

# Fleet Web ID Enrollment Form



## Registration for a Fleet Web ID

To obtain new Fleet Web ID(s), fax or email the following information on company letterhead:

- Fleet Account Number (FAN)
- Fleet Account Name
- Contact name, phone number and email address (Administrator)
- Company website address
- Number of user ID(s) requested (maximum six users per fleet account; please provide name, phone number and email address for each user)
- Completed non-disclosure form (below)

**Send to:** **FCA Canada Fleet Headquarters**  
**Attn: Fleet Web ID**  
Fax: 1-800-870-4390  
Email: [canadafleet@fcagroup.com](mailto:canadafleet@fcagroup.com)

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## Appendix A

*Supply Partner Information Network (SPIN) Non-disclosure  
New Fleet Accounts to SPIN only*

Information created, maintained, and controlled on FCA Canada's computer system is the sole property of FCA Canada Inc. This information is not to be disclosed, damaged, altered, or used in any other way for personal gain. Non-FCA personnel who are sponsored, and authorized to access FCA Canada's computer system agree to use only the information authorized for use by the person who signs below. Computer access by non-authorized personnel will be considered a breach of this agreement, and appropriate action will be taken.

ACF2, an access control software system, is installed at all FCA Canada Data Centres. This software is used to control access to the system and to data files. Accordingly, it is important that you, and each person in your organization authorized to access FCA Canada's computer systems, understand and comply with federal laws pertaining to computer access, and with the following requirements:

- Every user must enter a personal user ID to access the system
- Every user ID must have a password associated with it. The password will consist of 6-8 characters, known only by the user. Lead user is legally responsible for all activity connected to his/her user ID
- You will be required, by the system security software, to change your password every 30 days
- Access to data will automatically expire based on a predetermined length of this agreement
- Any requests for extensions or additional access must be submitted by your FCA Canada sponsor

I am employed by \_\_\_\_\_ and have been authorized and sponsored by FCA Canada Fleet Operations to access the computer system and data sets transactions through SPIN, and I have read and agree with the above system and data access requirements.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date