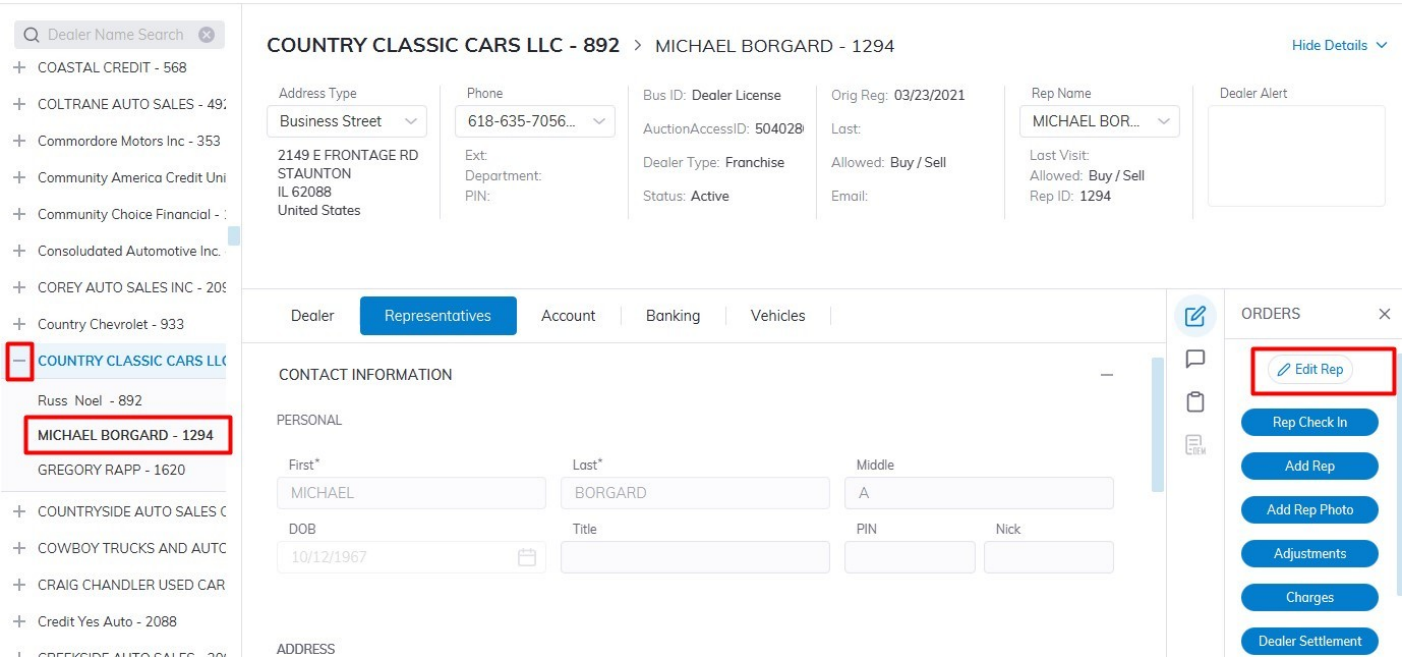
Rep Permissions

Rep Permissions

Select **Dealer Profile** Application>> Select the Dealer>>Select Representative Tab

In the left-hand pane Expand the Dealer by Clicking the + then Select the Rep you which to edit

On the right-hand side Click the '**Edit Rep**' order button



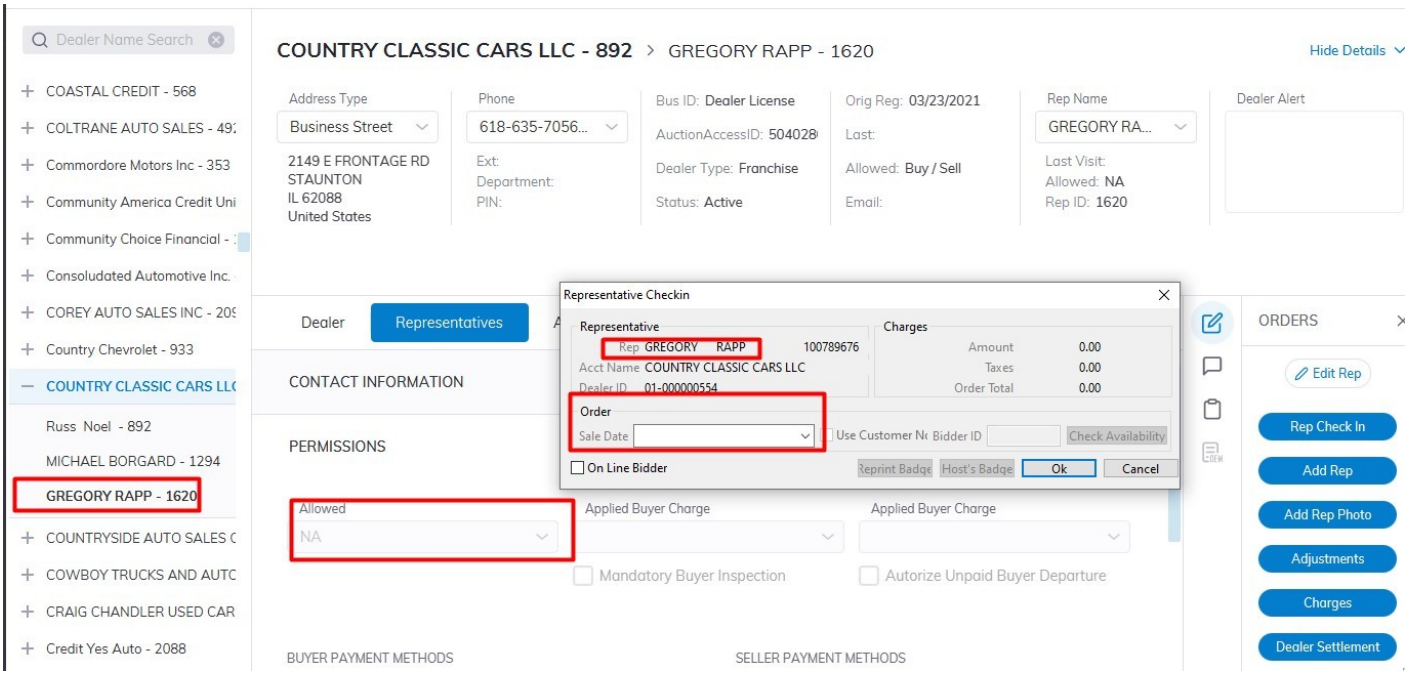
Scroll and click on the Permissions Tab to expand to edit Reps' Information.

Allowed filed

- **NA** - No Buying and No Selling. The Dealer and its Reps will not be able to Register Vehicles for Sale or Check-in as a Buyer for any Sale.
- **Buy** - Buying Only. The Dealer and its Reps may obtain a Bid badge through Rep Check In, although they will not be able to Register Vehicles for Sale.
- **Sell** - Selling Only. The Dealer and its Reps may Register Vehicles for Sale, although they will not be able to Check-in as a Buyer.
- **Buy / Sell** - Buying and Selling. The Dealer and its Reps may Register Vehicles for Sale as well as Check in as a Buyer.
- **Pre Reg** - Pre Registration is used to indicate the Dealer Registration is incomplete and permission for Buying and Selling is not granted.

- **Marketing** - Marketing is used to indicate the Dealer Registration is for Marketing purposes only and permission for Buying and Selling is not granted.
- **Exclude Mailing:** Setting the 'Exclude Mailing' value to true (clicking the check box) will exclude this dealer from being included in the Mailing Label report.

Note: By selecting 'NA' you will set the Representative to 'In Active' status and they will not be able to Buy or Sell or Check-In for a Sale.



In the permissions section you can Input the following Payment Method for Buying and Selling:

Payment Methods

Select Payment Type for use in **Seller Settlement**.

Cash, Check, Draft and Wire

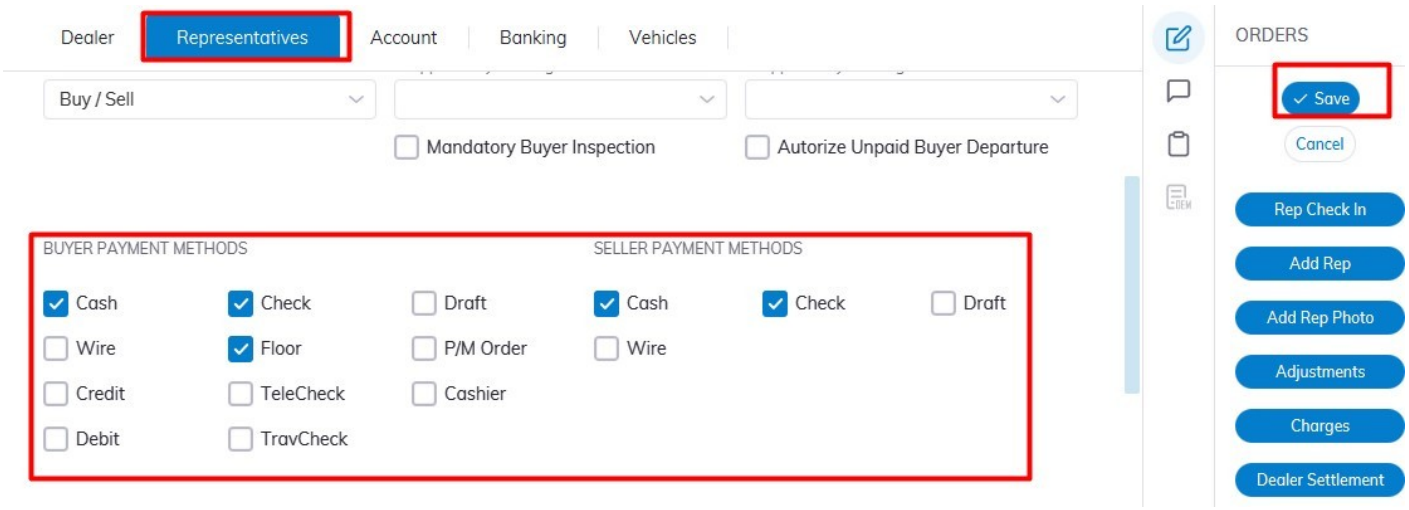
Select Payment Type for use in **Buyer Settlement**.

Cash, Check, Credit,

Debit, Wire, P/M Order,

Draft, Floor Plan, TeleCheck,

Travelers Check, Cashier



Click 'Save' to Save.

Setting Permission

Payment Method

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