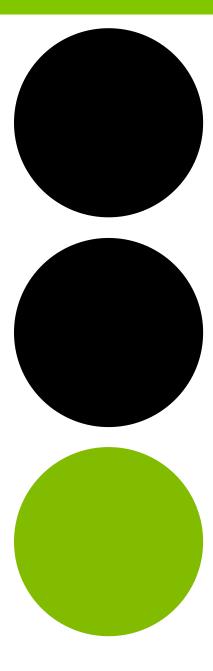
# **CDK Partner Program**

**Using eStore for Dealer Authorization** 





#### **Step 1: Click on Vendor URL**





Type or click on the link supplied by your vendor. Please note that you must have a title in the list of Authorized Signers, which can be requested from your vendor. You must also be completely logged out of DealerSuite before clicking on the Vendor URL.

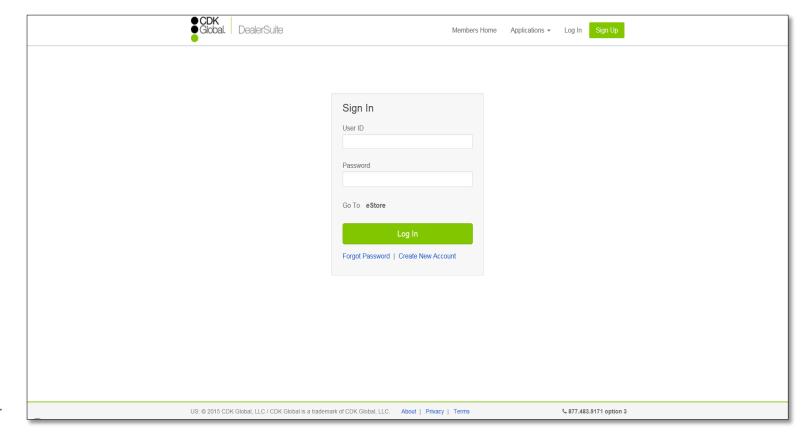
If you'd like to see how eStore works without creating a valid order, click on the URL supplied by your vendor and use "OMTeStoreDemo" as the user ID and password (password is case sensitive). This will mimic the process as a Demo user that will allow you to complete the process and create a Demo order.

Please note that this Demo order cannot be used for the integration approval and a second approval completed by logging in with your actual eStore login will be required before the integration can be set up.

#### Step 2: Log On

Enter your existing DealerSuite ID and password, then click "log in".

 If you do not know your DealerSuite login or do not have one, or you have multiple locations, please use the forgot username or forgot password options or contact DealerSuite Support using Service Connect on your CDK desktop.

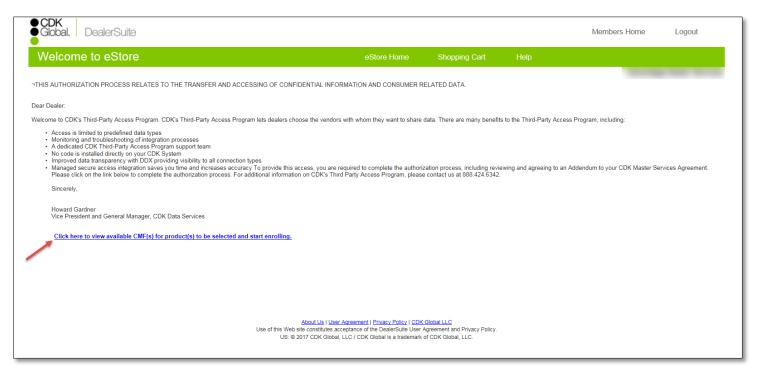




### Step 3: Welcome Page

# Once Logged In

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

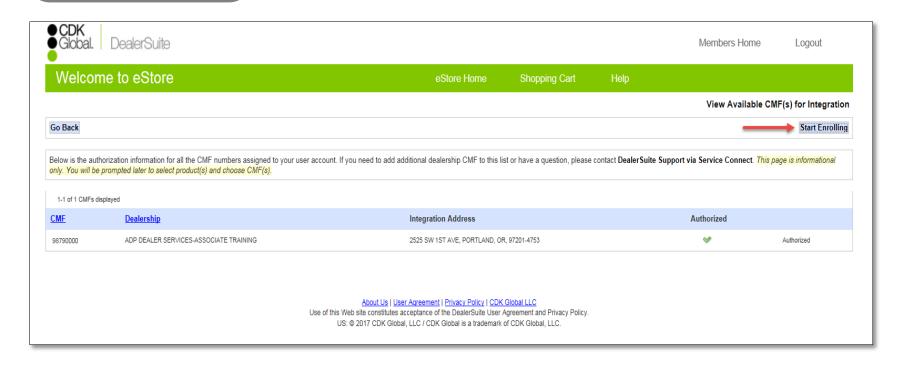




# Step 4: View Dealer CMF Number(s)

You will see the dealer CMF number(s) that are authorized and unauthorized for your User ID.

• This is for information only; you will be able to select specific CMFs in Step 9, after you check out, at confirmation.

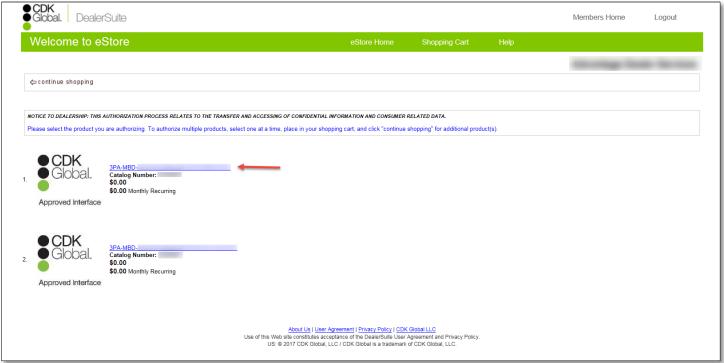




#### **Step 5: Select Product**

Review and select the appropriate product.

If you need more than one product, please select one here. You
will be able to select additional products, if needed, in the following
steps.

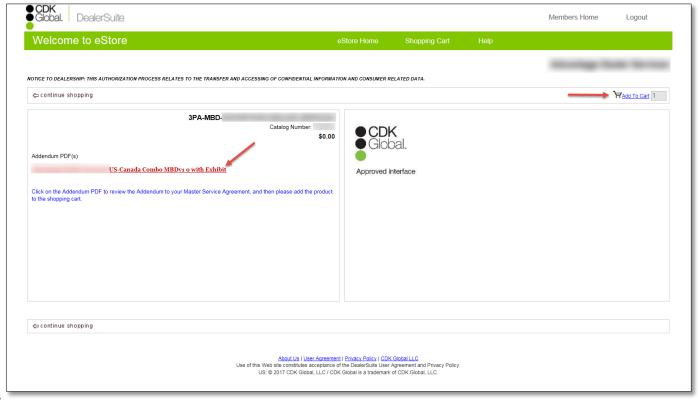




# Step 6: Review Addendum & Add To Shopping Cart

Click on "Addendum PDF" to review the addendum.

 The addendum includes a summary of the data the vendor will be able to access. Please note that the addendum is for review only and does not need to be completed. Once reviewed, you will be able to click "Add To Cart" in the upper right side of the screen.

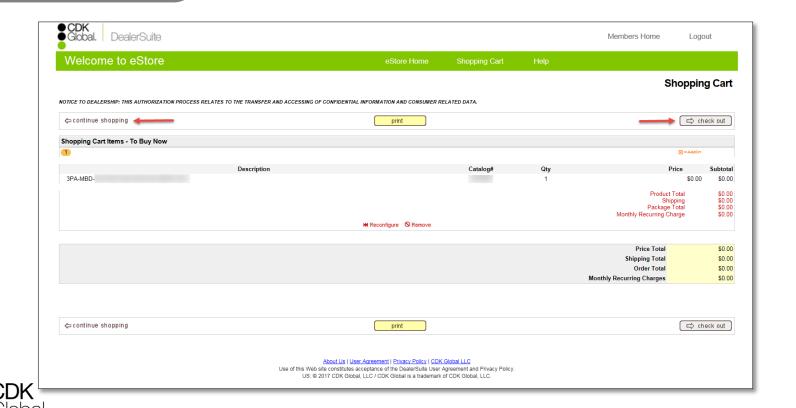




#### **Step 7: Select Additional Products**

click "Continue Shopping" if you need more than one product.

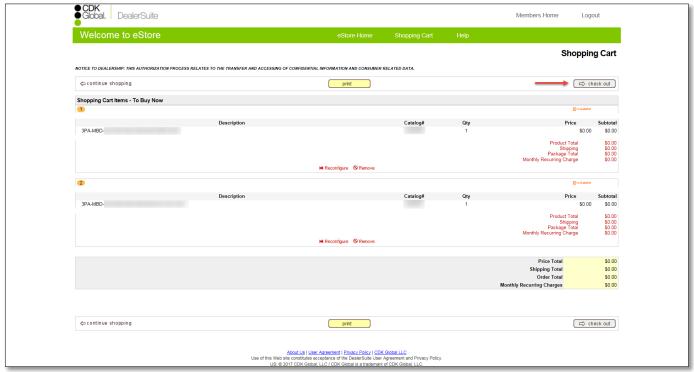
• If needed, you may click "continue shopping" to select additional products or you may click "check out" to continue the authorization process.



#### **Step 8: Shopping Cart**

Confirm the products selected for your order; click "Check Out" to continue the authorization process.

• Print your order if desired, and click "Check Out". There is no charge for this authorization process and your purchase will display a price of \$0.00. You will have an opportunity to review your order before completing the authorization.

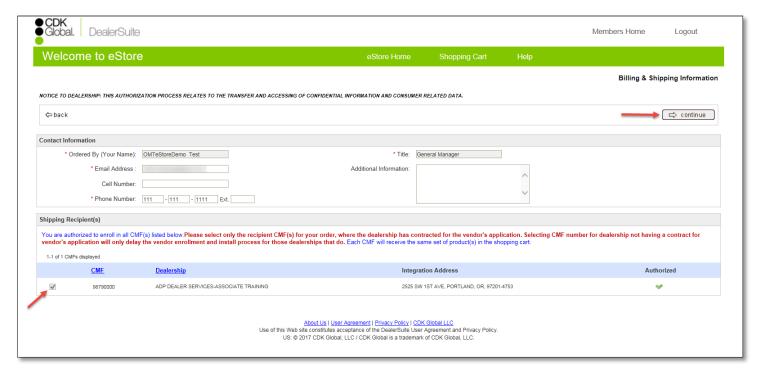




#### Step 9: Billing, Shipping and CMF Information

Review your shipping and billing information; enter any required information marked by an asterisk.

 Select the CMF(s) you wish to enroll. If you are unable to select your dealership's CMF number, or it shows as "unauthorized," please contact DealerSuite Support using Service Connect on your CDK desktop.to have the CMF number added to your login. Click "Continue."

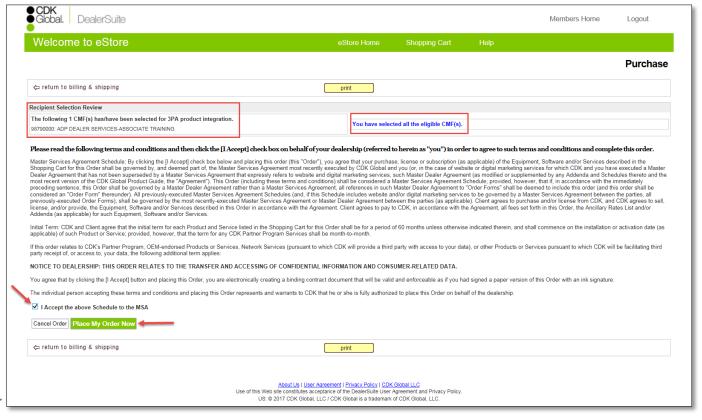




#### Step 10: Purchase

Complete the authorization by reading and accepting the agreement.

 Click "Place my Order Now" to submit your authorization and to create a Pending Order. A copy of your pending order will be emailed to you, your vendor, and the CDK Partner Program Support.

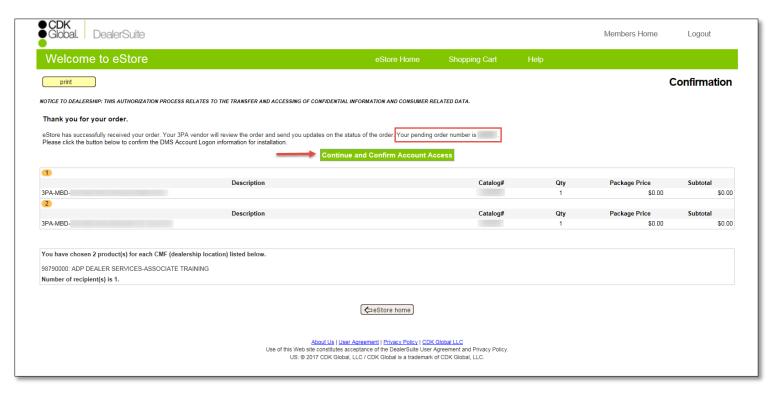




# **Step 11: Pending Order Confirmation**

Print your order if desired.

 Once you have completed the authorization, you will be prompted to select the accounts that your vendor will need to access on the DMS.
 Click "Continue And Confirm Account Access" to approve the account access.

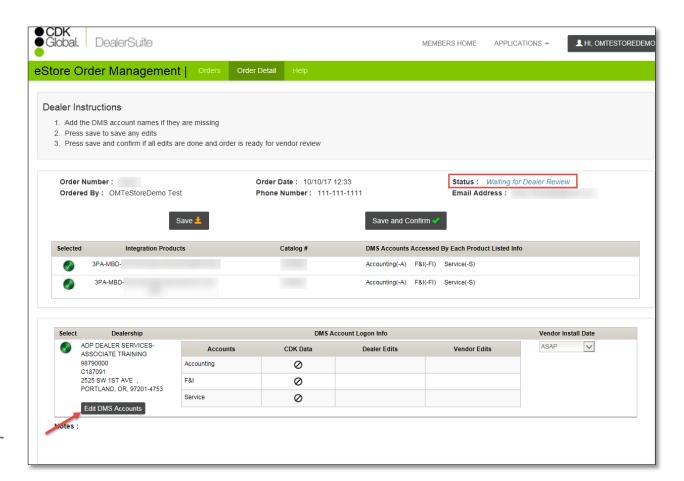




#### **Step 12: Review Account Access**

**Edit DMS Accounts** 

 Review the account access listed under "CDK Data". If changes need to be made, click "Edit DMS Accounts". If the account access is correct, simply click "Save and Confirm". Note the Status of the order is "Waiting for Dealer Review".

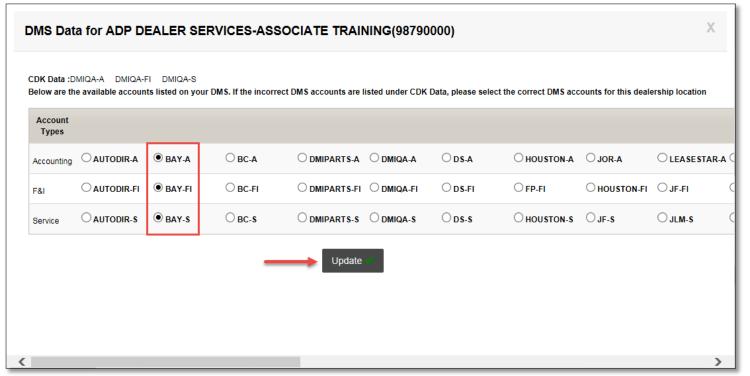




#### **Step 13: Select Account Access**

Select Appropriate Account Access

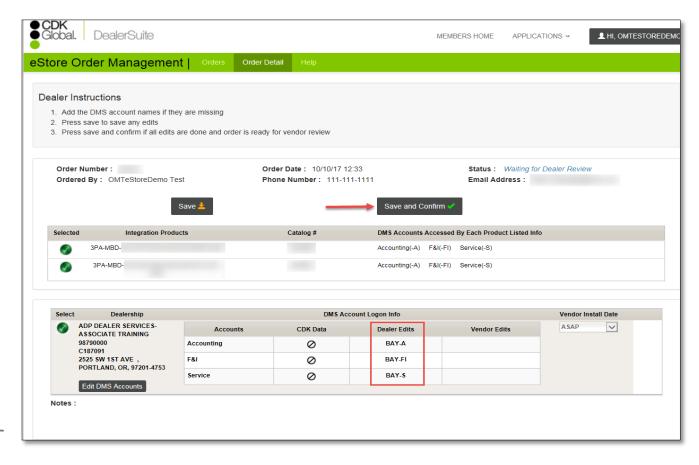
This screen provides a list of all accounts associated with your DMS.
 You can select the correct accounts from this list and click "Update".
 Only one account may be selected from each Account Type.





#### **Step 14: Save Changes and Complete Order**

Select Appropriate Account Access Account updates will show in the "Dealer Edits" column. When your
edits are complete click "Save" if further changes are necessary or
"Save and Confirm" if changes are complete. Please note that clicking
"Save and Confirm" will prevent any further edits to this pending order.
The status has now changed to "Waiting for Vendor Review" and a
confirmation sent to your vendor.





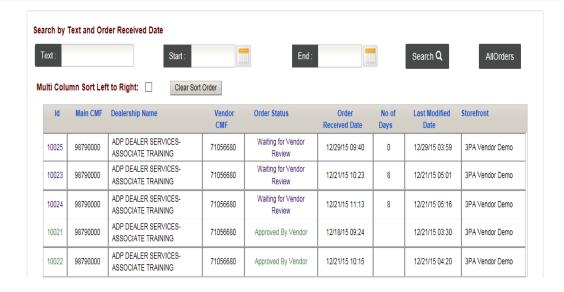
# **Step 15: Review Order Status**

Review Pending and Completed Orders

 You can view your order status at any time by selecting "Orders" from the eStore Order Management page. This page can be accessed through the link in the pending order confirmation email.



eStore Order Management | Orders Order Deta





# Thank You for using the CDK eStore!

