



To place a data order through *CDK's DealerSuite eStore*, please follow the steps below.

Note that placing a data order must be completed by a DealerSuite user at the dealership per CDK guidelines. This user must have eStore access/credentials/ authorization to DealerSuite. Typical roles with this type of access within the dealership include: Business Manager, Office Manager, Controller, Sales Manager, etc.

For any technical issues related to CDK, please 866-668-5394, then entering your CMF# then push #; Select option 3: "DealerSuite"; Then select option 5: "All other DealerSuite calls". Unfortunately, CDK limits visibility at this stage of the process to just them and you, so there are circumstances where calling CDK's technical support team is most efficient.

Steps to place a data order:

Step 1. Go to: https://portal.dealersuite.com/eStore/faces/pages/customer/index_3PA.jsp?store=Echelon


Step 2. Login to: *DealerSuite eStore* using your DealerSuite ID and password, then click "log in".

Step 3. Click on "Click here to view available CMF(s)" at the bottom of the page.

Step 4. Verify the dealership being requested is listed and click 'Start Enrolling' button.

Step 5. Select the integration product: **3PA-MBD-DEALER121** Catalog # **4431067**

a. Option will look like this:

1.  [3PA-MBD-DEALER121](#)
Catalog Number : 4431067
\$0.00
\$0.00 Monthly Recurring

b. *Do NOT select the "-NHIST" option

Step 6. Review the Addendum PDF and then Click: "Add to cart"

Step 7. Review your order and Click: "Checkout"

Step 8. Review your contact info and selected CMF(s) (dealerships) you wish to enroll with JMG and click "Continue"

Step 9. Check: "Accept Agreement", then click: "Submit Pending Order and Continue"

Step 10. Click: "Continue and Confirm Account Access"

Step 11. Click: "Confirm/Edit DMS Access"

- a. Confirm appropriate F&I (-FI) access has been selected.
- b. Confirm appropriate Sales (-A) access has been selected.
- c. Confirm appropriate Service (-S) access has been selected.

Select	Dealership	DMS Account Logon Info		
<input checked="" type="checkbox"/>	ADP DEALER SERVICES-ASSOCIATE TRAINING 98790000 C187092 2525 SW 1ST AVE , PORTLAND, OR, 97201-4753 Confirm/Edit DMS Accounts	Accounts	CDK Data	Dealer Edits
		Accounting	ELEAD:A RMW-A DMIQA-A	ELEAD:A
		F&I	DMIQA-FI RMW-FI ELEAD:FI	ELEAD:FI
		Service	RMW-S DMIQA-S ELEAD:S	ELEAD:S

Step 12. Then click "Update"

Step 13. Click: "Save and Confirm"

Step 14. You will receive a "eStore Order Confirmation from CDK Global" email with an order confirmation # stating you completed the order placement.

Once the above steps are completed, JMG will be notified of your order and we will review the settings and approve the order. Once approved you will receive a final confirmation email from CDK that your eStore order has been submitted and CDK will begin to process it. If there are any issues with the order, we will be in contact within 24 hours.

FAQ/Additional Notes:

- We are partnered with CDK, however cannot provide technical support at the dealership level. If you are experiencing login issues or need assistance accessing *DealerSuite eStore*. Please contact CDK directly for assistance as directed above.
- By completing these steps, an addendum will be added to your existing Master Service Agreement to be reviewed and finalized by CDK contracting. JMG will work with CDK Partner Program Support to schedule the installation of its integration with your CDK system. Please follow up with the JMG if you have any questions regarding installs or integration issues.
- For additional information and resources please go to: www.jmgmarketing.com/dealerdataonboarding