



LOGIN AND PASSWORD RESET
USER GUIDE

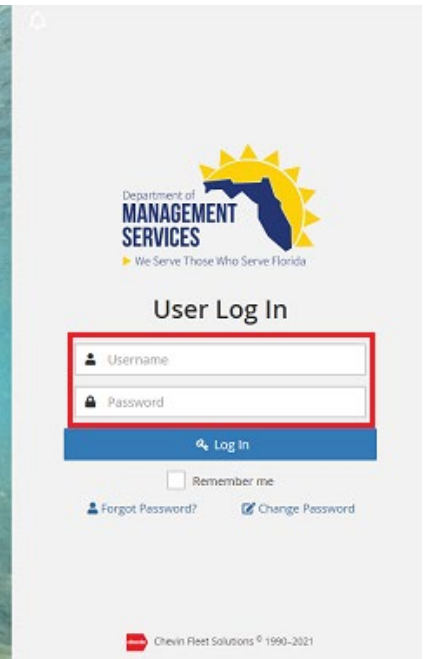
Logging into FleetWave

Preconditions:

- Password Rules:
 - Must contain at least 12 characters
 - Cannot exceed 255 characters
 - Must contain a minimum of 1 lowercase character
 - Must contain a minimum of 1 uppercase character
 - Must contain a minimum of 1 alphabetical character
 - Must contain a minimum of 1 numeric character
 - Must contain a minimum of 1 special character
 - Cannot match any password entered the last 2 times
- Passwords expire every 90 days
- After five (5) consecutive login attempts, you will be locked out of FleetWave for five (5) minutes. After five (5) minutes, user may attempt to login again or [reset password](#).

1. Go to the FleetWave landing page: <https://uspod002.chevinfleet.com/StateofFlorida>.

2. On the FleetWave landing page, enter your *Username* and *Password*
- a. *Username* will be your People First ID

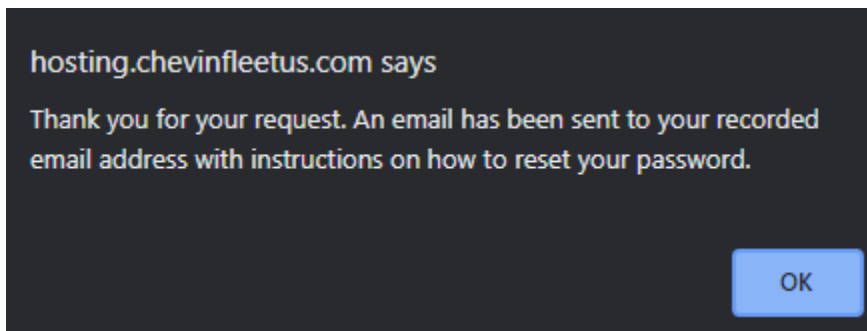


Password Reset

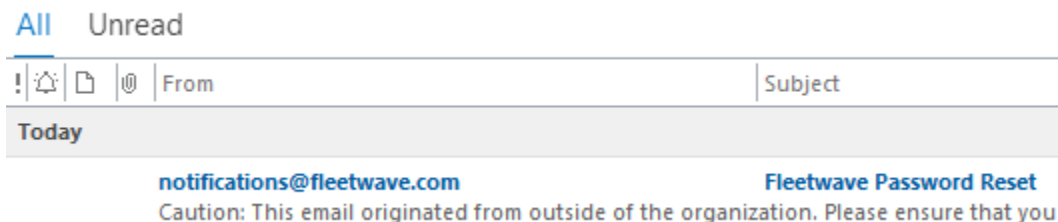
1. On the FleetWave landing page, enter your *Username* and click on *Forgot Password?*



2. User will receive a popup notice that an email has been sent.



3. User will receive a *FleetWave Password Reset* email with a link to reset password from notifications@fleetwave.com. (Save email address in your contacts)



Fleetwave Password Reset



notifications@fleetwave.com
To

Reply

You recently requested to reset your password for your FleetWave account. Use the button below to reset it. **This password reset is only valid for the next hour.**

[Reset your password](#)

If you did not request a password reset, please ignore this email or contact your system administrator if you have any questions.

4. Click on *Reset your password*. User will be redirected back to the FleetWave Login Screen and see the following password reset box:

Change Password

Password must contain at least 12 characters
Password cannot exceed 255 characters
Password must contain a minimum of 1 lowercase characters
Password must contain a minimum of 1 uppercase characters
Password must contain a minimum of 1 alphabetical characters
Password must contain a minimum of 1 numeric characters
Password must contain a minimum of 1 special characters
Password cannot match any password entered the last 2 times.

5. Enter *User Name*, *New Password* and *Confirm Password* and click on *Change Password*.

6. Password will be updated, and user will then be logged into FleetWave.