OFM Program Access Request

This program is compatible with IE or Chrome browsers

FLEET PROGRAMS ACCESS REQUEST

The Office of Fleet Management (OFM) programs assist you in managing your agency's fleet data. In efforts to streamline access to these programs, we have created a portal to simplify the onboarding process. Creating an account for this portal will allow you to submit requests to add, delete or update information for users to ARI Insights, DriverCheck, WEX Clearview, WEX Online, WEX SNAP and the Fleet Total Cost of Ownership (TCO) Dashboard.

Additionally, you can request access to our DOAS Learning Management System (LMS) that houses several online training courses and videos to guide you through these programs and our policies.

Learn more about OFM Programs
You must Sign In or Create an Account on the DOAS Customer Portal to submit a request.

Click Next to create an account or login.
Create an account to gain access to OFM Programs

Click to create an account for OFM Programs access
Add your information to create an account

CREATE AN ACCOUNT

First Name *
susie

Last Name *
smith

Email Address *
susie.smith@dnr.ga.gov

Username *
susie.smith@dnr.ga.gov

Password

Verify Password

Create Account
You may already have an account with us

Click OK to retrieve your password
Once your account is created you can login

PLEASE LOG IN TO THE GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CUSTOMER PORTAL TO CONTINUE

LOG IN OR CREATE AN ACCOUNT

Email Address
State employees use your state email, e.g. pat.davis@doas.ga.gov

Password

Forgot your username or password?

Here
Request to have your username or password resent

9 > Support Login

PLEASE LOG IN TO THE GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CUSTOMER PORTAL TO CONTINUE

LOG IN OR CREATE AN ACCOUNT

Email Address
State employees use your state email, e.g. pete.davis@doas.ga.gov

lori.barmann@doas.ga.gov

Password

Forgot your username or password?
You will receive notification the email was sent
You will receive a similar email with password/user information, or an option to reset password.

Support Account Password Assistance

You recently requested to reset your password. If you receive an expired session message, please copy and paste the entire link into your browser. Some email clients remove trailing characters from the link.

Click the following link to continue to a page where you can enter your new password.

[Reset my password](#)

Please note that this link will expire 24 hours from the time it was sent.
Confirm you are the Fleet Manager or update the Fleet Manager information

This page has moved from its previous location, which was later in the application.

Click Next
Check the Fleet Programs you wish to gain access to

**FLEET PROGRAMS ACCESS REQUEST**

**Fleet Programs Assistance**
Which Fleet Programs do you need help with today?

- ARI Insights
- DriverCheck
- WEX-Clearview
- WEX-Online
- WEX-SNAP
- Online Fleet Training
- Fleet TCO Dashboard

Select all programs you would like to have access to.

Click on the ☰️ to view more information about the program.

You can now request access to WEX SNAP and the TCO Dashboard

Click Here
Click to add, delete or change a user's information

FLEET PROGRAMS ACCESS REQUEST

What do you want to do? *
- Add a New User
- Delete a User
- Update Information for a User

Choose one. You will have the option to start a new request at the end of the application.

Click

All fields marked * are mandatory
Begin typing your agency in the box provided

FLEET PROGRAMS ACCESS REQUEST

Please Provide the Organization for the User You Want to Add

Search for Organization *

Type your organization here and then use the dropdown arrow to make your selection.

Type your agency in the box above and then use the dropdown arrow to make your selection.

Add Additional Organization

Back Next

Contact

Fleet Management

Phone
770-651-0250, Option #4

Ask a Question

View All Division Contacts

My Account Settings
Choose your agency from the dropdown

FLEET PROGRAMS ACCESS REQUEST

Please Provide The Agency Information For The User You Want To Add

Search for Agency:

- NATURAL RESOURCES, DEPARTMENT OF
- BANKING AND FINANCE, DEPARTMENT OF - 08 - 4050
- BOR-SAULNAH STATE - 86 - 5400
- GEORGIA CORRECTIONAL INDUSTRIES - 5A - 900
- GEORGIA DRUGS AND NARCOTICS AGENCY - EA - 3010
- GEORGIA EMERGENCY MANAGEMENT AGENCY - 61 - 2380
- GEORGIA STUDENT FINANCE COMMISSION - BK - 4780
Choose additional agencies, or if you require location restrictions, choose a location.

FLEET PROGRAMS ACCESS REQUEST

Please Provide The Agency Information For The User You Want To Add

Search for Agency:

CORRECTIONS, DEPARTMENT OF

Add Additional Agency

Location Information

Select Location:

Type your location here or use the dropdown arrow to make your selection.

Add Additional Location

Click Next
Add the user's business information

FLEET PROGRAMS ACCESS REQUEST

Please Provide The Contact Information For The User You Want To Add

Contact Information:

First Name
Jane

Last Name
Doe

Business Email
Jane.Doe@dnr.ga.gov

Business Phone
333-333-3333

Business Address
200 Piedmont Ave West Tower

City
Atlanta

Zip Code
30334

State
GA

Click Next
Choose the security levels for the selected programs

Systems Access Levels

Add User Request

Please select the access level for Susie Smith

ARI Insights Requestor Security Levels *

- Level 1 – Access is limited to running reports and viewing data. Typically this is an Analyst position.
- Level 2 – Maintains minimal data on the asset record and generates and records maintenance data on work orders. Typically this is a Maintenance/Mechanic level position.
- Level 3 – Creates, maintains and updates system assets records. Generates fleet cost reports and planned and unplanned maintenance on fleet vehicles. Typically this is the Fleet Manager but may be someone who assists the manager with maintaining and updating the system.

Please select a vehicle request/approval level for Susie Smith

- Requester – Authorization to create a request in ARI to purchase a vehicle for your agency.
- Request and Approval – Authorization to request to purchase a vehicle and to approve a request to purchase a vehicle.
- Request and Final Approval – Authorization to request to purchase a vehicle and to issue final approval of a vehicle purchase request.
FLEET PROGRAMS ACCESS REQUEST

Add User Request
A request will be sent to have the user added.
Name: Doe Jane
Email: Jane.Doe@dnr.ga.gov

If there is any additional information you would like us to know or any questions you need answered, please type it into the comment box below:

Enter any comments

Click to submit the request
Your Request Has Been Submitted

When your application is processed you will receive a welcome email and a login/password email from ARI Insights.

Please allow 48 hours for processing.

Save or print this request for your records.
ARI Quick Reference Guide
Start a new request
### Fleet Programs Application

**Date Completed:** 04/16/2021  
**Add User Request**

#### Program(s):

<table>
<thead>
<tr>
<th>Program(s):</th>
<th>ARI Insights</th>
<th>DriverCheck</th>
<th>WEX-Clearview</th>
<th>WEX-Online</th>
<th>WEX-SNAP</th>
<th>Online Fleet Training</th>
<th>Fleet TCO Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Fleet Manager Contact:

- **Name:** Jazzmin Randall  
- **Business Email:** jazzmin.randall@dooas.ga.gov  
- **Business Phone:** 404-651-7263

#### Application Completed By:

- **First Name:** Lori  
- **Last Name:** Barmann  
- **Business Email:** lori.barmann@dooas.ga.gov  
- **Business Phone:** 13308409919

#### User Information:

- **First Name:** Lori  
- **Last Name:** Barmann  
- **Business Email:** lori.barmann@dooas.ga.gov  
- **Business Phone:** 333-333-3333

#### Employee ID:

- 4444

#### Organization and Location Information:

- **Organization 1:** AGRICULTURAL COMMODITY COMMISSION FOR COTTON - AN - S920
- **Organization 2:**
- **Organization 3:**

| Location 1:  
| Location 2: Unknown  
| Location 3: Unknown |

#### System Access Level(s):

- **ARI Insight:**  
  - Level 1 - Access is limited to running reports and viewing data. Typically this is an Analyst position.

- **Requester:** Authorization to create a request in ARI to purchase a vehicle for your agency.

- **Driver Check:**  
  - Level 1 - Access to receive Report My Driving Observation Report emails for all agency drivers. Access to Observation Reports includes access to caller and driver information.

- **WEX Online Security Level:**  
  - Level 1 - (State of Georgia Read-Only) – View Reports, View Authorization Profiles, View Fuel Cards, View Departments, View Invoice, Access to Resource Tools

#### Additional Questions/Comments:
Download or print the ARI Quick Reference Guide to give to your new users.
Need to add another user? Click start a new request.

FLEET PROGRAMS ACCESS REQUEST

Your Request Has Been Submitted

When your request is processed you will receive an email response. Please allow 48 hours for processing.

When your application is processed you will receive a welcome email and a login/password email from ARI Insights. Please allow 48 hours for processing.

Save or print your request
ARI Quick Reference Guide
Start a new request

You will be routed back to the beginning to start the process.
Restart the process to add, delete, or change another user.
For help, click the down arrow to submit a question any time throughout the application.