

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

OFM Program Access

Office of Fleet Management

April 2021



OFM Program Access Request

This program is compatible with IE or Chrome browsers

The screenshot shows the top navigation bar of the Department of Administrative Services website. It includes the Georgia logo, the department name, a '2016 STATE PROCUREMENT RANKINGS' badge, and navigation links for 'Learn About DOAS', 'Our Community', and 'Need Help'. Below the navigation is a breadcrumb trail for 'Fleet Management' and a 'Print' button. The main content area features a section titled 'FLEET PROGRAMS ACCESS REQUEST' with a detailed paragraph about the OFM programs and their purpose. A second paragraph mentions access to the DOAS Learning Management System (LMS). A link for 'Learn more about OFM Programs' is provided. A sidebar on the right contains a 'CONTACT' section with 'Fleet Management' contact information and social media icons. At the bottom of the screenshot, a yellow arrow points to a 'Next' button.

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

GOVERNING
2016 STATE
PROCUREMENT
RANKINGS
State of Georgia
at Work

Learn About DOAS | Our Community | Need Help | Search

Home > Fleet Management Print

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.

CONTACT

Fleet Management

Phone
770-651-0250, Option # 4

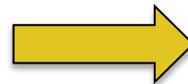
ASK A QUESTION

[View All Division Contacts](#)

f t in

Next

Click Next to create an account or login.



Next

Create an account to gain access to OFM Programs



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Learn About DOAS

Our Community

Need Help



Home > Support Login

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

Username

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

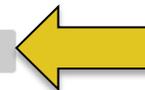
Password

LOG IN

Forgot your Username?

Forgot your Password?

CREATE AN ACCOUNT



Click to create an account for OFM Programs access

Add your information to create an account



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Learn About DOAS

Our Community

Need Help



> Create a New Account

CREATE AN ACCOUNT

First Name *

susie

Last Name *

smith

Email Address *

susie.smith@dnr.ga.gov

Username *

susie.smith@dnr.ga.gov

Password

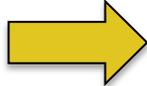
••••••••

Verify Password

••••••••

Create Account

Click Here



You may already have an account with us

The screenshot shows a web page for the Department of Administrative Services (DOAS) with a "CREATE AN ACCOUNT" form. The form includes fields for First Name, Last Name, Email Address, Username, Password, and Verify Password. A "Create Account" button is at the bottom. A modal window titled "WARNING" is displayed over the form, indicating that the email address "lori.barmann@doas.ga.gov" is already in use. The modal offers two options: "Email address already in use: lori.barmann@doas.ga.gov. Please enter a different email address." and "If this is your email address, we can send you your username or let you reset your password." Below the second option is a link "Get account assistance here" and an "OK" button. A yellow arrow points to the "OK" button, with the text "Click OK to retrieve your password" next to it.

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GOVERNING
2016 STATE
PROCUREMENT
RANKINGS
State of Georgia
#1 RANK

Learn About DOAS | Our Community | Need Help |

CREATE AN ACCOUNT

First Name *

Last Name *

Email Address *

Username *

Password

Verify Password

WARNING x

Email address already in use:
lori.barmann@doas.ga.gov. Please enter
a different email address.

If this is your email address, we can send
you your username or let you reset your
password.

[Get account assistance here](#)

**Click OK to
retrieve your
password**

Once your account is created you can login



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Our Community

Need Help |

 > 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. pat.davis@doas.ga.gov

Password

Here 

Log In

Forgot your username or password?

Request to have your username or password resent

 > 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. pat.davis@doas.ga.gov

lori.barmann@doas.ga.gov

Password

**Click
Here**



Log In

Forgot your username or password?

You will receive notification the email was sent

The screenshot shows the Georgia Department of Administrative Services website. The header includes the Georgia logo, the department name, and navigation links for 'Learn About DOAS', 'Our Community', and 'Need Help'. The main content area is titled 'ACCOUNT ASSISTANCE' and 'REQUEST'. A modal window titled 'INFORMATION' is displayed, containing the following text:

INFORMATION

We just sent you an email to reset your password.

If you don't receive this email:

- Your account may be disabled.
- The username may not be valid.
- The email address you are checking may be different than the email address on file for the username you entered.

Contact our support team for help.

OK

The background page shows a form for 'RESET YOUR PASSWORD' with a 'Username' field containing 'lori.barmann@doas.ga.gov' and a 'Reset My Password' button.

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



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Our Community

Need Help



Home > Fleet Management

FLEET PROGRAMS ACCESS REQUEST

Fleet Manager Information

Please Confirm Fleet Manager Information *

- My Fleet Manager information is correct.
- I need to update my Fleet Manager information.

Name:

Jazzmin Randall

Email:

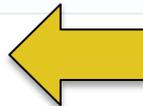
jazzmin.randall@doas.ga.gov

Phone ⓘ

404-651-7263

Next

Cancel



Click Next

CONTACT

Fleet Management

Phone

770-651-0250, Option # 4

ASK A QUESTION

View All Division Contacts



My Account Settings ▾

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

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 ⓘ

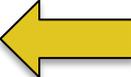
Select all programs you would like to have access to.

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

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

Back Next

Cancel

Click Here 

CONTACT

Fleet Management

Phone
770-651-0250, Option # 4

ASK A QUESTION

[View All Division Contacts](#)



[My Account Settings](#) ▾

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

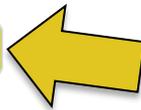
FLEET PROGRAMS ACCESS REQUEST

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.

[Back](#) [Next](#)



Click

[Cancel](#)

All fields marked * are mandatory

CONTACT

Fleet Management

Phone
770-651-0250, Option # 4

ASK A QUESTION

[View All Division Contacts](#)



[My Account Settings](#) 

Begin typing your agency in the box provided

🏠 > Fleet Management

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

Cancel

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 Request

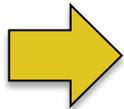
FLEET PROGRAMS ACCESS REQUEST

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

Search for Agency: *

na

- NATURAL RESOURCES, DEPARTMENT OF
- BANKING AND FINANCE, DEPARTMENT OF - 06 - 4060
- BOR-SAVANNAH STATE - 86 - 5480
- C GEORGIA CORRECTIONAL INDUSTRIES - BA - 9210
- GEORGIA DRUGS AND NARCOTICS AGENCY - EA - 3010
- GEORGIA EMERGENCY MANAGEMENT AGENCY - 61 - 2390
- GEORGIA STUDENT FINANCE COMMISSION - BK - 4760



CONTACT

Fleet Management

Email
fms@doas.ga.gov

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[My Account Settings](#) ▾

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

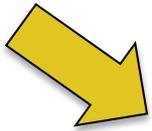
Back

Next

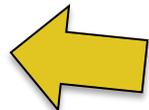
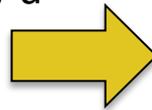
Cancel

Click Next

Add a second agency here



Add a restriction to allow a user access to only that location



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: *

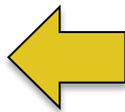
30334

State *

GA

Back

Next



Click Next

Cancel

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.

Add any comments concerning your request

FLEET PROGRAMS ACCESS REQUEST

Add User Request

A request will be sent to have the user added.

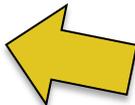
Name: Doe Jane

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. :

Back

Submit



Click to submit the request

Cancel

CONTACT

Fleet Management

Email
fms@doas.ga.gov

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Save or print your request, download the ARI quick reference guide, or start a new request



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Need Help



Home > Fleet Request

FLEET PROGRAMS ACCESS 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](#)

Exit

CONTACT

Fleet Management

Email
fms@doas.ga.gov

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Programs Application

Fleet Programs Application

Date Completed: 04/16/2021
Add User Request

Program(s):

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

Fleet Manager Contact:

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

Application Completed By:

First Name: Lori	Last Name: Barmann
Business Email: lori.barmann@doas.ga.gov	Business Phone: 13308400919

User Information:

First Name: Lori	Last Name: Barmann
Business Email: lori.barmann@doas.ga.gov	Business Phone: 333-333-3333
Employee ID: 4444	

Organization and Location Information:

Organization 1: AGRICULTURAL COMMODITY COMMISSION FOR COTTON - AN - 9320
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
application
for your
records



State of Georgia VITAL-ARI *insights*® Quick Reference Guide
ARI CIS Help Desk 1-856-439-7478 or cishelpdesk@arifleet.com

Download or print
the ARI Quick Reference
Guide to give to your
new users.

I want to . . .	Go to . . .
Find one vehicle by VIN, State ID or ARI Vehicle No.	Quick Vehicle Search
Find multiple vehicles using various search criteria.	General Vehicle Menu
Find specific fuel transactions or a summary of fuel purchases.	Fuel – Menu
Search for an odometer reading with various search criteria.	Odometer History Menu
Enter a maintenance transaction or work order.	Vehicles / Maintenance / PO History Entry
Enter a fuel transaction.	Fuel Entry Tab of vehicle record
Search for a work order using the PO and/or vehicle information.	PO Search
Make changes to a vehicle record.	Driver Changes Tab of veh. rec
Search for a maintenance transaction or work order.	Service History
Create a new vehicle request.	Vehicle Request Form
Search for an existing vehicle request.	Vehicle Request Search
Find updates in the Discussion Forum	Communication

Quick Vehicle Search	
Step	Action
1.	Click Quick Search button at the top right of the screen.
2.	Enter State ID or ARI Vehicle # in Vehicle No. field or enter VIN in VIN field.
3.	Click Search to obtain a list of vehicles matching criteria. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

General Vehicle Search	
Step	Action
1.	Select General Vehicle Menu .
2.	Enter desired search criteria, including year/make/model.
3.	Click Search button at the top of the screen. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Fuel Search	
Step	Action
1.	Select Fuel Menu .
2.	Enter desired search criteria, example: year/make/model.
3.	Click Detail button at the top of the screen. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Maintenance Search	
Step	Action
1.	Select PO Search Menu .
2.	Enter desired search criteria, example: year/make/model, etc.
3.	Click Search button at the top of the screen. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Entering an Odometer Reading	
Step	Action
1.	Select Driver Changes Menu .
2.	Enter State-ID, VIN or ARI Vehicle number in Vehicle field. Click Search button.
3.	In the Driver Updates tab of the vehicle record, enter the odometer reading in the Odometer field and the date in the Odometer date field.
4.	Click Update button.

SEARCH VEHICLES DRIVER ODS

Main Dashboard Maintenance ARI Insights Training PM

Vehicle Information Tracking And Logistics

VITAL

Powered by ARI insights®

Who to Contact:

ARI Insights Assistance:
ARI CIS Helpdesk
(856) 439-7478 or cib@arifleet.com

WEX Strategic Support:
StrategicSupport@wexinc.com
(800) 726-0492

ARI Maintenance Technicians:
.....

Additional Search Tips

Select multiple choices within a dropdown

- Hold the “Ctrl” key down while clicking each choice.

Wildcard in insights

- An asterisk (*) may be used before and/or after the text entered in a search criteria box.
- For example, to search for all vehicles in Site 4030, enter “4030*” in the Site-Location ID field.

Need to add another user? Click start a new request



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Need Help



Home > Fleet Request

FLEET PROGRAMS ACCESS REQUEST

Your Request Has Been Submitted

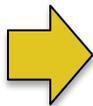
When your request is processed you will receive an email response. Please allow 48 hours for processing.

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

CONTACT

Fleet Management

Email
fms@doas.ga.gov

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My Account Settings ▾

Restart the process to add, delete, or change another user

 > Fleet Management

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 

Back

Next

Cancel

CONTACT

Fleet Management

Phone
770-651-0250, Option # 4

ASK A QUESTION

[View All Division Contacts](#)



My Account Settings 

For help, click the down arrow to submit a question any time throughout the application



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Need Help



Home > Fleet Management

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 ⓘ

Back

Next

Cancel

Click My Account Settings to request help or ask a question

CONTACT

Fleet Management

Email
fms@doas.ga.gov

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My Account Settings ▾

- [Manage Mailing List](#)
- [Update your account settings](#)
- [Change your password](#)
- [Submit A Question](#)
- [Logout](#)



Office of Fleet Management

404.463.5458

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