



ADP's eStore: Third-Party Access Authorization Process for Power Programs

Safe, Secure, and Convenient Online Authorization Process

ADP's eStore offers a fast, convenient process to authorize vendors in ADP's Third-Party Access program to access your ADP Dealer Management System (DMS). Power Programs is an Approved Vendor in ADP's Third-Party Access Program at the Managed Bi-Directional level, and requires access to data on your DMS, in order for you to benefit from their integration to your DMS.

To provide access to Power Programs, a **Corporate Officer from your dealership, with the authorization to sign the ADP Master Service Agreement**, must complete the authorization process below. If your dealership does not have a specific list of people with this authority in place with ADP, please see the list of titles at the end of this document that are generally accepted as having the authority to allow vendor access to dealership data.

If your title is not authorized, don't know your DealerSuite ID or password, would like to see a demo of the process, or need any other assistance with these instructions, please contact ADP eCommerce Customer Support at 877.483.9171, option 3 (DealerSuite).

To walk through the process without placing an order, please follow the instructions below, instead using "ADPeStoreDemo" as the ID **and** the password (password is case sensitive). This will also generate an email to ADP Support and Power Programs, making us aware that someone from your dealership is testing the process.

Please note, you must be completely logged out of DealerSuite and using Internet Explorer 9.0 or below as your browser before beginning this process.

Please follow the steps below to authorize Power Programs to have access to your ADP DMS.

STEP 1: Type or click on the link below:

https://portal.dealersuite.com/eStore/faces/pages/customer/index_3PA.jsp?store=PowerPrograms

STEP 2: Enter your existing DealerSuite ID and password, then click "log in". If you do not know your DealerSuite login or do not have one, please contact ADP eCommerce Support at 877.483.9171, option 3 (DealerSuite).

STEP 3: Once logged in, click "Click here to view available CMF(s)..." at the bottom of the page.

STEP 4: You will see the CMF number(s) that are authorized and unauthorized for your User ID. This is for information only; you will be able to select specific CMFs later in Step 9.

STEP 5: Review and select the appropriate product.

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STEP 6: Click on "Addendum PDF". Please open and review before proceeding. The information is for your review and includes a summary of the data the vendor will be able to access.

STEP 7: Click "Add to Cart" (quantity of 1) on the upper right side of the screen.

STEP 8: Confirm the quantity for your order, click "Continue Shopping" if you need more than one product. Then print your order if desired, and click "Check Out". There is **no charge for this authorization process** and your purchase will display a price of \$0.00.

STEP 9: Review your shipping and billing information, and enter the required information. Select the CMF(s) you wish to enroll. If you are unable to select your dealership's CMF number, please contact ADP eCommerce Support at 877.483.9171, option 3 (DealerSuite) to have the CMF number added to your login. Click "Continue."

STEP 10: Complete the process by reading and accepting the agreement. Click "Place my Order Now" to submit your order. A copy of your order will be emailed to you and your vendor.

STEP 11: Log off eStore by logging off DealerSuite. You're finished! Thank you for using the ADP eStore!

By completing these steps, an addendum will be added to your existing Master Service Agreement to be reviewed and finalized by ADP contracting. This review is generally completed in five business days or less. Your vendor will work with ADP Third-Party Access Support to schedule the installation of their integration with your ADP system.

Dealership Authority to Grant Vendor Access to Data

The following dealership titles are generally accepted as having the authority to sign for vendor access to dealership data, however, if your dealership has provided ADP with designated signatories, only those designated signatories will be acceptable:

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|----------------------------|---------------------|---------------------------|
| President | Vice President | Secretary/Treasurer |
| Dealer Principal | Partner | Chief Executive Officer |
| General Manager | Business Manager | Chief Information Officer |
| Controller | Comptroller | Chief Financial Officer |
| Managing Member (LLC only) | Assistant Secretary | Member (LLC only) |
| Managing Partner | | |