

# HOW TO EDIT MILEAGE FOR HOME GARAGED VEHICLE

1. Login to your BIZNET Account

**BIZNET** STATE OF CONNECTICUT

Log in  
Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled "Create New Account" to proceed.

E-Mail Address:

Password:

Buttons: Create New Account, Forgot Password, Update Account, Resend Activation Link, Login

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2. Select Home Garaged- No Personal Utilization

**DAS** State Of Connecticut  
Department of Administrative Services  
Fleet Administration

Current User: Susan.Cerisevic@po.state.ct.us [Log Out](#)

Fleet Utilization System Entrance

Please select a system role or click [here](#) to apply for a new one.

Agency Mileage Data Entry      Agency Billing Review

**Home Garaged - No Personal Utilization**      Commuting Home to Office

DAS Fleet Employee      State Auditor

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3. On Home Page Click link: *I would like to see or edit the data I entered*

**DAS** State Of Connecticut  
Department of Administrative Services  
Fleet Administration

Current User: ed.kane@ct.gov      System Role: Home Garaged - No Personal Utilization      [Roles](#)      [Log Out](#)

Home to Office Main

Name: Test User      [I am no longer home garaging a state vehicle](#)

Current Status: Home garaging a state vehicle      [I need to change my vehicle or personal information](#)

Daily Commute Miles: 0.0

Current Vehicle Plate: OFF-5

Vehicle Start Date: 7/1/2012      **I would like to see or edit the data I entered**

Reporting Period: March, 2012

For Vehicle: 5-6150, 2006 SILVER DODG CARAVAN

Beginning Odometer:       Ending Odometer:       Days Used:       The number of days you drove the vehicle.

Save

4. To Edit or change what you entered previously, click *Edit*

**DAS** State Of Connecticut  
Department of Administrative Services  
Fleet Administration

Current User: edward.kane@po.state.ct.us System Role: Home Garaged - No Personal Utilization [Roles](#) [Log Out](#)

### Fringe Benefit Information

Name: Edward Kane Employee Number: 12345  
Current Status: Home garaging a state vehicle  
Daily Commute Miles: 15.0 Fringe Calculation Method: Home Garaging Only - No Calculation by DAS  
Current Vehicle Plate: OFF-6OLD  
Vehicle Start Date: 7/1/2012 [Update](#)

The table below shows all the data you have entered into this system to date. Errors can be corrected by clicking the 'Edit' link on the left end of the row containing the error.

[<< Back to Main Page](#)

	Year Month	Vehicle Plate and Description	Beginning Odometer	Ending Odometer	Total Miles	Commute Miles	Days Used
<a href="#">Edit</a>	201201	5-7478, 2007 BLUE DODG CARAVAN	40001	42000	1999	330.0	22
<a href="#">Edit</a>	201112	5-7478, 2007 BLUE DODG CARAVAN	39000	40000	1000	375.0	25
<a href="#">Edit</a>	201111	5-7478, 2007 BLUE DODG CARAVAN	38000	39000	1000	375.0	25
<a href="#">Edit</a>	201110	5-7478, 2007 BLUE DODG CARAVAN	37000	38000	1000	375.0	25

5. Modify beginning and ending mileage as necessary.