

## Creating a New Account in the Fleet Utilization Reporting System

Open your Internet browser and navigate to the DAS Fleet home page at <http://das.ct.gov/cr1.aspx?page=11>. If you already have an account and only need to apply for a new role, you may go directly to the last page of the documentation for instructions.

Scroll down and click the “Report Monthly Mileage or View Agency Billing” link.

### Report Monthly Mileage or View Agency Billing

File the monthly mileage report for permanently assigned cars.

- [Report Monthly Mileage or View Agency Billing](#)
- How do I create a new account?
- How does the Agency Billing Review work?

On the resulting page, click the button for a new account.

### Welcome to DAS Web Applications

E-Mail Address	<input type="text"/>	
Password	<input type="text"/>	
<input type="button" value="Login"/>		
	<input type="button" value="Create New Account"/>	
		<input type="button" value="Forgot Password"/>
		<input type="button" value="Update Account"/>
		<input type="button" value="Resend Activation Link"/>

Fill in the account info and click “Submit”.

### Follow directions below to create a new account

Please enter and confirm your e-mail address and password. Then click on **Create Account**. You will receive an e-mail. Before you can continue with the application, click on the link inside the e-mail to activate your account. If you cannot click on the link, cut and paste it from the e-mail to your browser's address bar.

[Page Help](#)

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
E-Mail Address	<input type="text"/>	
E-Mail Address Confirm	<input type="text"/>	
Password	<input type="text"/>	
Password Confirm	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>



After clicking “Submit”, you will receive e-mail from the system. Click the link in the e-mail to activate your account and log in. On the resulting page, click the link for Connecticut State Employees.

**Thank you for participating in the State of Connecticut's Internet Business Initiative.**

Your login has been activated. You can begin doing business with us by logging in.  
[Page Help](#)

Your account has been activated.

[Click here if you are a Vendor or Contractor](#)

[Click here if you are a Connecticut State Employee or an employee of a Connecticut City, Town or Municipality](#)

[Click here if you are an employee of the Department of Administration Procurement Division or a Connecticut State Auditor](#)

Your e-mail address will be shown at the bottom. Choose “Agency” in the Customer Type box. Fill in the contact info and click “Save Profile”.

**Enter or Update your Customer Information.**

[Page Help](#)

Customer Type	Agency	Agency Code	
Agency Name			
Address 1			
Address 2			
City, State ZIP			
Phone	*	FAX	
E-Mail Address	ed.kane@po.state.ct.us		

**\*\*After clicking Save Profile, please close the resulting page\*\***

At this point your account has been established and an automated e-mail has been sent requesting the “Customer” role in the DAS Internet Business Initiative system.

- If your e-mail address ends with “@ct.gov” or “@po.state.ct.us” the “Customer” role will be granted automatically and you can continue on to the next step.
- If your e-mail address ends with something else, you must wait for the “Customer” system role to be granted. You will be notified by e-mail when this has been done.

When the Customer role has been granted, you will be able to log in at <https://www.biznet.ct.gov/Fleet Apps> using the e-mail address and password you entered on the account creation page. After logging in, you will see a page that looks something like this:

System Profile		
Please choose a role, fill in the information, and click the Submit button. An e-mail requesting a system role will be sent to DAS Fleet Administration.		
Name	Test User	<a href="#">Change Login Info</a>
Work Phone	(860) 123-4567	<a href="#">Change Contact Info</a>
Choose Role	<div style="border: 1px solid black; padding: 2px;"><p>Select A System Role: <span style="float: right;">▼</span></p><p>Select A System Role:</p><ul style="list-style-type: none"><li>Agency Billing Review</li><li>Agency Mileage Data Entry</li><li>Commuting Home to Office</li><li>DAS Fleet Employee</li><li>Home Garaged - No Personal Utilization</li></ul></div>	

You are now eligible for more than one role within the Fleet Apps System. Open the “Choose Role” dropdown list and select the appropriate system role. The roles for which you are eligible will appear in the dropdown list (some roles are mutually exclusive).

- If you have been designated by your agency as an Agency Billing Reviewer, select “Agency Billing Review”.
- If you have been designated by your agency to enter utilization reports, select “Agency Mileage Data Entry”.
- If you are an elected official or an agency head and you commute home to office with a state vehicle, select “Commuting Home to Office”.
- If you work for DAS Fleet Administration in the administrative office, select “DAS Fleet Employee”.
- If you are applying for permission to garage a state owned vehicle at your home, select “Home Garaged – No Personal Utilization”.

The page will change depending on the system role you select. Fill in all of the boxes that appear and click the “Submit” button. An automated e-mail requesting a role in the Fleet Utilization Reporting system will be sent to DAS Fleet Administration. You will receive an automated e-mail confirming that the request was received.

When the system role has been granted, you will be notified by e-mail and you can begin using the system. Log in at <https://www.biznet.ct.gov/Fleet Apps> or click the “Report Monthly Mileage or View Agency Billing” link on the [Fleet Home Page](#).