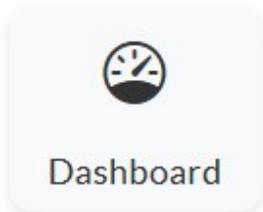
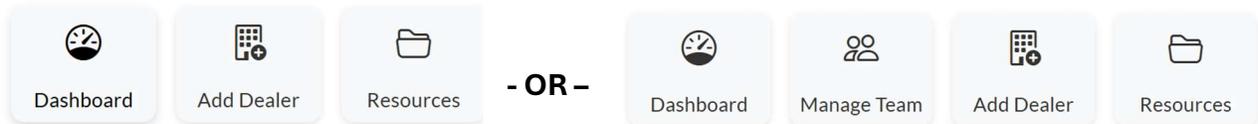


Accessing the B2B Portal

- Go to cprforcars.com and select “Log In” from the menu to access the b2b login page.
- Enter your email and password.
 - o *Trouble logging in?* Use the “Forgot your password?” link and follow the on-screen instructions to send a password reset link to your email.
 - o Check your junk mail folder if you still do not see a message from cprforcars.com after 5 minutes.

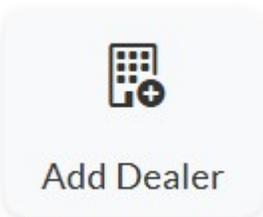
Using the B2B Portal – Use the center menu to navigate around the portal: or



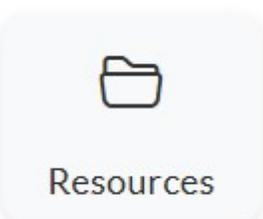
Dashboard – B2B Sales Account home page. This page will display basic account information, portal guides for sales users and website notices.



Manage Team - (*Account Managers Only*) Add or Edit Existing Users Accounts for your Organization



Add or Manage Dealers – Create or Edit Dealership Accounts. Use the +Create New Dealer button to create a new dealer account. Edit accounts to change contact details or reset the primary user’s password. Deactivate accounts to prevent them from logging into the portal.



Resources – Sales Material, Dealer Guides, Member Forms and more resources will be available to print or download.

How to Add a New Dealer Account

On the add dealer page, select the **+Create New Dealer** button to display the **Create Dealer Form**.



On the create dealer form, the left side is used to create the base account and the right side is used to create an admin user email/password. The new dealer will use this admin user account to access the b2b site will also be created to give the dealer b2b portal access.

Quick hints for this form

- The dealer email address may be different from the admin user's email.
- The dealer admin user must be able to access the admin email to reset their password
- The address, city, state and zip fields are optional and may be left blank.

Left side: Dealer Information

- 1) Dealer Name → Type the business name. Example: "CarMac"
- 2) Email → The primary contact email for the business. Example: "info@carmac.com".
- 3) Phone → Type numbers only. Example: "5125551234".
- 4) Address → Street and number. Example: "123 Main St".
- 5) City → City name. Example: "Austin".
- 6) State → Two letters. Example: "TX".
- 7) Zip Code → Five numbers. Example: "78701".

Right side: Dealer Admin User

- 8) Admin Name → The person in charge of the account. Example: "John Doe".
- 9) Admin Email → That person's email. Example: "john@carmac.com".
- 10) Admin Password → Make a secret with at least 8 characters. Mix letters and numbers. Example: "BlueTruck27".

Submit the form

- 11) Click "Save Dealer" to submit the form.
- 12) If the form displays error message, fix the error and hit "Save Dealer" again.
- 13) If you want to exit the form without saving, click "Cancel."
- 14) After a few seconds, a message should appear confirming that a welcome email was sent to the dealer admin user.

