search for the related project.

- J. **Memo** - Add any notes or details about the transaction.
- K. **+ Add Debit Account** - Click to add another debit account entry. Alternatively, you can click the **+** icon on the top right corner of the window to add a new debit account entry.
- L. **Expenses Total Amount** - Displays the running total of all expenses entered.

IMPORTANT

Use the trashcan icon on the top right corner of the **Debit Account** window to delete a Debit Account entry.

- 10. Under the **Credit Accounts** section, complete the applicable **Credit Account** fields. All fields available under the **Debit Accounts** section are also available for **Credit Accounts**.

IMPORTANT

Use the **+** icon on the top right corner of the **Credit Account** window to add a new credit account entry. To delete a Credit Account entry, use the trashcan icon on the top right corner of the window.

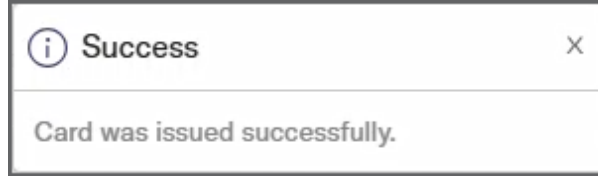
- 11. From the **Issue Fleet Card** window, review the information and click the **Issue Card** button to issue the Fleet card.

The screenshot shows a window titled "Issue Fleet Card" with a close button (X) in the top right corner. Below the title bar are two tabs: "Main" and "Accounts". The "Accounts" tab is selected. The main content area is divided into sections:

- Card Information**:
 - Card Program***: A dropdown menu with "DB33L - FLEET Vehicle" selected.
 - Card Program Description**: A text field containing "Corpay Fleet Vehicle Card".
 - Profile***: A field that is partially obscured by a jagged, torn-paper-like graphic.
- Shipping Information**:
 - Shipping Address***: A dropdown menu with "Select/search addresses" selected. Below it is a button with a plus sign and the text "Shipping Address".
 - Shipping Type***: A dropdown menu with "Select a shipping type" selected.

At the bottom right of the window, there are two buttons: "Cancel" and "Issue Card". The "Issue Card" button is highlighted with a red rectangular box.

12. You will receive a success message confirming that the Fleet card has been created.



Vehicle and Driver Listing Reports in the Reports Module

Corpay Complete now includes **basic Vehicle and Driver listing reports** to support large-scale fleet data exports, making it easier for Administrators to manage and analyze fleet records. With these offerings, two new reports are available in the **Reports** module:

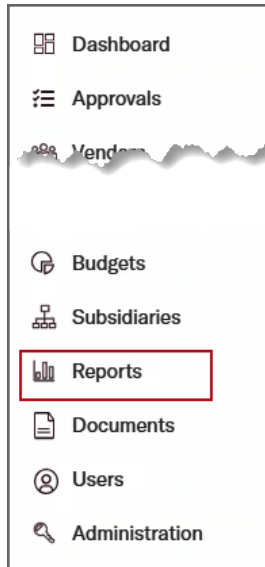
- **Fleet – Vehicle Listing**
- **Fleet – Driver Listing**

These reports allow Admins to export hundreds or thousands of records at once. Data can also be exported directly from the **Driver ID** and **Vehicle ID** grids.

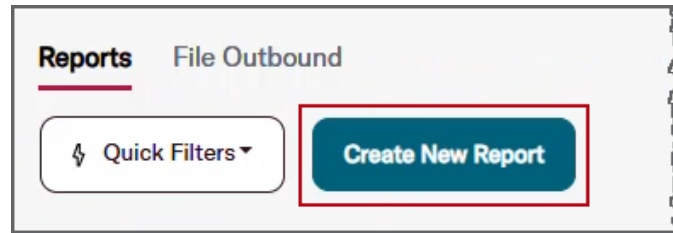
How to Run Fleet Reports – Web

Follow the steps below to run **Fleet Reports**:

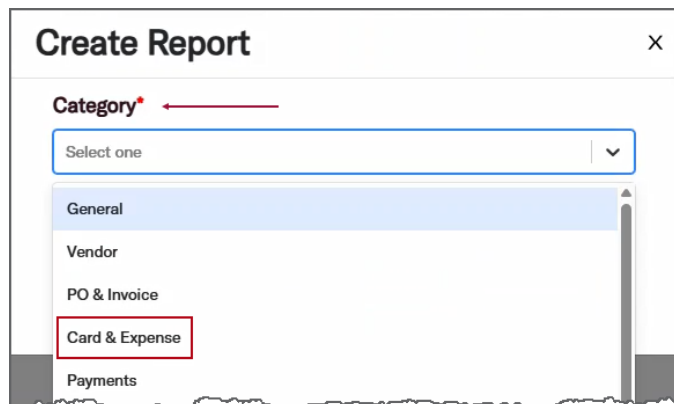
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



3. From the **Reports** tab, click the **Create New Report** button at the top right of the screen.

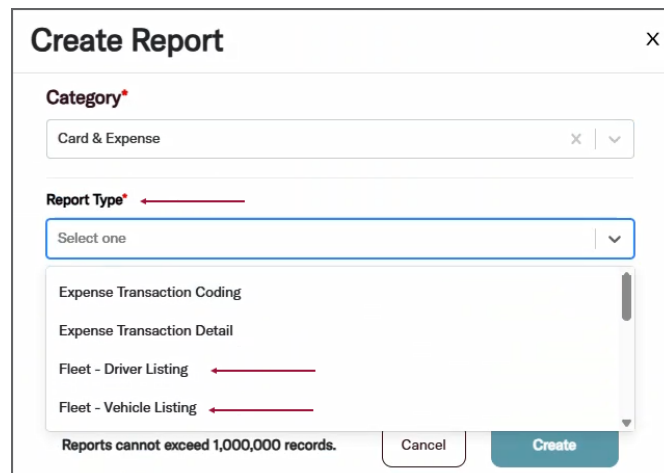


4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list. After selecting the category, additional fields will appear.



5. In the **Report Type** drop-down, select one of the following:

- **Fleet – Driver Listing**
- **Fleet – Vehicle Listing**



6. Based on the report type you selected, the **Fleet – Driver Listing Filters** or **Fleet – Vehicle Listing Filters** section will appear in the **Create Report** window. Complete the **Account Code** and **Customer ID** fields to narrow down the data set.

The image shows two side-by-side screenshots of the 'Create Report' window. Both windows have a title bar with 'Create Report' and a close button. The left window has 'Card & Expense' selected in the 'Category' dropdown and 'Fleet - Driver Listing' selected in the 'Report Type' dropdown. Below the 'Report Type' dropdown is a section titled 'Fleet - Driver Listing Filters' with a red arrow pointing to it. Under this section are two dropdown menus: 'Account Code' and 'Customer ID', both with 'Select' as the current value. The right window has 'Card & Expense' selected in the 'Category' dropdown and 'Fleet - Vehicle Listing' selected in the 'Report Type' dropdown. Below the 'Report Type' dropdown is a section titled 'Fleet - Vehicle Listing Filters' with a red arrow pointing to it. Under this section are two dropdown menus: 'Account Code' and 'Customer ID', both with 'Select' as the current value.

7. From the **Export Preferences** fields, select your **Export Format** and **Export Destination**.

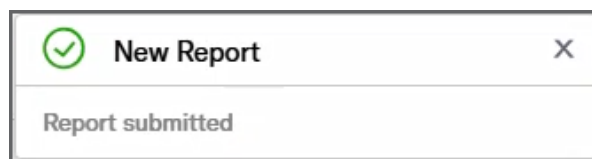
The image shows a screenshot of the 'Export Preferences' section. The title 'Export Preferences' is at the top with a red arrow pointing to it. Below the title are two dropdown menus. The first is labeled 'A' and 'Export Format*' with 'CSV' selected. The second is labeled 'B' and 'Export Destination*' with 'download' selected.


- A. **Export Format** – Select the file format.
- B. **Export Destination** – Choose where the report should be sent (Download to your device, Emailed, or Transfer via SFTP).

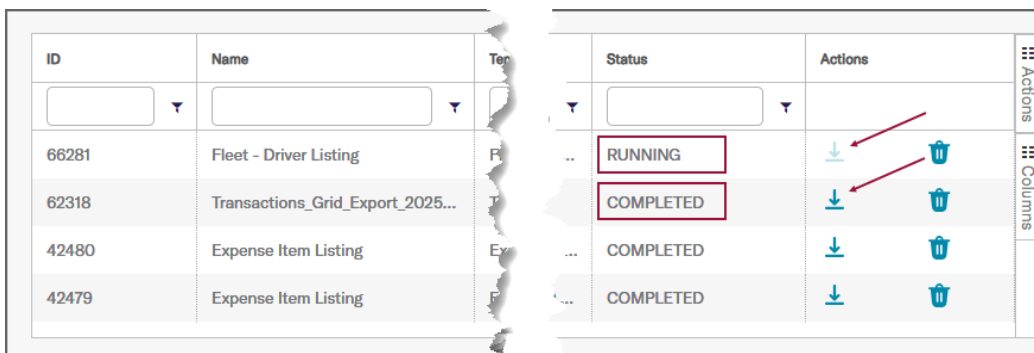
8. Click the **Create** button to generate and export the data. Check the **Exclude Header Description** checkbox if you do not wish to include the header in the downloaded report.











9. You will receive a success message confirming a new report is submitted.



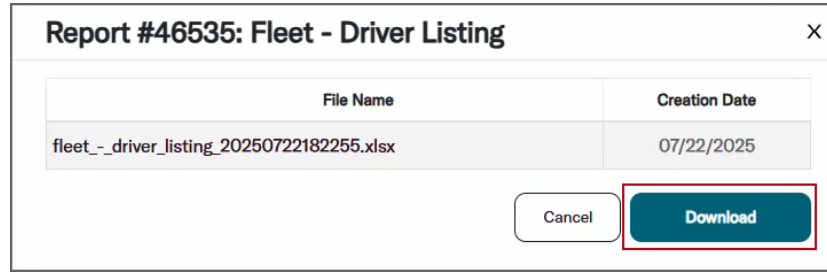
10. From the **Reports** grid, under the **Actions** column, locate the  download icon. If the **Status** column shows **Running**, the icon will be disabled while the report is generating. When the **Status** changes to **Completed**, click the download icon to retrieve your report.



ID	Name	Type
66281	Fleet - Driver Listing	F
62318	Transactions_Grid_Export_2025...	T
42480	Expense Item Listing	Ex
42479	Expense Item Listing	F

Status	Actions
RUNNING	 
COMPLETED	 
COMPLETED	 
COMPLETED	 

11. Click the **Download** button on the **Report** window to download the report.



Note: The report will be downloaded to your drive. Open the downloaded file to view details of the downloaded report. See the next page(s) for a sample [Fleet Driver Listing](#) and [Fleet Vehicle Listing](#) reports.

Fleet Driver Listing Report Sample

Account Code	Customer ID	Customer Name	Driver ID	Last Name	First Name	Driver's License
C-P78	DB33L	Corpay Migrations	9087			
C-P78	DB33L	Corpay Migrations	123400	Nelson	Don	LIC123400
C-P78	DB33L	Corpay Migrations	123401	Poppovich	Greg	LIC123401
C-P78	DB33L	Corpay Migrations	34993938022			
C-P78	DB33L	Corpay Migrations	6734	Test B	Test A	
C-P78	DB33L	Corpay Migrations	4567	Driver ID 2	Driver Id 1	
C-P78	DB33L	Corpay Migrations	450			

Column Description

Column	Description
Account Code	Internal account identifier for the billed entity or program.
Customer ID	Unique customer identifier for the account (often a short code).
Customer Name	Account or organization name tied to the drivers.
Driver ID	Unique identifier assigned to each driver in the system.
Last Name	Driver's last name.
First Name	Driver's first name.
Driver's License Number	License number as recorded for the driver.
Driver's License State	Issuing state/territory for the license (2-letter code in the export).
Misc #1	Custom/auxiliary field—purpose varies by organization.
Misc #2	Second custom/auxiliary field—purpose varies by organization.

Fleet Vehicle Listing Report Sample

	A	B	C	D	E	F	G
1	Fleet Vehicle Listing Report						
2							
3	Account Code	Customer ID	Vehicle Number	Vehicle Description	VIN	License Plate Number	Registration
4	C-P78	DB33L	23415				
5	C-P78	DB33L	23	Testing	89		4549
6	C-P78	DB33L	1234	Vehicle	67542		1233
7	C-P78	DB33L	56	test	3421		7689
8	C-P78	DB33L	6789	Testing45	5674		56
9	C-P78	DB33L	10245	Vehicle Test	5643		76543
10	C-P78	DB33L	234567		vin-01	ABDJJD90	1

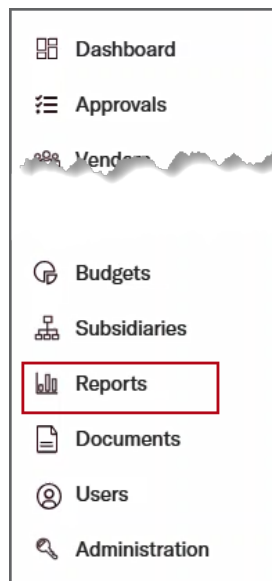
Column Description

Column	Description
Account Code	Internal account identifier for the fleet program or billing entity.
Customer ID	Unique identifier for the customer account.
Vehicle Number	Internal or system-assigned vehicle ID.
Vehicle Description	Description or name of the vehicle (often includes make/model or custom label).
VIN	Vehicle Identification Number (unique 17-character code, though some test data may be shorter).
License Plate Number	Registered license plate for the vehicle.
Registration Expiry	Date when the vehicle registration expires (MM/DD/YYYY format).
Misc #1	Custom/auxiliary field—purpose varies by organization.
Misc #2	Second custom/auxiliary field—purpose varies by organization.

How to Delete Fleet Reports – Web

Follow the steps below to delete a **Fleet Report**:

1. Log into [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



3. From the **Reports** tab, under the Reports grid, locate the Fleet report you wish to delete.

Reports Data Extracts File Outbound Access ReportQ

Quick Filters Create New Report Existing Reports Recurring Reports Select Month/Year

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
66281	Fleet - Driver List...	Fleet - Driver List...	08/28/2025	location ids: , sub...	RUNNING	↓ 🗑️
62318	Transactions_Gri...	Transactions Rep...	08/21/2025		COMPLETED	↓ 🗑️
42480	Expense Item Lis...	Expense Item Lis...	06/16/2025	end date: 2024-9...	COMPLETED	↓ 🗑️
42479	Expense Item Lis...	Expense Item Lis...	06/16/2025	end date: 2025-5...	COMPLETED	↓ 🗑️

4. Under the **Actions** column, click on the trash can icon (🗑️) related to the report you wish to delete.

ID	Name	Template Name	Creation Date	Filters Used	Status	Actions
66281	Fleet - Driver Listing	Fleet - Driver List...	08/28/2025	location ids: , sub...	RUNNING	↓ 🗑️
62318	Transactions_Grid_Export_2025...	Transactions Rep...	08/21/2025		COMPLETED	↓ 🗑️
42480	Expense Item Listing	Expense Item Lis...	06/16/2025	end date: 2024-9...	COMPLETED	↓ 🗑️

5. You will receive a success message confirming the report is deleted.

✔
Data Extract
✕

Data Extract - Fleet - Driver Listing Deleted.