

# Fleet Lookup



FLEET CENTER

# Objectives

1. Look up a fleet company
2. Determine billing requirements



## Look up a fleet company

1. Login to Midas.myfleetcenter.com  
*TIP! You can search by any of the options on the screen.*
2. Type your search criteria into the box. Note that you must enter at least 4 characters
3. Toggle the Search Local Only box to OFF
4. Click Enter

**MyFleetCenter.com** "Extending the Midas Touch to your fleet billing" midasdealer.myfleetcenter.com Powered by: **iM3** Invoice Management technology

**Fleet Lookup Tool**

Welcome to the MyFleetCenter.com fleet lookup tool! This tool has provided for your convenience to assist you in making the decision of whether or not to provide service to a fleet customer.

To get started just start typing some information (at least 4 characters) about the fleet into the search box to the right. The following items are searchable using the fleet lookup tool:

- Account #
- Company name
- Company address
- Company phone
- License plate
- VIN

By default searches are restricted to your state and surrounding states. To search all states click the "Search local only" switch to toggle it from "On" to "Off".

If any matches are found they will be displayed in the section to the right.

To ensure you have the correct fleet, click on an account number to view detail about that fleet.

**Search Criteria**

Search for: <start typing here> Search local only: OFF

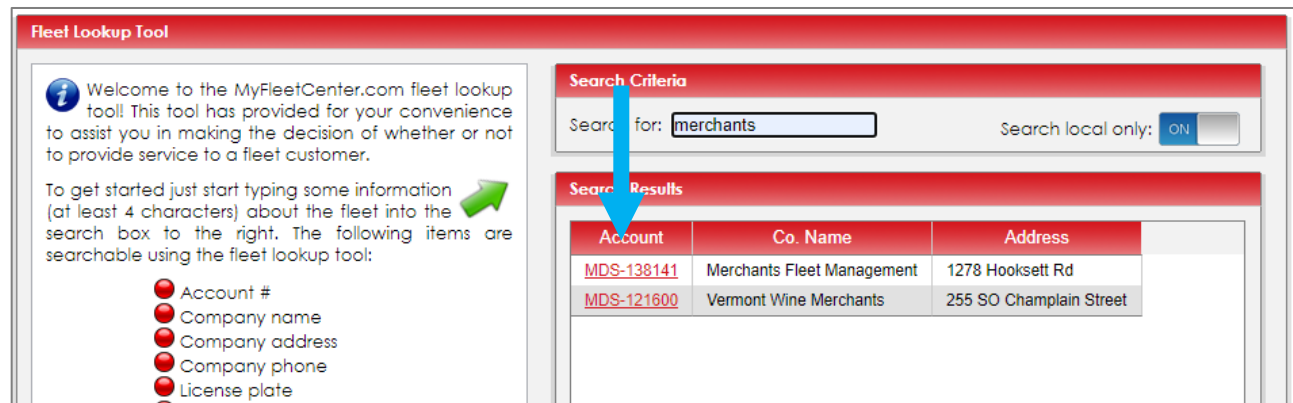
**Search Results**

Account	Co. Name	Address
No records found.		

## Determine billing requirements

The system returns any accounts that meet your criteria.

Click on the underlined account number to view more information. This pops up the Account Details window where you can see the fleet's billing requirements.



**Fleet Lookup Tool**

Welcome to the MyFleetCenter.com fleet lookup tool! This tool has provided for your convenience to assist you in making the decision of whether or not to provide service to a fleet customer.

To get started just start typing some information (at least 4 characters) about the fleet into the search box to the right. The following items are searchable using the fleet lookup tool:

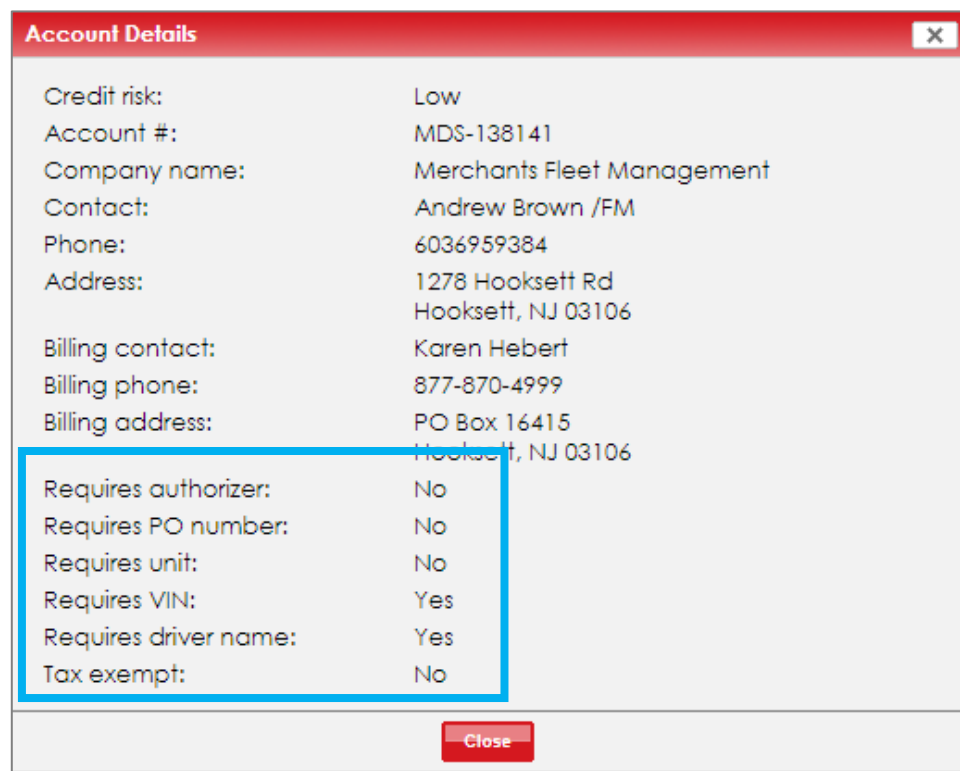
- Account #
- Company name
- Company address
- Company phone
- License plate

**Search Criteria**

Search for:  Search local only:

**Search Results**

Account	Co. Name	Address
<u>MDS-138141</u>	Merchants Fleet Management	1278 Hooksett Rd
MDS-121600	Vermont Wine Merchants	255 SO Champlain Street



**Account Details**

Credit risk: Low

Account #: MDS-138141

Company name: Merchants Fleet Management

Contact: Andrew Brown /FM

Phone: 6036959384

Address: 1278 Hooksett Rd  
Hooksett, NJ 03106

Billing contact: Karen Hebert

Billing phone: 877-870-4999

Billing address: PO Box 16415  
Hooksett, NJ 03106

Requires authorizer: No

Requires PO number: No

Requires unit: No

Requires VIN: Yes

Requires driver name: Yes

Tax exempt: No

Close

# Recap

1. Look up a fleet company:
  - Enter at least four characters into the search box.
  - Toggle “Search local only” button to OFF
  - Press enter.
  
2. Determine billing requirements:
  - Click the underlined fleet account number.
  - Review the requirements in the Account Details box



FLEET CENTER