

# Fleet Card Merchant Processing Signup Overview

## Wright Express Merchant Signup Overview

### SETUP PROCESS

All Wright Express customers are considered NEW to RBS WorldPay and **MUST** fill out a Wright Express Merchant Charge Agreement Application.

- a) Print and fill out the Wright Express Merchant Charge Agreement Application.
- b) Once the application is complete, fax the application in its entirety, along with a voided check from the merchant's checking account, to Contracts Processing at: 1-866-508-5965.
- c) If the customer has multiple locations AND uses the same banking services, a Site Form needs to be filled out for each additional location and faxed to Contracts Processing at: 1-866-508-5965.
- d) If the customer has multiple locations and uses different banks, the Wright Express Merchant Charge Agreement Application must be filled out for each banking relationship and faxed in its entirety, along with a voided check from the merchant's corresponding checking account, to Contracts Processing at: 1-866-508-5965.

## Voyager Signup Overview

### SETUP PROCESS

To sign up a new Voyager customer, simply fill out and complete the OLA for the new merchant, taking care to indicate whether or not the customer is new to Voyager. No further contracts or paperwork required.

## FleetCor / Fleet One Overview

Below are setup processes to be followed by RBS WorldPay and FleetCor for setting merchants up to accept the FleetCor proprietary (Fuelman/Gascard) cards. *The process for Fleet One is identical to that of FleetCor.*

### SETUP PROCESS

1. **FleetCor setup request initiated by RBS WorldPay for a new RBS WorldPay Merchant who has an existing contract with FleetCor**
  - a) After the AE has completed the OLA process the AE will fill out the Merchant Site Setup Form as shown in Exhibit-A and fax it to Contract processing at 1-866-508-5965.
  - b) RBS WorldPay will inform the merchant that FleetCor will notify them when the setup at FleetCor has been completed. Average setup time is 24 – 48 hours.
2. **FleetCor setup request initiated by RBS WorldPay for a new RBS WorldPay Merchant who does not have an existing contract with FleetCor**
  - a) After the AE has completed the OLA process the AE will fill out the Merchant Site Setup Form as shown in Exhibit-A and fax it to Contract processing at 1-866-508-5965.
  - b) FleetCor will complete their normal merchant setup processes including adding the RBS WorldPay merchant identification number to their cross-reference screen. This will take approximately one to two weeks.

3. **FleetCor setup request initiated by RBS WorldPay for an existing RBS WorldPay Merchant who has an existing contract with FleetCor**
  - a) After the AE has completed the OLA process the AE will fill out the Merchant Site Setup Form as shown in Exhibit-A and fax it to Contract processing at 1-866-508-5965.
  - b) RBS WorldPay will inform the merchant that FleetCor will notify them when the setup at FleetCor has been completed. Average setup time is 24 – 48 hours.
4. **FleetCor setup request initiated by RBS WorldPay for an existing RBS WorldPay Merchant who does not have an existing contract with FleetCor**
  - a) After the AE has completed the OLA process the AE will fill out the Merchant Site Setup Form as shown in Exhibit-A and fax it to Contract processing at 1-866-508-5965.
  - b) FleetCor will complete their normal merchant setup processes including adding the RBS WorldPay merchant identification number to their cross-reference screen. This will take approximately one to two weeks.
5. **FleetCor setup request initiated *by FleetCor* for an existing RBS WorldPay merchant who does not have an existing contract with FleetCor**
  - a) After the AE has completed the OLA process the AE will fill out the Merchant Site Setup Form as shown in Exhibit-A and fax it to Contract processing at 1-866-508-5965.
  - b) FleetCor will complete their normal merchant setup processes including adding the RBS WorldPay merchant identification number to their cross-reference screen. This will take approximately one to two weeks.

**Exhibit A**

**Setup Completion form RBS WorldPay – EXAMPLE**

FleetCor/Fuelman Merchant Site Setup Form	
Merchant Name:	
Merchant Contact:	
Merchant Phone #:	
Merchant Brand(or Unbranded):	
Address:	
City:	
State:	
Zip:	
Multiple Locations?	
POS Equipment:	
RBSWorldPay Merchant # (s):	Ex) 800000211111
Terminal number:	Ex) LK265772