

This guide outlines the process for adding a driver to the CPR For Cars® Member Program.

The Add Member menu option will open a page with the Add a New Member form:

The screenshot shows the 'Add a New Member' form. At the top, it says 'Add a New Member' and 'Fill out the form below to create a new member and submit their vehicle and lender details for contract registration.' The form is divided into three columns: Member Information, Vehicle Details, and Lender Information. Each column contains several text input fields. A 'Create Member' button is located at the bottom right of the form.

Member Information	Vehicle Details	Lender Information
First Name: <input type="text"/>	VIN: <input type="text"/>	Name: <input type="text"/>
Last Name: <input type="text"/>	Year: <input type="text"/>	Lender Name: <input type="text"/>
Phone: <input type="text"/>	Make: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	Model: <input type="text"/>	Email: <input type="text"/>
Street Address: <input type="text"/>	Condition: New <input type="radio"/> Used <input checked="" type="radio"/>	Street Address: <input type="text"/>
City: <input type="text"/>	Mileage: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	Purchase Price: <input type="text"/>	State: <input type="text"/>
Zip Code: <input type="text"/>	Mon Payment: <input type="text"/>	Zip Code: <input type="text"/>
	Remaining Term: <input type="text"/>	<input type="button" value="Create Member"/>

1) Member Information

1. **First Name** and **Last Name**. Type the customer's legal name.
2. **Phone**. Enter a reachable phone number.
3. **Email**. Enter the customer's email.
4. **Street Address, City, State, Zip Code**. Enter the mailing address exactly as it should appear on the contract.

2) Vehicle Details

1. **VIN**. Enter a valid 17 character Vehicle Identification Number.
 - If the VIN is found on NHTSA, then **Year, Make, and Model** auto-populates.

2. **Year, Make, Model**

- If the VIN does not find a match, then these fields must be entered manually.
- In **Make**, start typing. A list of matching Makes will appear. Choose one.
- After selecting a **Make**, the **Model** field unlocks and shows models for that make. Select the correct model.

3. **Condition**. Choose **New** or **Used**.

4. **Mileage**. Enter the current odometer reading.

5. **Purchase Price**. Enter the vehicle purchase price.

6. **Mon Payment**. Enter the monthly payment amount if applicable.

7. **Remaining Term**. Enter remaining loan months if applicable.

3) **Lender Information**

- If your dealer account has a **default lender** set on the Account page, this section fills in automatically. Review and edit if needed.
- If no default lender exists, enter details manually:
 1. **Lender Name**. As you type, previously used lender names that match your text will appear. Select one to auto-fill known info.
 2. **Phone, Email, Street Address, City, State, Zip Code**. Complete as needed.

4) **Create Member**

1. Review all entries for accuracy.
2. Click **Create Member**.

5) **Errors and Duplicates**

- If any required field is invalid or missing, an error message explains what to fix.
- If the **VIN** is already in use by an active member, the form shows an error. Use a different VIN or resolve the existing active contract before proceeding.

Quick tips

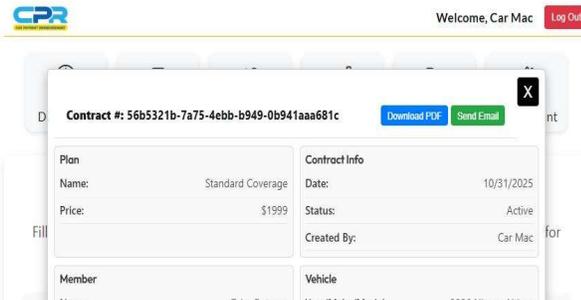
- Use the VIN for fastest and most accurate Year, Make, Model.
- If a make or model does not appear, verify spelling or enter via VIN.

CPR For Cars® B2B Portal Guide – Dealer Administrator – Creating a New Member

- Keep dealer default lender up to date on the Account page to reduce manual entry.

Upon successful completion of the Add Member Form:

- The customer will receive a welcome email
- The account administrator will receive a confirmation email.
- A new window will appear in the portal where you may download, print or resend an email with the Member Contract.



New Members receive a welcome email with a pdf copy of the Membership contract.

Your Account Administrator receives a confirmation email.

Your CPR for Cars Membership Details

Dear Tyler Putnam,

Thank you for becoming a member!

Member Summary

Contract ID: 56b5321b-7a75-4ebb-b949-0b941aaa681c
 Date: 10/31/2025
 Status: Active
 Created By: Car Mac

Plan Details

Name: Standard Coverage
 Price: 100000

Vehicle Info

CPR FOR CARS®
CAR PAYMENT REIMBURSEMENT™

CPR MEMBERSHIP PLAN
TERMS AND CONDITIONS

This Membership lasts for up to five (5) years from the Membership Date. Not all benefits have the same duration; please refer to the individual benefit sections for further details as to the duration of each coverage benefit. During the Membership Term, You, the Member, are entitled to the listed benefits, subject to the terms and conditions outlined herein. Please note that You may only request a benefit under this Membership after sixty (60) days of the Membership Date of this Membership.

PARTICIPATING PROVIDER INFORMATION					
Provider Name CarMac	Phone 1234567894				
Address ABC Valley	City Miami	State TX	Zip Code 78612		
MEMBER INFORMATION					
Last Name Putnam	First Name Tyler	Email Address tyler_putnam@gmail.com	Phone (321) 221-5719		
Address 4033 Terry Lane	City Colorado	State FL	Zip Code 32801		
COVERED VEHICLE INFORMATION					
Year 2006	Make Nissan	Model Altima	New <input type="checkbox"/>	Used <input checked="" type="checkbox"/>	Membership Date 10/31/2025
Vehicle Identification Number (VIN) 5FNRL5H65DB02Z78Q	Current Mileage 420003	Vehicle Purchase Price \$12009.00	Monthly Lease/Lease Payment \$220.00	Membership Price \$190000.00	
LENDER/FINANCING INFORMATION					
Lender Name Money Lender	Address ABC Valley	Phone (123) 456-7890			
MEMBERSHIP INFORMATION					
Remaining Financing Term 36	Maximum Benefit \$7,500	Minimum Vehicle Price \$5,000	Maximum Vehicle Price \$125,000		

WHAT YOU MUST DO TO KEEP THIS MEMBERSHIP IN EFFECT
 You, as the owner of the Vehicle and Member under this Membership, are required to maintain physical damage insurance on the Covered Vehicle for the full duration of the Membership Term. Additionally, You must make every effort to maintain the Covered Vehicle in accordance with the manufacturer's recommendations and take every reasonable precaution to avoid damage to the Covered Vehicle.

WHAT BENEFITS DOES THIS MEMBERSHIP OFFER?
 During the Membership Term, the following coverage is allocated to You to protect the value of the Covered Vehicle:

For the first year, twelve months (12) from the Membership date of this Membership:

SECTION I - Covered Collision: If the Covered Vehicle is involved in a Covered Collision, which is not determined to be a Constructive Total Loss, and You are responsible for accident/damage reported for the repair of the Covered Vehicle, We will provide You with up to a five thousand (\$5,000) benefit to cover repair costs. Actual manufacturer suggested retail price from the covered event.

SECTION II - Constructive Total Loss: If the Covered Vehicle is declared a Constructive Total Loss, We will provide You with a Vehicle Replacement Benefit up to one thousand dollars (\$1,000) towards the cost of Replacement Vehicle of equal or greater value.

For the full duration of the Remaining Financing Term, stated above, not to exceed sixty (60) months from the Membership date, or until such time as the Finance Contract has been satisfied.

SECTION III - Car Payment: If the Covered Vehicle is required to be out of Your Care, Control, or Control for more than seven (7) consecutive days, due to a Covered Service Event, We will reimburse You for a percentage of Your Monthly Lease/Lease Payment, up to 50% percent OR.

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Hello sales,

A new contract (contract.pdf) has been created. Details:

- **Contract ID:** 56b5321b-7a75-4ebb-b949-0b941aaa681c
- **Member:** Tyler Putnam (tyler_putnam@gmail.com)
- **Dealer:** CarMac (carmac@carmac.com)
- **Plan:** Standard Coverage at 100000
- **Vehicle:** 2006 Nissan Altima (VIN 5FNRL5H65DB02Z78Q)
- **Status:** Active on 10/31/2025

The PDF is attached for your review.