

**USDA Fleet Card User Certification Training for  
Center for Aquatic Technology Transfer Employees**

1. Click the following link and read the training document, [USDA - Wright Express \(WEX\) Fleet Card Usage Procedures](#)
2. From a computer connected to the USFS network, click the following link, [USDA Fleet Card User Certification Training](#)
  - a. On this webpage read the text
  - b. At the bottom of the webpage. complete your information in the fields and click submit

**\* Indicates a required field**

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>FIRST NAME:*</b>                | First                               |
| <b>MIDDLE INITIAL:</b>             |                                     |
| <b>LAST NAME:*</b>                 | Last                                |
| <b>AGENCY:*</b>                    | Forest Service (FS) ▼               |
| <b>PRIMARY USDA EMAIL:*</b>        | email                               |
| <b>DUTY STATION - CITY:*</b>       | Blacksburg                          |
| <b>DUTY STATION - STATE:*</b>      | VA ▼                                |
| <b>TRAINING COMPLETION DATE :*</b> | date                                |
| <b>DRIVER PIN:*</b>                | your WEX Pin                        |
| <b>ACKNOWLEDGEMENT:*</b>           | <input checked="" type="checkbox"/> |

3. Print confirmation certificate as a PDF or JPG and email to supervisor
4. **If you do not have access to a computer connected to the USFS network**, click the following link, [USDA Fleet Card user Certification](#)
  - a. Complete the form and return to supervisor