

Applying for Permission to Home Garage a State-Owned Vehicle

Open your Internet browser and navigate to the DAS Fleet home page at:

<http://das.ct.gov/cr1.aspx?page=11>

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"/> |



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. You will see a page that looks something like this:

| System Profile | |
|---|---|
| Please fill in the following fields and click the Submit button. An e-mail requesting a system role will be sent to DAS Fleet Administration. | |
| Name | Test User Change Login Info |
| Work Phone | (860) 822-6601 Change Contact Info |
| Choose Role | Select A System Role: <input type="text"/> |
| Agency Name | Agency Transportation Admin Commuting Home to Office - Taxable Fringe Benefit DAS Fleet Employee Home Garaged - No Personal Utilization |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> | |

- Open the “Choose Role” dropdown list and select the “Home Garaged – No Personal Utilization” system role.
- Fill in all of the boxes that appear. If you can not reveal your home street address for security reasons, you may check the box next to the “Garaging Street Address” field and the address will not be required. “Garaging State” and “Garaging Town” are required in all cases.
- Click the “Submit” button.

PLEASE BE ADVISED: Submitting this request for permission does not in any way give you the right to home garage a state-owned vehicle. The system will send e-mail with the details of your request to your Agency Transportation Administrator who will submit the request to your agency head for review. If your agency head affirms that you have a valid need to home garage a state-owned vehicle on a continuous basis, DAS will then consider the request and render a decision. You will be made aware of our decision by e-mail.

DRIVER RESPONSIBILITY: If permission is granted, you will be required to log in at https://www.biznet.ct.gov/Fleet_Apps each month and report your monthly utilization. You must also continue to fill out the daily utilization log (Form CCP-40) and keep it on file at your agency.