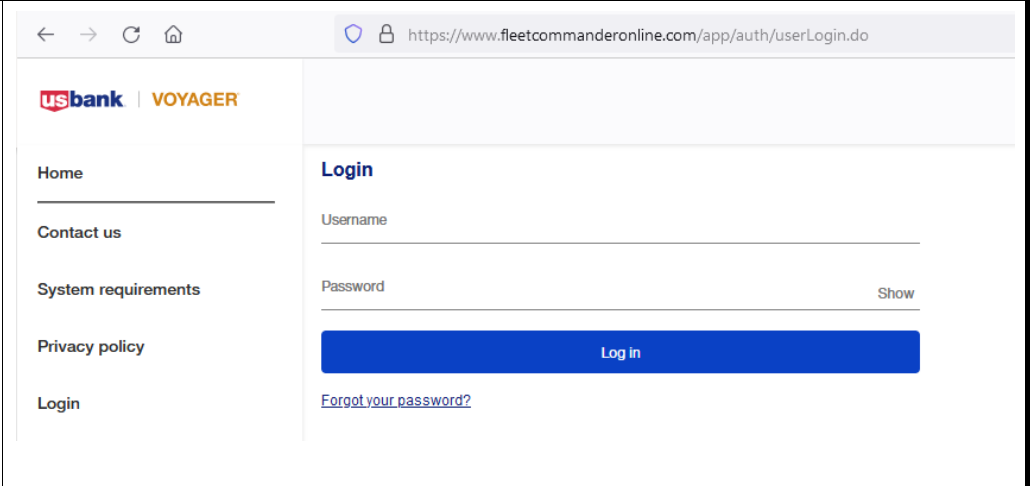
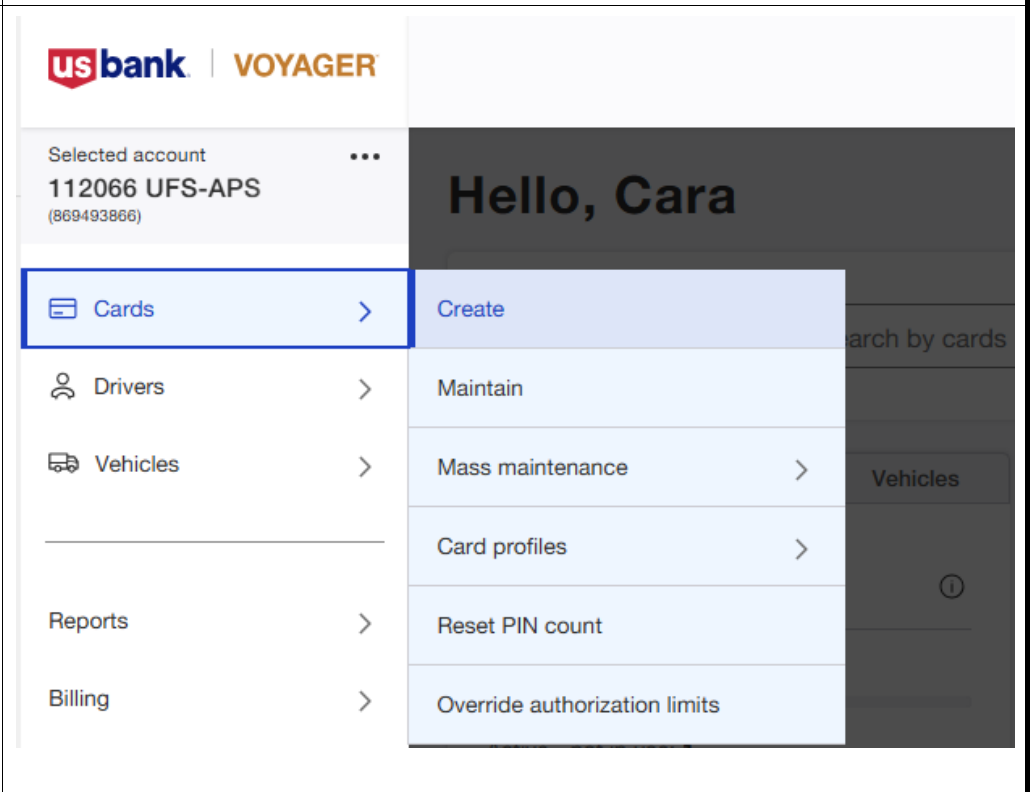


## Voyager – Create New Card and Vehicle

**When a department purchases or leases a new vehicle, the new vehicle will need to be created in Voyager Fleet Commander and a new card can then be added for that vehicle.**

Procedures	
<p>Sign into Voyager Fleet Commander Online (FCO) at <a href="https://fleetcommanderonline.com">fleetcommanderonline.com</a></p>	
<p>If you have access to more than 1 Voyager account, make certain the correct account is selected. If not, select the correct account.</p> <p>From the selection menu on the left of the screen, click on Cards and Create.</p>	

## Voyager – Create New Card and Vehicle

Under Start setting up new cards, make certain the Account defaults and Vehicle buttons are selected.

Click Continue.

### CREATE CARDS

## Start setting up new cards.

Do you want to use your current account defaults or a card profile? ⓘ

- Account defaults
- Card profile

How do you want your cards tied?

- Vehicle
- Driver
- Untied

Continue

## Voyager – Create New Card and Vehicle

For vehicle information, complete Vehicle ID, Vehicle Description, License #, State, and VIN.

Click Card Information.

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: 'Vehicle information' (active), 'Card information', 'Card limits', 'Temporary limits', 'Product limits', and 'Rules by state'. Below the navigation bar is a section titled 'VEHICLE INFORMATION'. At the top of this section is a link that says 'Select an existing vehicle'. The form contains several input fields: 'Vehicle ID (Required)', 'License number', and 'VIN'. To the right of 'Vehicle ID' is a 'Vehicle description' field. Below 'License number' is a 'State' dropdown menu with the text 'Select a state' and a downward arrow. Below 'VIN' is a 'Show' button. To the right of the 'VIN' field is a 'Tank capacity' field with the text 'In gallons' below it. At the bottom of the form is a 'True VIN' field with a 'Show' button and a small note: 'Search for the 17-character VIN to get the make, model and year.'

**Vehicle ID:** This will be a 6-digit number created by the department. Each vehicle requires a unique vehicle ID.

**Vehicle Description:** Enter the year and model of the vehicle. Example 2020 Camry (Field is limited to 17 characters.)

**License #:** Enter the license plate number of the vehicle.

**State:** Select the state where the vehicle is licensed.

**VIN:** Enter the VIN number of the vehicle.

## Voyager – Create New Card and Vehicle

Make certain under Card Attributes the Prompt type defaults to Driver ID and the box for Prompt for odometer is checked.

Scroll to the bottom of the screen and click on Go To Review.

Vehicle information **Card information** Card limits Temporary limits Product limits Rules by state

⊕ Expand all ⊖ Collapse all

▼ Card attributes

EXPIRATION DATE: AUGUST 31, 2027

Purchase type

Fuel only

Fuel and other

Prompt type

Driver ID

PIN

No prompt

Prompt for odometer

---

> User codes -

---

> Card embossing Standard embossing

---


> Organization level UFS-APS

A summary of the information entered will be displayed along with an example of how the card will look.

Verify all information entered in correct and click Place Order.

**Card embossing**

Note: Card image illustrates embossing only. It does not reflect your actual card image.



Number of cards being created: 1

Card profile: ---

Card(s) tied to: Vehicle

Account number: 869493866

Organization level card assignment: UFS-APS

<b>Vehicle information</b>	<b>Vehicle user codes</b>
Vehicle ID: 000002	
Vehicle description: 2020 Camry	
License number: 524 DMV	
State: Kentucky	

## Voyager – Create New Card and Vehicle

Once the order has been placed, a confirmation that the card has been successfully created and the card mailing information will be displayed.

Click on Go Back to Home to complete any additional actions needed or Log Out.



**Your new card is on the way.**

Card 700002 has been successfully created and tied to Vehicle ID 000002.

This card will arrive at ATTN CARA NELSON, 411 S LIMESTONE RM 331, LEXINGTON, KY 40506 per your selected shipping method.

Do you want to [create more cards?](#)

[Go back to home](#)