



Home Charger Installation

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1. Introduction

This document describes the steps a fleet manager must take to order EV chargers and home installation for fleet drivers.

1.1. Getting Started

For an optimal experience in referencing this documentation, please ensure that you are using the latest version of your internet browser. Google Chrome is recommended.

Please note that all drivers must be entered into WEX Online to receive home charger installation.

2. How to request a charger in WEX Online

1. Log into WEX Online
2. Click the “Administration” tab in the navigation pane
3. Click “View account details”
4. Locate the “Request home chargers” section and click “Request”
5. Select how you would like to pay for your home charger by clicking “Pay with WEX credit line” or “Use alternate payment method”
6. Continue to the next section as applicable

2.1. Pay for home chargers with WEX credit line

1. Click “Pay with WEX credit line”
2. Click “Continue”
3. Enter the number of chargers that you need to be delivered at ONE location
 - a. One order must be placed per delivery location
4. If you do not need help with installation, click the “No” button
5. If you do need help with installation, enter the name of drivers who must be equipped with home chargers to be delivered at ONE location
 - a. Note: the total number of drivers requiring installation must match the total number of chargers
6. Click “Submit”
7. Repeat process as needed

2.2. Pay for home chargers with alternate payment method

If you would like to purchase chargers directly from ChargePoint, follow the below steps to be referred to ChargePoint for further support.

After completing the steps in section 2, [How to request a charger in WEX Online](#)

1. Click "Use alternate payment method"
2. Click "Continue"
3. Enter your driver's information into all fields
4. Click "Submit"
5. Repeat process as needed

3. After charger requests are submitted

3.1. Finalizing your order(s)

After home chargers have been ordered with or without installation, a WEX sales representative will reach out to finalize the details of the order. Fleet Managers will have an opportunity to review and approve all order details prior to submission.

3.2. Charger delivery

Home chargers will be shipped and delivered to each driver's home or a fleet warehouse.

3.3. Charger installation

When installation is requested, Qmerit will contact the fleet manager and driver(s) to coordinate installation. Qmerit will send an installation survey to the driver to provide an initial quote for the installation and fleet managers will have the opportunity to approve or reject these quotes.

3.4. Payment

Chargers paid for with WEX line of credit will appear as line items on your regular WEX invoice, including sales tax (where applicable), shipping fees, and installation costs, if desired.

3.5. Using home chargers

After chargers have been installed, fleets can sign up for the WEX home reimbursement solution to reimburse drivers for home charging expenses.