

## **Setting up Auto Integrate and Multiple Fleet Services Companies**

Follow the steps below to become a Preferred Vendor for Merchants Fleet Services. (Refer to this <u>FAQ</u> for more information about working on fleet vehicles managed by Merchants Fleet.)

- Apply online at <u>Become a Vendor | Merchants Fleet</u>. Be sure to enter your company name as Costa Oil City, State and not your legal business name for easy recognition. Also at the bottom of the form it asks how you found out about Merchants Fleet. Please click 'Other' and enter Brandon at Costa Oil.
- Once you complete the registration you will get an email from Merchants Fleet services to finish the registration process and they will assign you an AutoIntegrate ID Number.
- Please watch this video for assistance on the AutoIntegrate set up process.
  <u>Auto Integrate Video</u>
- Using your AutoIntegrate number, log into <u>AutoIntegrate</u> and finalize the onboarding process. This will include selecting which fleet companies you want to work with. (I advise signing up with Enterprise, Emkay, Element, etc.)
- Please remember with all Fleet Management Companies you must get approvals before providing the services. This usually only takes a few minutes, but for newer accounts the first service may take longer to get approvals.