

TOLL OPERATIONS PROJECTS
OPPORTUNITY TO PROVIDE SERVICES AT NO COST
FLEET ACCOUNTS

Fleet Accounts

Purpose

This account type is for approved applicants who have a large number of vehicles and wish for a more direct way of managing tolls. Tolls must be guaranteed through Auto-Pay and some technical development and testing is required. See the Fleet Account Agreement for a full description and requirements.

Qualifications

Companies seeking to establish a Fleet Account must complete an Application. Approval to establish a Fleet Account is at the discretion of TxDOT. Minimum requirements for companies interested in establishing a Fleet Account are summarized below. An applicant must:

- (1) Agree to all requirements and meet all qualifications detailed in the Fleet Account Agreement.
- (2) Have and maintain at least 200 active license plates to be managed.
- (3) Have dedicated staff for the development and implementation of the necessary Interface Control Document (ICD) provided by TxDOT.
- (4) Have the ability to send and receive data files via a Secure File Transfer Protocol (SFTP) as determined by TxDOT.
- (5) Resolve any past due toll obligations with TxDOT for all vehicles or plates intended to be managed under the Fleet Account.
- (6) Maintain and keep current all relevant account information.
- (7) Enroll in TxDOT's Auto Payment program.
- (8) Provide two credit or debit cards for Auto Payment.
- (9) Enter into the Fleet Account Agreement.
- (10) Provide the required services consistently and with good customer service.

Benefits of a Fleet Account

Fleet Account customers will have the ability to perform the following services:

- (1) Update vehicle and tag information without contacting customer service.
- (2) Receive transaction reconciliation files via the web, replacing the need for invoice statements.
- (3) List an unlimited number of license plates.
- (4) Import tags from an approved third party supplier.
- (5) Make payments via the Auto Payment feature, ensuring tolls are paid and will not escalate.

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Fleet Account Process Outline

- (1) Fleet Account Applicants will obtain and review an application, including information on requirements and qualifications.
- (2) Fleet Account Applicant submits a completed application and supporting documents.
- (3) TxDOT will review the application and determine if the requirements and qualifications have been met. All applicants will be notified of TxDOT's determination.
- (4) Approved Applicants will be contacted by the Toll Operations Division to schedule technical design discussions, followed by joint integration testing with TxDOT's back office system (BOS) provider.
- (5) A new fleet account will be created and deployed.
- (6) Fleet Vendor will procure tags through TxDOT or a TxDOT-approved third party supplier.
- (7) A SFTP communication link will be established between the Fleet Vendor and the TxDOT back office.
- (8) Vehicles, license plates and tags may be added, removed and updated via a Plate and Transponder Upload file.
- (9) TxDOT's BOS Provider will process the transmitted files.
- (10) TxDOT's BOS Provider will provide a Transaction Reconciliation file which details for the Fleet Vendor the transactions posting to the Fleet Account.