



Custom Forms and Workflows

Overview and Guide



Getting Started: Login and System Access

What to expect

You'll receive two separate emails for your initial system access: one for Accelerate and one for the form system, sent from AutoFleet.

Both emails require you to log in and complete first-time setup before you can use the systems.

AutoFleet will ask you to verify a phone number with a one-time code the first time you access it. This is only to confirm you're a real person — that number is not used for any future logins.



Hi!

You've been invited to join **GA - Forms 1000469** and have been assigned the role of **Admin**.

Log in to complete your account set up.

Welcome aboard and enjoy the ride!

LOGIN

If you encounter any issues, please contact support@autofleet.io.

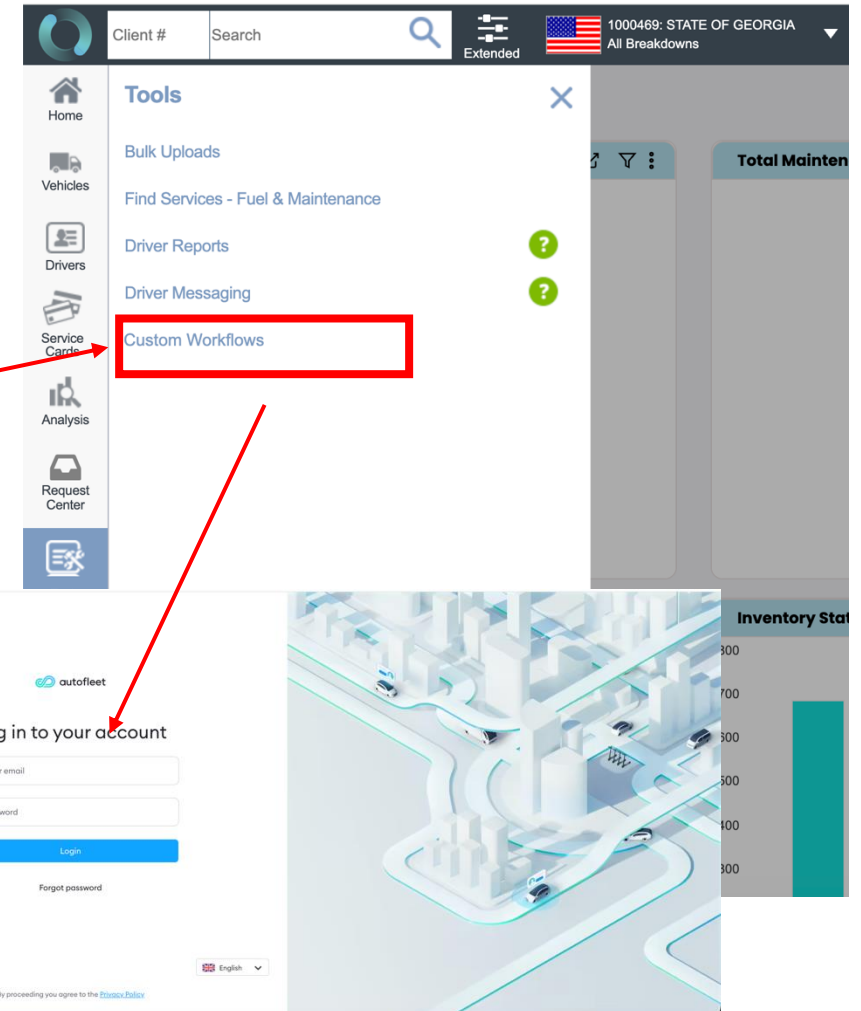
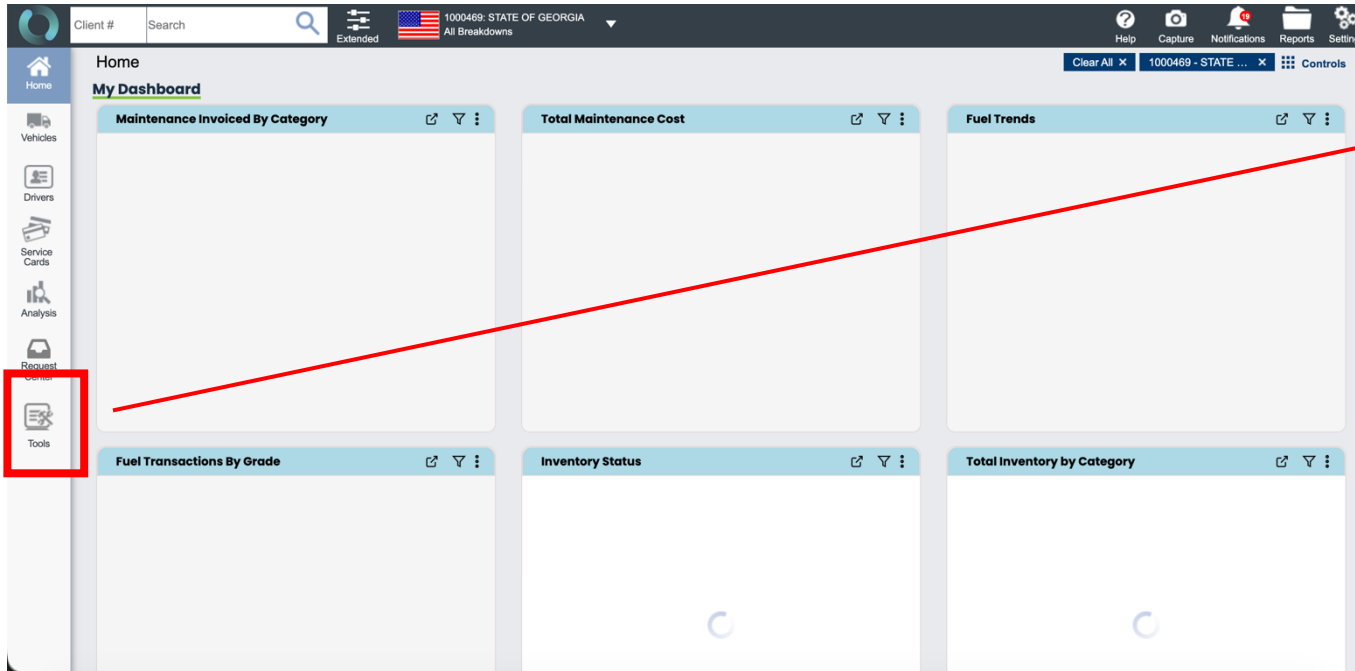
If you think this email wasn't meant for you, please ignore it.

[Autofleet.io](#) • [Privacy policy](#)

Access from Xcelerate

Getting to your forms

After initial setup, you'll always reach the form system through Accelerate — not by logging into AutoFleet directly. Click the Tools icon, then Custom Workflows. This opens AutoFleet and logs you in automatically.



Landing Page in Forms

Orienting yourself

This is the landing page after entering Custom Workflows.

It shows your open requests, lets you check their status, and gives you a way to start a new request.

Important: click the Tasks tab at the top to see the correct view — other tabs won't show your requests.

The screenshot displays the 'GA - Forms 10...' application interface. On the left is a sidebar with navigation options: Dashboard, Fleet, Automations, Planning, Reports, and Admin. The main area is divided into a map on the left and a task list on the right. The map shows a street view of Andover, MA, with a 'Waypoints' overlay. The task list on the right has a red box highlighting the 'TASKS 22' tab. Below the tabs, there's a search bar and a table of tasks. The table has columns for Type, Title, Task Status, and a numeric value. The tasks are listed as follows:

Type	Title	Task Status	Value
Vehicle Request	VR #202607171236063311	Draft - Requestor	20
Vehicle Request	VR #202607151902162871	Draft - Requestor	20
Vehicle Request	VR #202607151900447221	Draft - Requestor	20
Vehicle Request	VR #202607151859235021	Draft - Requestor	20
Motor Vehicle Assignment	MV #202607151850142741	Rejected	20
Vehicle Request	VR #202607151845422291	Draft - Requestor	20
Vehicle Request	VR #202607151828182981	Draft - Requestor	20
Vehicle Request	VR #202607151813119731	Draft - Requestor	20

At the bottom of the task list, there's a status bar showing: 0 Online, 0 Activating, 0 Active, 0 In-ride, 0 Issues, and the time 05:23 EDT.

Setup your dashboard page

Customizing your view

Click Columns to choose which fields display in the task list — turn off anything not relevant to your role.

Click a column header, such as Created Date, to sort by it. Sorting by created date shows the newest requests first.

The screenshot displays a dashboard interface for managing tasks. On the left, a 'Columns' menu is open, showing a list of fields with checkboxes to toggle their visibility. The visible fields in the task list are: Type, Title, Description, Task Status, Vehicle, Vin, and Created At. The task list itself is a table with columns: Title, Task Status, Created At, Description, and Vehicle. The tasks are sorted by 'Created At' in descending order. The first task is 'VR #202607171236063311' with a status of 'Draft - Requestor' and a creation time of '2026-07-17 08:36:06'. The second task is 'VR #202607151902162871' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 15:02:16'. The third task is 'VR #202607151900447221' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 15:00:44'. The fourth task is 'VR #202607151859235021' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 14:59:23'. The fifth task is 'MV #202607151850142741' with a status of 'Rejected' and a creation time of '2026-07-15 14:50:14'. The sixth task is 'VR #202607151845422291' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 14:45:42'. The seventh task is 'VR #202607151828182981' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 14:28:18'. The eighth task is 'VR #202607151813119731' with a status of 'Draft - Requestor' and a creation time of '2026-07-15 14:13:11'. At the bottom of the dashboard, there is a summary bar showing counts for various statuses: 0 Online, 0 Activating, 0 Active, 0 In-ride, and 0 Issues. The current time is 05:56 EDT.

Title	Task Status	Created At	Description	Vehicle
VR #202607171236063311	Draft - Requestor	2026-07-17 08:36:06	FY 27 Vehicles	
VR #202607151902162871	Draft - Requestor	2026-07-15 15:02:16		
VR #202607151900447221	Draft - Requestor	2026-07-15 15:00:44		
VR #202607151859235021	Draft - Requestor	2026-07-15 14:59:23		
MV #202607151850142741	Rejected	2026-07-15 14:50:14		
VR #202607151845422291	Draft - Requestor	2026-07-15 14:45:42	2026	
VR #202607151828182981	Draft - Requestor	2026-07-15 14:28:18	2026 Chevrolet	
VR #202607151813119731	Draft - Requestor	2026-07-15 14:13:11		

0 Online 0 Activating 0 Active 0 In-ride 0 Issues 05:56 EDT

Opening an Existing Task

Click a task's row to see its full details.
From here you can review status and take action — e.g. reopen a draft to keep editing.

Search Plate, Model, Status and more...

VEHICLES 0 RIDES 0 TASKS 22 RESERVATIONS 0

Date Columns Reset Search...

Type	Title	Task Status	Created At
Vehicle Request	VR #202607171236063311	Draft - Requestor	2026-07-17 08:36:06
Vehicle Request	VR #202607151902162871	Draft - Requestor	2026-07-15 15:02:16
Vehicle Request	VR #202607151900447221	Draft - Requestor	2026-07-15 15:00:44
Vehicle Request	VR #202607151859235021	Draft - Requestor	2026-07-15 14:59:23
Motor Vehicle Assignment	MV #202607151850142741	Rejected	2026-07-15 14:50:14
Vehicle Request	VR #202607151845422291	Draft - Requestor	2026-07-15 14:45:42
Vehicle Request	VR #202607151828182981	Draft - Requestor	2026-07-15 14:28:18
Vehicle Request	VR #202607151813119731	Draft - Requestor	2026-07-15 14:13:11

0

0 Online 0 Activating 0 Active 0 In-ride 0 Issues 06:19 EDT

Draft - Requestor

Created by Adam Simkin at 15 July 2026, 15:00

[View activities](#)

VR #202607151900447221

Type

Vehicle Request

Business Model

1000469-4020

Description

Enter description...

Actions

Vehicle Request Form Required Incomplete

Additional Supporting Files

Click or drag to upload files

Primary Approver

Not available

Additional Approver

Not available

Requester

Not available

Searching Tasks

The entire task list is searchable.

Search by a specific ID or any other detail to quickly locate the task you're looking for.

Q Search Plate, Model, Status and more...

Advanced Search

VEHICLES0RIDES0TASKS1RESERVATIONS0

DateColumnsResetQ3311X

Type	Title	Task Status	Created At	Description	Vehicle
 Vehicle Request	VR #202607171236063311	Draft - Requestor	2026-07-17 08:36:06	FY 27 Vehicles	

Filters

Area/Agency Selection

Tasks are organized by agency-level detail, so you'll need to know your agency code.

Searching your agency code navigates to the right area — down to a specific location.

You can choose (or move a task to) the correct agency and location when generating, opening, or editing a request.

The screenshot shows a web application interface. At the top, there's a header bar with a tab labeled 'GA - Forms 10...' and a star icon. Below the header, a search bar contains the text '3640'. A dropdown menu is open, showing a list of agency codes: 1000469-3640-36400002-041, 1000469-3640-36400002-044, 1000469-3640-36400002-056, 1000469-3640-36400007-012, 1000469-3640-36400008-037, 1000469-3640-36400009-012, 1000469-3640-36400009-016, 1000469-3640-36400004-028, 1000469-3640-36400002-003, 1000469-3640-36400002-014, and 1000469-3640-36400009-046. Below the search bar, there's a table with columns 'Type' and 'Title'. The table contains several rows of 'Vehicle Request' tasks with various IDs. A sidebar on the right shows a list of tasks, including 'Vehicle Request' and 'Motor Vehicle Assignment'.

Type	Title
Vehicle Request	VR #2023F/
Vehicle Request	VR #1503Ct
Vehicle Request	VR #16397A
Vehicle Request	VR #155748
Vehicle Request	VR #1415DI
Vehicle Request	VR #20260;
Vehicle Request	VR #20260;
Motor Vehicle Assignment	MV #20260
Vehicle Request	VR #20260;
Vehicle Request	VR #20260;

The screenshot shows a form for creating a new vehicle request. The form is titled 'VR #2023FACDD'. It has a 'Type' field set to 'Vehicle Request'. The 'Business Model' field is set to '3710'. The 'Description' field is empty. The 'Actions' field has a toggle switch. The 'Additional Supporting Files' field is empty. The 'Primary Approver' field is empty. The 'Additional Approver' field is empty. The 'Requester' field is empty. The form is created by Julie Fountain at 23 July 2026, 16:23. There is a 'View activities' link.

Field	Value
Type	Vehicle Request
Business Model *	3710
Description	
Actions	☐
Additional Supporting Files	
Primary Approver	
Additional Approver	
Requester	

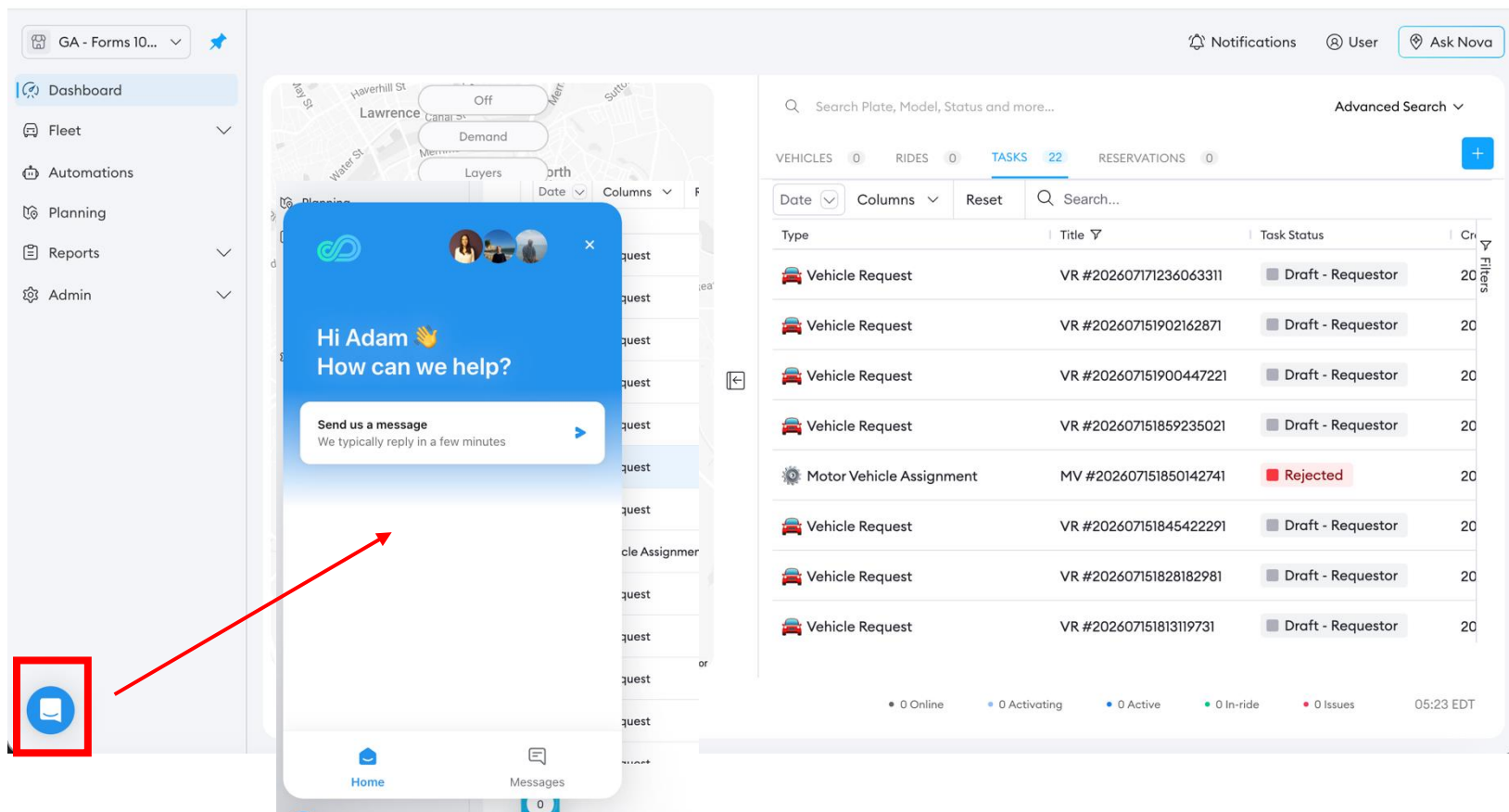
Support Access

Getting technical help

This icon opens live chat support, right from the dashboard.

Use it for technical issues — a workflow that didn't process correctly, or trouble with access.

Support can't help with operational or business questions, like approving a specific request — but they can help with anything technical.



Central Report Navigation

Search “forms” to find GA Forms, then in the left sidebar go to Reports > SOG (State of Georgia) Custom Forms — a centralized, filterable view of every form, and your go-to if you can't find one.

The image illustrates the navigation path to the 'SOG Custom forms' report. It shows a sidebar with 'Reports' and 'SOG Custom forms', a search bar with 'Forms', and a 'Workflow Listing' table with columns for Request ID, Agency Code, Agency Name, Link to Workflow, Type, Status, Open/Closed, Created Date, and Created Time.

Workflow Listing

Request ID	Agency Code	Agency Name	Link to Workflow	Type	Status	Open/Closed	Created Date	Created Time
1	MV #202606281643244401	4020	AGRICULTURE, DEPARTME...	Motor Vehicle Assignment	Submitted - OFM	Open	2026-06-28	2026-06-28 16:45:24
2	MV #202606281811246281	4020	AGRICULTURE, DEPARTME...	Motor Vehicle Assignment	Submitted - OFM	Open	2026-06-28	2026-06-28 18:11:24

Reports

View, filter, and download fleet operational reports.

Workflow Listing

View, filter, and download fleet operational reports.

Full Listing

Request ID	Agency Code	Agency Name	Link to Workflow	Type	Status	Open/Closed
1	VR #2023			Vehicle Request	Draft - Requestor	Open
2	VR #1503			Vehicle Request	Submitted - OFM	Open
3	VR #1557			Vehicle Request	Draft - Requestor	Open
4	VR #1639			Vehicle Request	Draft - Requestor	Open
5	VR #2026			Preventive Maintenance	To do	Open
6	VR #2026			Vehicle Request	Draft - Requestor	Open
7	VR #2026			Vehicle Request	Submitted - Agency	Open
8	VR #202607171214280761	5830	USG - MIDDLE GEORGIA S...	Vehicle Request	Draft - Requestor	Open
9	MV #202607151807352541	ms 1	Unknown	Motor Vehicle Assignment	Draft - Requestor	Open
10	VR #202607151807257211	ms 1	Unknown	Vehicle Request	Draft - Requestor	Open
11	VR #202607151828182981	ms 1	Unknown	Vehicle Request	Draft - Requestor	Open

Opening new task

This process is the same for both Vehicle Request and Motor Vehicle Assignment.

From the dashboard, click the + button above Tasks.

Type “new” in the title box, select the task type, and click Create.

The task appears at the top of your list with a generated ID. Reopen it to start filling in the details.

The screenshot shows a dashboard with a table of tasks and a modal window for creating a new task. The table has columns for Task Status, Created At, Description, and Vehicle. The modal window is titled 'New' and has a dropdown menu for selecting a task type. The 'Vehicle Request' option is selected. The 'Create task' button is at the bottom right of the modal.

Task Status	Created At	Description	Vehicle
Draft - Requestor	2026-07-17 08:36:06	FY 27 Vehicles	
Draft - Requestor	2026-07-15 15:02:16		
Draft - Requestor	2026-07-15 15:00:44		
Draft - Requestor	2026-07-15 14:59:23		
Rejected	2026-07-15 14:50:14		

Modal Window: New

- Business Model *
- Description
- Action
- Additional Supporting Files
- Primary Approver
- Additional Approver
- Requester
- Rejected By
- Cancel Request

Task Type Selection:

- Motor Vehicle Assignment
- Vehicle Request (selected)

Create task

Vehicle Request - Getting started

Starting the form

Reopen the task you just created.

Click the eye icon next to Vehicle Request to open the form and begin filling it out.

Draft - Requestor Created by Adam Simkin at 20 July 2026, 06:22 [View activities](#)

VR #202607201022124471

Type Vehicle Request

Business Model * 1000469-4020

Description Enter description...

Actions Vehicle Request Form ☒ Required Incomplete [+ Add...](#)

Additional Supporting Files + Click or drag to upload file

Primary Approver Not available

Additional Approver Not available

Requester Not available

Draft - Requestor Created by Adam Simkin at 20 July 2026, 06:22 [View activities](#)

VR #202607201022124471

Type Vehicle Request

Business Model * 1000469-4020

Description Enter description...

Actions Vehicle Request Form ☒ Required Incomplete [+ Add...](#)

[View](#)

Vehicle Request - details

Required fields are marked in red if you try to submit without completing — the form will not submit until every required field is filled in.

←

Vehicle Request Form

Vehicle Request – July 20th 2026

Please complete all required fields. If Replacement is selected, provide the details of the vehicle being replaced.

Confirm Agency Making Request (Required)

Select...

Vehicle Request 1.

Request Type (Required)

Select...

Justification

New Vehicle Details

New Vehicle Information: Year (Required)

Requested Vehicle Year

←

Vehicle Request Form

Vehicle Request 1.

Request Type (Required)

Add to fleet

Justification

If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (Required)

Add details, be specific to expedite request

Is this new vehicle needed for additional staff or a new program? (Required)

Explain the staffing/program need

Vehicle Request 1.

Request Type (Required)

Replacement

Replacement Vehicle Details

ID of Vehicle Being Replaced (Required)

287-1950

Disposal Method (Required)

Select...

Vehicle Request - details

← Vehicle Request Form

Justification

If an underutilized vehicle cannot be used for the vehicle being replaced, explain why (Required)

Add details, be specific to expedite request

Why is the replacement vehicle needed? (Required)

Add details, be specific to expedite request

How will this replacement vehicle be used if the vehicle type is different from the original vehicle? (Required)

Add details, be specific to expedite request

Please provide justification for the difference if the

Add details, be specific to expedite request

Explain any funding source other than state funds.

Add details, be specific to expedite request

← Vehicle Request Form

New Vehicle Details

New Vehicle Information: Year (Required)

Requested Vehicle Year

New Vehicle Information: Make (Required)

Select...

New Vehicle Information: Model (Required)

Requested Vehicle Model

New Vehicle Information: Unit Cost (Required)

Enter cost in USD

Is this a lease or a purchase? (Required)

Lease

Purchase

Fuel Type (Required)

Need more vehicles? Copy request 1 to start a second, or open a brand-new one — new line items open either way.

Do you need to add more vehicles to this form? (Required)

Yes

No

Additional Vehicle (Vehicle 2) (Required)

Select...

Same details as previous request

New vehicle request details

No

← Vehicle Request Form

Yes

No

Additional Vehicle (Vehicle 2) (Required)

New vehicle request details

Vehicle Request 2.

Request Type (Vehicle 2) (Required)

Select...

Vehicle Request - details

Vendor & budget

After vehicle details, you'll enter vendor information and budget.
Don't see your vendor listed? Select Other and enter the vendor's details manually.

←

Vehicle Request Form

Vendor Information.

Statewide Contract Category (Required)

Select...

Administrative Vehicles

AMIGI

Motor Vehicle Maintenance & Inventory Management

Police Pursuit & Special Services Vehicles

Public Mass Transit Vehicles and Related Options, Equipment, and Accessories

Truck Chassis and Bodies

School Buses with Related Equipment, Options,

Select...

Fiscal Year

Select...

Source of Funds – enter each as a percent (0–100). The six values must total 100%.

Budget

Budget Program ID

Select...

Fiscal Year

Select...

Source of Funds – enter each as a percent (0–100). The six values must total 100%.

Agency (%)

0–100

Donation (%)

0–100

Federal (%)

VR – Approval flow

Approval Flow

Are you the primary approver of this request? (Required)

☐ Yes
☐ No

Does another internal approver need to be added? (Required)

☐ Yes
☐ No

Additional Information / Comments

Does another internal approver need to be added? (Required)

☒ Yes
☐ No

Additional Internal Approver Name (Required)

Name

Additional Internal Approver Email (Required)

approver@agency.gov

Setting up approvals

If you are the primary approver, select Yes — you'll approve the form yourself and move it to the next step.

If not, enter the primary approver's details; submitting triggers their approval request.

You can also add an additional approver, who signs off after the primary approver.

Are you the primary approver of this request? (Required)

☒ Yes
☐ No

Your Name - Confirm (Required)

Full name

Your Email Address (Required)

Email address

Primary Approver Signature (Required)

Click to add signature

Are you the primary approver of this request? (Required)

☐ Yes
☒ No

Primary Approver Name (Required)

Full name

Primary Approver Email (Required)

approver@agency.gov

Requester Full Name (Required)

Requester Name

Requester Email Address (Required)

Requester Email Address

VR Approval Continued

Status update

Status moves from Draft to Submitted Agency. The primary approver (not you) gets an email with a one-time secure link — no login needed.

They can Approve, Request More Info, or Reject.

Search Plate, Model, Status and more...							
Advanced Search							
VEHICLES 0 RIDES 0 TASKS 24 RESERVATIONS 0							
Date	Columns	Reset	Search...				
Type	Title	Task Status	Created At	Description	Vehicle	Vin	Business Model
Motor Vehicle Assignment	MV #202607201023003061	Draft - Requestor	2026-07-20 06:23:00				1000469-4020
Vehicle Request	VR #202607201022124471	Submitted - Agency	2026-07-20 06:22:12				1000469-4020
Vehicle Request	VR #202607171236063311	Draft - Requestor	2026-07-17 08:36:06	FY 27 Vehicles			1000469-4020
Vehicle Request	VR #202607161902162871	Draft - Requestor	2026-07-16 15:02:16				1000469-4020
Vehicle Request	VR #202607161900447221	Draft - Requestor	2026-07-16 15:00:44				1000469-4020

Agency Approval – July 20th 2026

Agency Approval

Select an outcome for this request.

Decision

Select...

Approve

Reject

Request more information

Agency Approval – July 20th 2026

Agency Approval

Select an outcome for this request.

Decision

Request more information

Please specify for which section you need more information (allow selecting multiple).

- ☐ Justifications
- ☐ New Vehicle Details
- ☐ Attachments
- ☐ Vendor information
- ☐ Budget
- ☐ EPACT

Comments (required to request more information)

Describe what additional information is needed.

Cancel

Submit

VR Approval Process Continued

Search Plate, Model, Status and more...

Advanced Search

VEHICLES 0RIDES 0TASKS 24RESERVATIONS 0

DateColumnsResetSearch...

Type	Title	Task Status	Created At	Description	Vehicle	Vin	Business Model
Motor Vehicle Assignment	MV #202607201023003061	Draft - Requestor	2026-07-20 06:23:00				1000469-4020
Vehicle Request	VR #202607201022124471	Submitted-Additional	2026-07-20 06:22:12				1000469-4020
Vehicle Request	VR #202607171236063311	Draft - Requestor	2026-07-17 06:33:00	1 of 27 Vehicles			1000469-4020
Vehicle Request	VR #202607151902162871	Draft - Requestor	2026-07-15 15:02:16				1000469-4020
Vehicle Request	VR #202607151900447221	Draft - Requestor	2026-07-15 15:00:44				1000469-4020

Where it goes next

With an additional approver, status becomes Submitted Additional; otherwise it routes straight to OFM.
From there it goes to OFM, then the OFM Director.
You can check the status at any point.

Submitted-Additional

Created by Adam Simkin at 20 July 2026, 06:22

View activities

VR #202607201022124471

Type

Vehicle Request

Business Model *

1000469-4020

Description

Enter description...

Actions

Vehicle Request Form

Required

Done

Agency Approval

Required

Done

Additional Approver

Required

Incomplete

+ Add...

Additional Supporting Files

+ Click or drag to upload files

Primary Approver

William Shakespeare (adam@autofleet.io)

Additional Approver

Sir Lancelot (adammoshesimkin@gmail.com)

Requester

Adam Simkin (asimkin@elementcorp.com)

Rejected By

Not available

Cancel Request

Submitted -OFM

Created by Adam Simkin at 20 July 2026, 06:22

View activities

VR #202607201022124471

Type

Vehicle Request

Business Model *

1000469-4020

Description

Enter description...

Actions

Vehicle Request Form

Required

Done

Agency Approval

Required

Done

Additional Approver

Required

Done

OFM Approval

Required

Incomplete

+ Add...

Additional Supporting Files

+ Click or drag to upload files

Primary Approver

William Shakespeare (adam@autofleet.io)

Additional Approver

Sir Lancelot (adammoshesimkin@gmail.com)

Requester

Adam Simkin (asimkin@elementcorp.com)

Rejected By

Not available

Submitted - OFM Dir

Created by Adam Simkin at 20 July 2026, 06:22

View activities

VR #202607201022124471

Type

Vehicle Request

Business Model *

1000469-4020

Description

Enter description...

Actions

Vehicle Request Form

Required

Done

Agency Approval

Required

Done

Additional Approver

Required

Done

OFM Approval

Required

Done

OFM Director Approval

Required

Incomplete

+ Add...

Additional Supporting Files

+ Click or drag to upload files

Primary Approver

William Shakespeare (adam@autofleet.io)

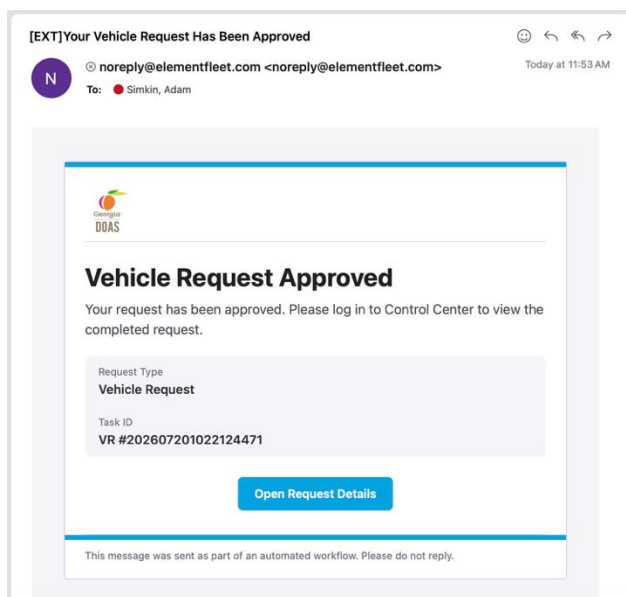
Additional Approver

Sir Lancelot (adammoshesimkin@gmail.com)

Requester

Adam Simkin (asimkin@elementcorp.com)

VR Approval and Asset Creation



Approved Add Vehicle Created by Adam Simkin at 20 July 2026, 06:22 [View activities](#)

VR #202607201022124471

Type: Vehicle Request

Business Model *: 1000469-4020

Description: Enter description...

Actions:

- Vehicle Request Form ☒ Required Done
- Agency Approval ☒ Required Done
- Additional Approver ☒ Required Done
- OFM Approval ☒ Required Done
- OFM Director Approval ☒ Required Done
- Add Vehicle ☒ Required Incomplete

+ Add...

Additional Supporting Files: + Click or drag to upload files

Primary Approver: William Shakespeare (adam@autofleet.io)

Additional Approver: Sir Lancelot (adammoshesimkin@gmail.com)

Approved Add Vehicle Created by Adam Simkin at 20 July 2026, 06:22 [View activities](#)

VR #202607201022124471

Type: Vehicle Request

Business Model *: 3710-37100002-022

Description: 1000469-3710-37100002-022

Actions:

- Vehicle Request Form ☒ Required Done
- Agency Approval ☒ Required Done

Approval (and rejection / more-info requests) trigger an email. Once approved, revisit the request to add the vehicle: pick the exact location, fill in all vehicle details (sticker, WEX account), and submit — this starts a 24-hour vehicle-creation process.

← Add Vehicle

Add Vehicle - July 20th 2026

Add Vehicle

Submit the required information to add a vehicle. VINs are typically 17 characters.

Vehicle 1

VIN (Vehicle 1)

Enter 17-character VIN

Delivery Date (Vehicle 1)

Jan 01, YYYY

Client Asset ID - Enter unique digits that will follow the agency code.

Enter unique digits to follow agency code, example: 402-XXXXXXX

APD (auto physical damage)? (Vehicle 1)

☐ Yes ☒ No

Is a fuel card required? (Vehicle 1)

☐ Yes ☒ No

Is "Report my driving sticker" needed? (Vehicle 1)

☐ Yes ☒ No

← Add Vehicle

Is a new asset requested? (Vehicle 1)

☐ Yes ☒ No

Is "Report my driving sticker" needed? (Vehicle 1)

☐ Yes ☒ No

Policy & Maintenance (Vehicle 1)

Policy ID (Vehicle 1)

☐ Yes ☒ No

Capital Hill (Vehicle 1)

☐ Yes ☒ No

Need maintenance program? (Vehicle 1)

☐ Yes ☒ No

Do you have any more vehicles to add as a part of this vehicle request? Note: if you have new vehicle details on the way, please respond YES and you'll fill in the information at a later time. Responding NO will close out this request and new vehicles cannot be submitted.

☐ Yes ☒ No

Cancel Submit

Search Plate, Model, Status and more...				
VEHICLES	0	RIDES	0	TASKS 24
RESERVATIONS 0				
Date	Columns	Reset	Search...	
Type	Title	Task Status	Created At	Description
Motor Vehicle Assignment	MV #202607201023003061	Draft - Requestor	2026-07-20 06:23:00	
Vehicle Request	VR #202607201022124471	Vehicle Added	2026-07-20 06:22:12	

Motor Vehicle Assignment

Selecting a vehicle

Launching an MVA task works the same as a Vehicle Request.

The key difference: you must select an existing vehicle.

Choose the correct business area/location first, or the right vehicle won't appear.

Vehicle not listed? It must be added to the system (via Vehicle Request) before it can be assigned.

Draft - Requestor

Created by Adam Simkin at 20 July 2026, 06:23

[View activities](#)

MV #202607201023003061

Type

Motor Vehicle Assignment

Business Model *

1000469-4020

Vehicle

Search vehicle by plate, VIN, ID and more...

Description

Enter description...

Actions

Motor Vehicle Assignment

Required

Incomplete

+ Add...

Primary Approver

Not available

Additional Approver

Not available

Assigned Driver

Not available

Draft - Requestor

Created by Adam Simkin at 20 July 2026, 06:23

[View activities](#)

MV #202607201023003061

Type

Motor Vehicle Assignment

Business Model *

1000469-3710-37100002-012

Vehicle

Search vehicle by plate, VIN, ID and more...

14005	FUSION	16781120
14004	FUSION	16781117
14003	FUSION	16781114

Description

Actions

Draft - Requestor

Created by Adam Simkin at 20 July 2026, 06:23

[View activities](#)

MV #202607201023003061

Type

Motor Vehicle Assignment

Business Model *

1000469-3710-37100002-012

Vehicle

14005

FUSION

16781120

Description

Enter description...

View

Actions

Motor Vehicle Assignment

Required

Incomplete

+ Add...

MVA

Add the driver's details here. If the driver isn't already in the system, they're added once you submit. The approval process afterward is the same as Vehicle Request.

← Motor Vehicle Assignment

Motor Vehicle Assignment

Driver Details

Driver Name

Full name

Driver Email

driver@agency.gov

Assignment Start

Jan 01, YYYY

Assignment End (optional)

Jan 01, YYYY

How many miles do you anticipate commuting to and from your office in a fiscal year?

Enter number of miles

← Motor Vehicle Assignment

Please review and select one of the following AV1-AV5 options.

AV1 - A state employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer, and the motor vehicle assigned to the state employee is specially equipped for law enforcement purposes and having the motor vehicle is essential for the state employee to carry out their job functions.

AV2 - A state employee travels to different work sites as part of routine duties.

AV3 - The vehicle has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location;

AV4 - A motor vehicle is for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from state employee's home; or

AV5 - The vehicle is required to be driven in sites or under conditions that would endanger a privately-owned vehicle.

[Fleet Rules, Policies and Compliance](#)

AV1-5: Selection

Select...

Justification of Selection (Explain AV1-AV5 Selection)

Explain how the selected AV category applies to the driver's usage.

← Motor Vehicle Assignment

Agency Recommendation

Employee is recommended for authorization for individual assignment of a vehicle

☐ Yes

☐ No

Employee is recommended for authorization of overnight use of the vehicle on a routine basis

☐ Yes

☐ No

Approvals

Are you the primary approver of this request?

☐ Yes

☐ No

Does another internal approver need to be added?

☐ Yes

☐ No

End-of-Process Actions

Upon submission, notification of request will be sent to driver (for confirmation and policy approval), supervisor, and to Agency Approval, followed by Office of Fleet Management and OFM Director for final confirmation.

Cancel

Submit

MVA – Driver Certification

Q Search Plate, Model, Status and more...

VEHICLES 0RIDES 0TASKS 26RESERVATIONS 0

Date

Columns

Reset

Q Search...

Type	Title	Task Status	Created At	Description	Vehicle
Vehicle Request	VR #202607211825103321	Submitted - Agency	2026-07-21 14:25:10	GDOT Test	
Vehicle Request	VR #202607211406187061	Draft - Requestor	2026-07-21 10:06:18		
Motor Vehicle Assignment	MV #202607201023003061	Submitted - Driver	2026-07-20 06:23:00		

Driver certification

The driver details you entered trigger an email to the driver with a one-time secure link.

The driver must open it and confirm/certify all the details themselves.

Follow up directly with the driver if this step doesn't move forward.

Please Review and Certify Your Motor Vehicle Assignment

N

noreply@elementfleet.com <noreply@elementfleet.com>

To: adam@autofleet.io

Today at 10:08 PM

Certification Required

Please review and certify the attached motor vehicle assignment policy.

Open Certification Form

Motor Vehicle Assignment Summary

Request ID

MV #202607201023003061

Requester

Adam Simkin

Driver

Test

Driver Email

adam@autofleet.io

Assignment Start

Driver Certification – July 21st 2026

Driver Certification

Driver Summary – State Vehicle Assignment Policy & Attestation

State vehicles are provided for official business use and may only be assigned or used when job duties require it.

Drivers may be authorized to use a state vehicle if their role involves regular travel to multiple work sites, transporting equipment, responding to emergencies, operating in conditions unsuitable for a personal vehicle, or performing specialized duties.

Each driver is approved under a specific authorization qualifier (AV1-AV5) and must use the vehicle only in accordance with the conditions of that approved qualifier.

Temporary use of a pooled vehicle, including limited take-home use, may be permitted when required for business efficiency, remote travel, or emergency response.

All drivers are responsible for using state vehicles lawfully, safely, and only for authorized purposes.

Use of a state vehicle is a privilege and must align with agency guidelines and operational needs.

[Link to policy](#)

☐ I acknowledge that I have read and understand the State Vehicle Assignment Policy summary above, including my responsibility to use the vehicle only in accordance with the authorization qualifier under which I have been approved, and accept responsibility for complying with all applicable rules and conditions related to vehicle assignment and use.

Driver Signature

Click to add signature

Cancel

Submit

MVA – Approvals

Q Search Plate, Model, Status and more...

VEHICLES 0RIDES 0TASKS 26RESERVATIONS 0

Date ▾Columns ▾ResetQ Search...

Type	Title ▾	Task Status	Created At ▾	Description
Vehicle Request	VR #202607211825103321	Submitted - Agency	2026-07-21 14:25:10	GDOT Test
Vehicle Request	VR #202607211406187061	Draft - Requestor	2026-07-21 10:06:18	
Motor Vehicle Assignment	MV #202607201023003061	Submitted - Agency	2026-07-20 06:23:00	

← MV- Additional Approver

Additional Approval – July 21st 2026

Additional Approval

Select an outcome for this request.

Decision

Request more information

Please specify for which section you need more information (allow selecting multiple).

- ☐ Driver selection
- ☐ Vehicle selection
- ☐ Assignment Start/End
- ☐ Commuting Miles
- ☐ Usage Policy
- ☐ Agency Recommendation

Comments (required to request more information)

Describe what additional information is needed.

Cancel

Submit

← MV- Additional Approver

Additional Approval – July 21st 2026

Additional Approval

Select an outcome for this request.

Decision

Approve

Signature

Click to add signature

Cancel

Submit

After driver certification, the request routes to agency approval and then to any additional approver — the same flow as Vehicle Request. The approver can approve, reject, or ask for more information.

MVA – Final Approval

Q Search Plate, Model, Status and more...

VEHICLES 0RIDES 0TASKS 26RESERVATIONS 0

Date ▾Columns ▾ResetQ Search...

Type	Title ▾	Task Status	Created At ↓	Description
Vehicle Request	VR #202607211825103321	Submitted - Agency	2026-07-21 14:25:10	GDOT Test
Vehicle Request	VR #202607211406187061	Draft - Requestor	2026-07-21 10:06:18	
Motor Vehicle Assignment	MV #202607201023003061	Submitted -OFM	2026-07-20 06:23:00	

Q Search Plate, Model, Status and more...

VEHICLES 0RIDES 0TASKS 26RESERVATIONS 0

Date ▾Columns ▾ResetQ Search...

Type	Title ▾	Task Status	Created At ↓	Desc
Vehicle Request	VR #202607211825103321	Submitted - Agency	2026-07-21 14:25:10	GDI
Vehicle Request	VR #202607211406187061	Draft - Requestor	2026-07-21 10:06:18	
Motor Vehicle Assignment	MV #202607201023003061	Submitted - OFM Dir	2026-07-20 06:23:00	

Final approvals

After agency approval, the request routes to OFM and then the OFM Director.
Once approved, you'll receive an email — just as with Vehicle Request.

Q Search Plate, Model, Status and more...

VEHICLES 0RIDES 0TASKS 26RESERVATIONS 0

Date ▾Columns ▾ResetQ Search...

Type	Title ▾	Task Status	Created At ↓	De
Vehicle Request	VR #202607211825103321	Submitted - Agency	2026-07-21 14:25:10	GI
Vehicle Request	VR #202607211406187061	Draft - Requestor	2026-07-21 10:06:18	
Motor Vehicle Assignment	MV #202607201023003061	Approved - Complete	2026-07-20 06:23:00	

Motor Vehicle Assignment Approved

Your request has been approved. Please log in to Control Center to view the completed request.

Request Type

Motor Vehicle Assignment

Task ID

MV #202607201023003061

Open Request Details

This message was sent as part of an automated workflow. Please do not reply.

Cancelling request

Both Vehicle Request and Motor Vehicle Assignment tasks can be cancelled.

Toggle Cancel Request, then save the task.

Once saved, the request is cancelled and no further approval steps will take place.

The screenshot displays a task management interface for a 'Draft - Requestor' task. The task was created by Adam Simkin on 20 July 2026 at 06:22. The interface includes a 'Description' field, an 'Actions' section with a 'Vehicle Request Form' and a 'Required' toggle, and fields for 'Additional Supporting Files', 'Primary Approver', 'Additional Approver', 'Requester', and 'Rejected By', all of which are currently 'Not available'. A red box highlights the 'Cancel Request' toggle, which is currently turned off. A 'Save task' button is located at the bottom right.

Draft - Requestor Created by Adam Simkin at 20 July 2026, 06:22 [View activities](#)

Description

Actions ☐ ☒ Required Incomplete [+ Add...](#)

Additional Supporting Files [+ Click or drag to upload files](#)

Primary Approver

Additional Approver

Requester

Rejected By

Cancel Request ☐

[Save task](#)

Request more information

If an approver asks for more information, you'll get an email and the task reverts to Draft.

Reopen it, review what's being asked, add the details, and resubmit — this continues the approval process from where it left off.

The image displays a collage of screenshots from a vehicle request system, illustrating the 'Request more information' workflow.

Submitted - Agency View: Shows a request for Vehicle Request (VR #202607171236063311) with details like Type, Business Model, and Description. It lists actions such as 'Vehicle Request Form' and 'Agency Approval', both marked as 'Required' and 'Done'.

Draft - Requestor View: Shows the same request in a 'Draft' state. The 'VR - More Info' action is marked as 'Required' and 'Incomplete'.

Agency Approval Modal: A detailed view of the 'Agency Approval' process for July 21st 2026. It prompts the user to 'Select an outcome for this request' and provides a list of sections to request more information on: Justifications (checked), New Vehicle Details, Attachments, Vendor information, Budget, and EPACT. It also includes a field for 'Comments (required to request more information)' with the placeholder text 'Justifications not clear, add more detail'.

VR - More Info Form: A follow-up form titled 'Request More Information - Follow-Up' for the 'Original Request Type'. It asks 'Which section do you need to update?' and provides a 'Justifications' field. It includes several required questions: 'If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (Required)', 'Is this new vehicle needed for additional staff or a new program? (Required)', and 'How will the new vehicle be used to meet the agency's needs? (Required)'.