

## USING YOUR WEX MOTORPASS CARD

### To Start

- Check the front of your card to ensure all the details are correct. (name, registration and inclusions)
- Please sign on the reverse of the card where indicated.
- We recommend you activate the PIN number immediately by calling the the number displayed on the front of your card. Please follow the prompts to establish your personal PIN security number.
- Always store your card in a secure location.

### Fuel

After filling your tank you will be required to present your WEX Motorpass card to the service station attendant for payment. If applicable, the attendant will request your PIN number to be entered in to the terminal. You will also in most cases be asked to sign the receipt. Please retain a copy of the receipt for your records.

### Service & Maintenance

Motorpass is accepted at most new car dealerships and major service outlets Australia wide. When your vehicle is due for its regular log book service or requires a maintenance issue addressed please contact your desired service agent to book the vehicle in. At the time of booking please advise your service agent of your intention to pay using your WEX Motorpass card.

### Tyres

Your WEX Motorpass card is accepted by the majority of tyre retailers in Australia. If tyres are included in your allcredit novated lease, and the time has come to replace the tyres, contact your preferred supplier to book the vehicle in. At the time of booking please advise your tyre retailer you intend to settle your account using your WEX Motorpass card.

### Please Note

If for any reason you are unable to use your WEX Motorpass card to settle an account, please obtain a receipt from the attendant/supplier to complete a manual claim.

To complete a manual claim go to the resources tab on the allcredit website ([allcredit.com.au](http://allcredit.com.au)) and download a claim form. Complete and scan your claim form along with a copy of the receipt and submit to [accounts@allcredit.com.au](mailto:accounts@allcredit.com.au) via email for a next day reimbursement.

Go to [www.motorpass.com.au](http://www.motorpass.com.au) for a complete list of the outlets that accept your WEX Motorpass card.