Overnight Vehicle Mileage Entry User Instructions

1. Login with your name and password. https://fleetwave.das.ct.gov/FleetWave


- ○ You can add the link to your favorites or create desktop shortcut
  - Favorites Bar Options:
   - ▪ Click the Star with arrow to add to favorites bar
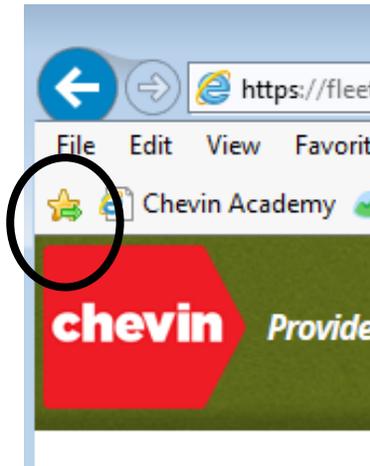
- ▪ Select Favorites→ Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Ba**
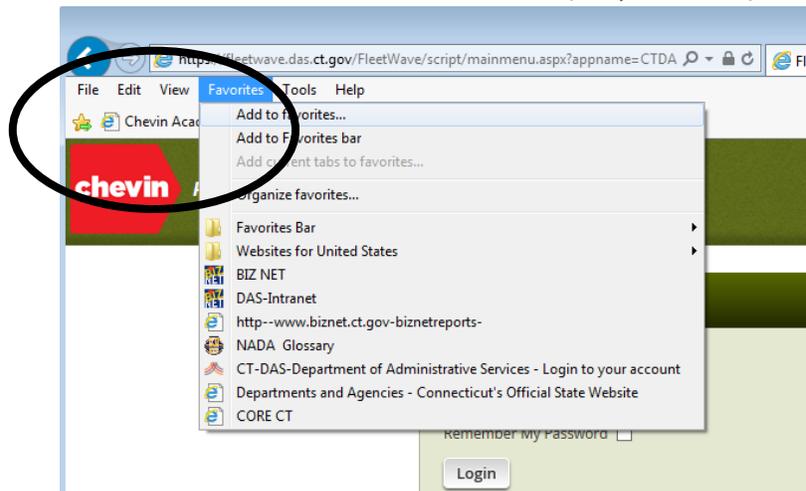
- Create Shortcut:
  - Select **File** →Select **Send** → Select **Shortcut to Desktop**
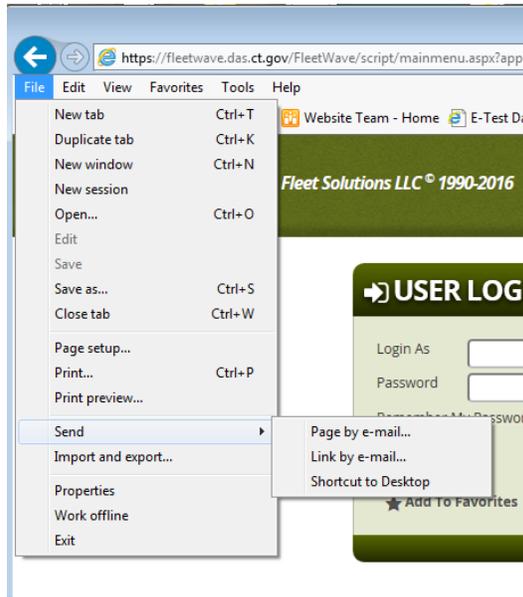
2. The system will bring you to your home page:
   a. You will see your Vehicle ID #, Year/Make/Model of your vehicle, zoom in icon and the next service date

3. Click on the zoom in icon in the *Report Mileage* section
   a. Make sure the month at the top right is on the correct month you are entering
   b. Enter your start odometer if your last month ending isn't there and your ending mileage
   c. Click *Save*
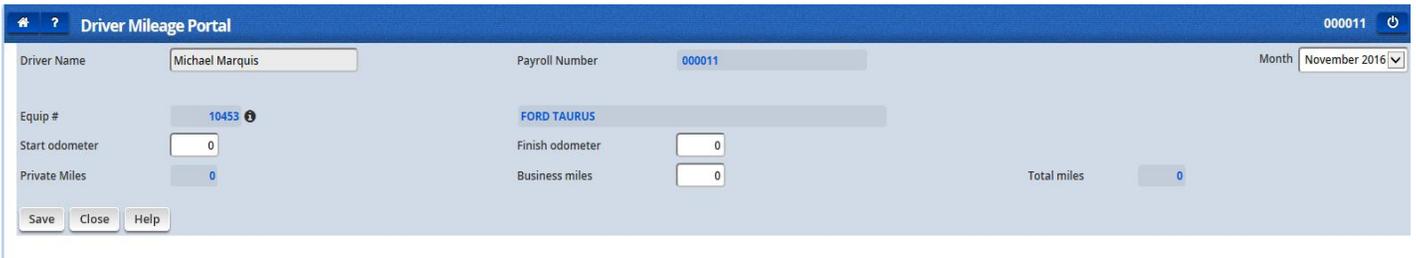
4. When you're done, don't forget to log off: