

# Dealers FAQ

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# Show Details Button

**Show Details button:** This button unhides hidden details about the Dealer selected.

Select

- 'Show Details'

**Note:** Before selecting Show Details, ensure you have selected the dealer you want to view.

Clarksville Auto Auction - 1 > Larry Seay - 1 Show Details

Dealer	Representatives	Account	Banking	Vehicles
CONTACT INFORMATION +				
PERMISSIONS +				
BUSINESS +				
OWNER +				
STREAMING +				

ORDERS ×

- Edit Dealer
- Adjustments
- Charges

Clarksville Auto Auction - 1 > Larry Seay - 1 Hide Details

Address Type Business Street 247 Needmore Rd Clarksville TN 37040 United States	Phone 931-647-5700 Of... Ext: Department: PIN:	Bus ID: Dealer License AuctionAccessID: Dealer Type: Auction Status: Active	Orig Reg: 03/21/2011 Last: 06/11/2021 Allowed: Buy / Sell Email:	Rep Name Larry Seay - 1 Last Visit: Allowed: Buy / Sell Rep ID: 1	Dealer Alert ADMIN ONLY; do not use
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After selecting the "Show Details" button these hidden details about the selected dealership will appear

Dealer	Representatives	Account	Banking	Vehicles
CONTACT INFORMATION +				
PERMISSIONS +				
BUSINESS +				
OWNER +				
STREAMING +				

ORDERS ×

- Edit Dealer
- Adjustments
- Charges

# Dealer Orders

## Dealer Orders

On the right-hand side of the Dealer Profile Application, you can select and choose any of the following Dealer Orders to execute.

- **Adjustments**
- **Charges**
- **Edit Dealer**
- **Office Check In**
- **Pending Pick Up**
- **Pick Up**
- **Pre Registration**
- **Stock In**

Click the Order button to launch the application window.

Note: Before issuing any of these Orders - make sure you have selected the correct dealer.

1 Stop Motorsports - 115 > Hans Dachtler - 115

Hide Details ▾

Address Type

Business Street ▾

2171 Wilma Rudolph Blvd  
Clarksville  
TN 37040  
United States

Phone

▾

Ext:  
Department:  
PIN:

Bus ID: Dealer License

AuctionAccessID:

Dealer Type: Franchise

Status: Active

Orig Reg: 09/24/2019

Last: 06/02/2022 ⌚

Allowed: Buy / Sell

Email: 1stopmotorsports@at

Rep Name

Hans Dachtler - 1... ▾

Last Visit: 05/12/2022

Allowed: Buy / Sell

Rep ID: 115

Dealer Alert

<b>Dealer</b>	Representatives	Account	Banking	Vehicles
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CONTACT INFORMATION +

PERMISSIONS +

BUSINESS +

OWNER +

STREAMING +

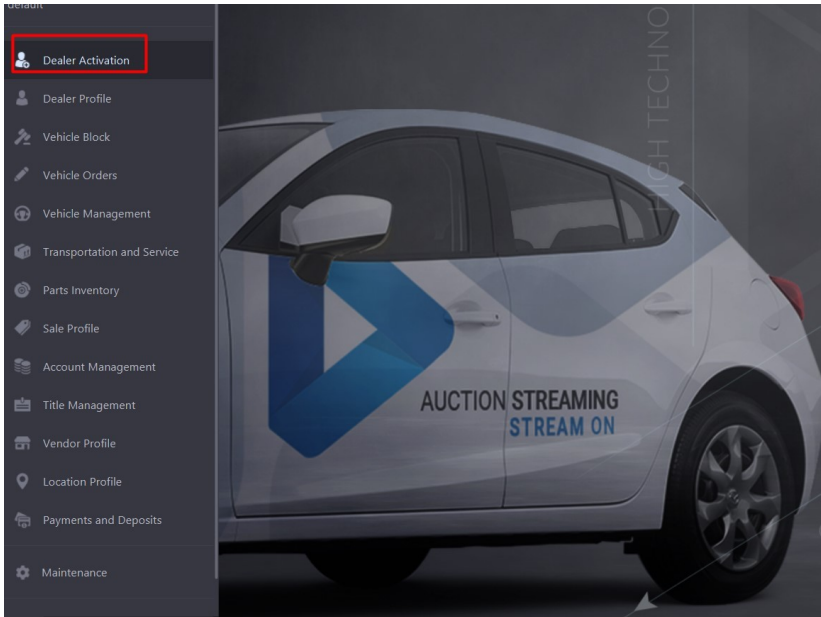
ORDERS

- Edit Dealer
- Pre Registration
- Office Check In
- Pick Up
- Pending Pick Up
- Stock In
- Adjustments
- Charges

# Dealer Activation

## Dealer Activation

Select Dealer Activation from the main menu to launch the wizard that is used to add a new Dealer account.



When the Dealer Activation wizard pops up you will be on the

## Dealer Information Tab

**Dealer Activation** Clear All Save

Dealer Information | Business Information | Banking Information | Representative Information \*

Dealer Name\*  Dealer Type\*  Alternate ID

ADDRESS

Address Type\*  City\*  State\*  ZIP\*  Country\*

Main Address\*  Additional Address 1  Additional Address 2

Default

PHONES

Location\*  Number\*  Extension  PIN  Email

Department   Text  Fax  Mail  Email  Default

Status  Allowed  Credit Limit  DCR Limit

Group & Access Description  Vendor   Exclude Mailing

Input the following to create the new Dealer.

- **Dealer Name** (Name of the Dealership)
- For the **Dealer Type** Please select from the Dropdown menu:

**Dealer Type** (franchise, Public, Pool, or Independent)

- **First Name**
- **Last Name**
- For the Address **Location** field please select from the Dropdown e.g. Business street or Main
- **City**
- **State**
- **ZIP**
- **Country**
- **Main Address**

Check the Default checkbox to make this address the Default on this Dealership Account.

- **Phone:** for the Location field select from the Dropdown e.g. Main, Business, Office, or Headquarters then type the number in the number filed e.g. 555-555-5555

**Status:** choose the status that best reflects the business

**Allowed:** The default is Buy/Sell however you can choose the permission you want the Dealership to have here.

**Buyer and Seller payment method:** Here you choose the method of payment this Dealershuseill used e.g. Cash, Check, Credit, Debit, Wire, etc.

## Business Information Tab

### Dealer Activation

[Clear All](#)[Save](#)[Dealer Information](#)[Business Information](#)[Banking Information](#)[Representative Information \\*](#)

#### BUSINESS DETAILS

Business ID Business License	Business ID# 123-333333	Business ID Expiration Date 08/31/2023	Business ID Issue Date 07/01/2022	Business ID State FL
Business Franchise Type	OVE Seller Univ# 0	AT ID	AT Expiration Date	
Out of Business	<input type="checkbox"/> Out of Business		<input type="checkbox"/> AT Maint	
Types of Business Structures Sole Proprietorship	Federal ID Type SSN	Federal ID# 123-55555555	Country United States	
Dealer Name Happyfeet Auto	Legal Name Larry Happyfeet	Payee Name Larry Happyfeet		

Input the following under the Business tab for the new dealer:

- **Business ID**
- **Business ID#**
- **Business ID State**
- **Business ID Exp.**
- **Business ID Issue Date**
- **Type of Business Structures**
- **Federal ID type**
- **Federal ID#**
- **Country**
- **Dealer Name**
- **Legal Name**
- **Payee Name**

## Banking Information Tab

### Dealer Activation

[Clear All](#)[Save](#)[Dealer Information](#)[Business Information](#)[Banking Information](#)[Representative Information \\*](#)

Account# 89933045	Bank COMMUNITY FINANCIAL SERVICES BANK- 3	Branch COMMUNITY FINANCIAL SERVICES BANK
Type of Account Checking	Routing#	

Input the following under the Banking Information tab for the new dealer:

- **Account#**
- **Bank**
- **Branch**
- **Type of Account e.g. Checking, Draft, or floor**

### Representative Information Tab

Input the following under the Representative Information tab for the new dealer:

Dealer Activation [Clear All](#) [Save](#)

Dealer Information | Business Information | Banking Information | **Representative Information**

DOB: 04/28/1982  Title:  PIN:  Nick:

REPRESENTATIVE ACCOUNT

ID Type	ID#	ID Expiration Date	ID State	ID Country
Drivers License	333333333	08/31/2023	FL	United States
SSN	Credit Limit			
123-23-2222	\$20,000,000.00			
ADDRESS				
Address Type*	City*	State*	ZIP*	Country*
Personal Street	Miami	FL	33023	United States
Main Address*	Additional Address 1	Additional Address 2		
2334 happyfeet dr				

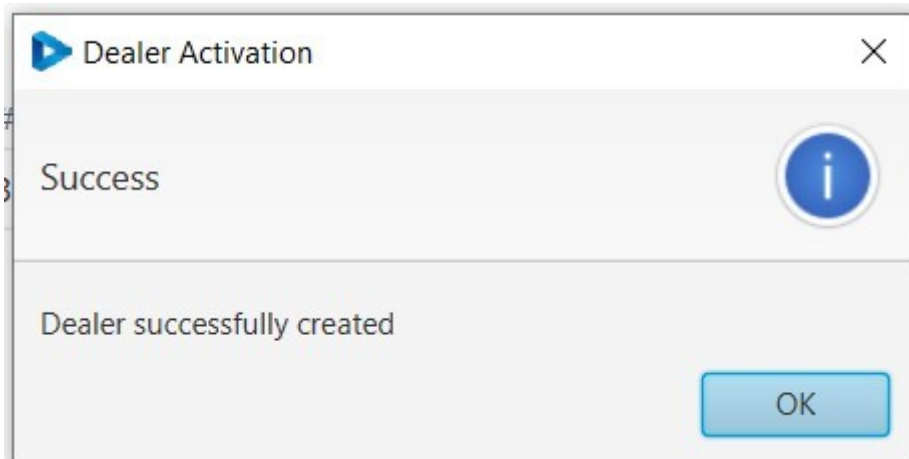
PHONES

Location*	Number*	Extension	PIN	Email
Home	555-555-5555			

- **First Name**
- **Last Name**
- **Date of Birth**
- **ID Type** e.g. Drivers license, Passport, State ID, etc.
- **ID#**
- **ID Expiration Date**
- **ID State**
- **ID Country**
- **SSN#**
- **Address type** (For the Address if the representative has a different address you can use or you can use the Dealership Address as default for the Rep Account.)
- **City**
- **State**
- **ZIP**
- **Country**
- **Main Address**
- **Phone Location** (You can add Office number, mobile, or Home)
- **Phone Number**

- **Email**

Click 'Save' to Save an alert window will inform you that the new Dealer was successfully created



## **Independent Dealer Activation**

## **Public Entity Dealer Activation**