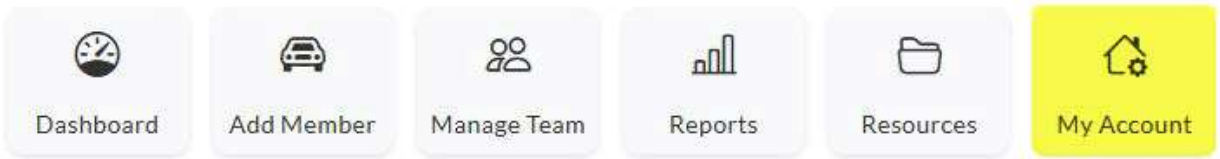
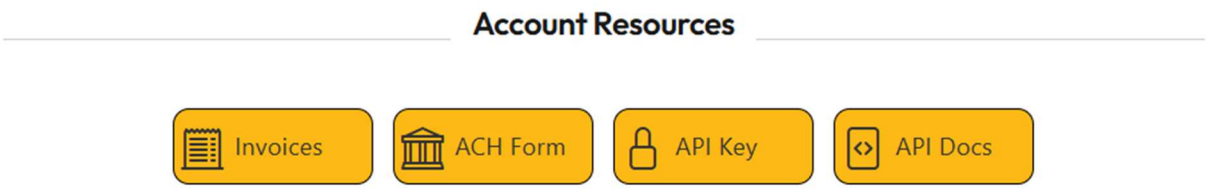


The My Account page allows you to set account options for Contact, Billing, Plan and Lender Info. Access API configuration and documentation that allows your system administrator to integrate CPR for Cars with your Dealer Management System.

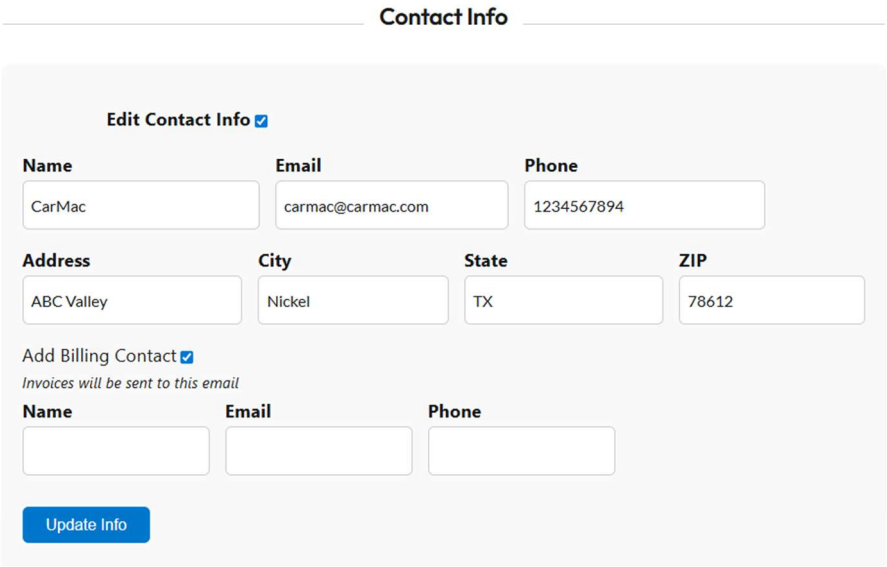


1) The Account Resources section

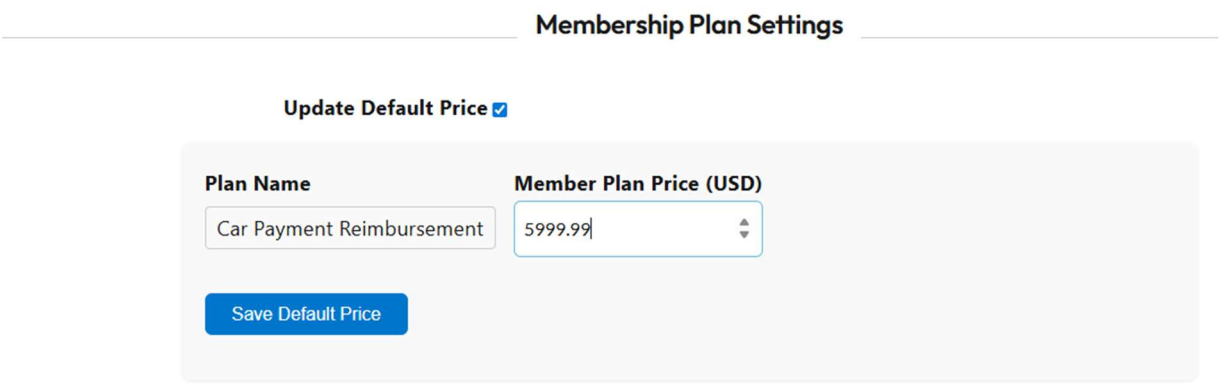
1. **Invoices –** Access the invoices for your account.
2. **ACH Form –** Download and complete the ACH Form to setup ACH Payments
3. **API Key –** Set an API key to allow your system administrators direct access to the API
4. **API Docs –** This link provides API configuration info to assist in connecting your software with the CPR for Cars system.

2) The Account Contact Info section

1. **Select** the **Edit Contact Info checkbox** to update your account contacts.
2. Contact Info is used for email notifications and invoices
3. Select the Add Billing Contact checkbox to set a separate contact for your billing notifications and invoices

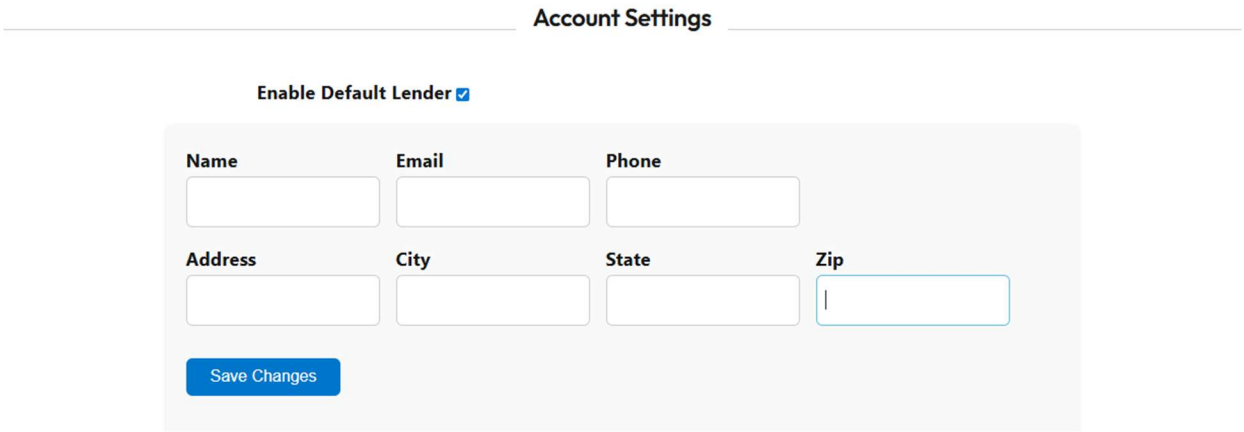


4. **Select** the **Update Info** button to save any changes.



3) The Membership Plan Settings section

1. **Select** the **Update Default Price checkbox** to set the CPR for Cars Membership plan price shown to your customers.
2. Set a **USD** value in the **Member Plan Price** field
3. **Select Save Default Price** to save the changes.



4) The Account Settings section

1. Setting a default lender will automatically populate the New Members form with the default lender info. The lender may be changed during the Add Member process.
2. **Select** the **Enable Default Lender checkbox** to set the Finance/Lender that will appear on the CPR for Cars Membership Form.
3. **Select Save Changes** once all the form fields are completed.

5) Next Steps

1. Click on **Resources** in the top menu to see **Guides**, **Assets** and **Sales Materials**.
2. Click on **Manage Team** to create additional users under the account.
3. Click on **Add Members** to sign up your customers today!