



Re: Request a Dealer Information Owner (DIO) / Administrator

Pursuant to the Agreement (the “Dealer Agreement”) between the dealer set forth below (“Dealer”) and the Cox Automotive Inc. entity identified in the Dealer Agreement (“Cox”), Dealer hereby requests Cox to (check the applicable box below):

- ☐ **Reactivate** the current Dealer Information Owner
- ☐ **Change** Dealer Information Owner (DIO) / Administrator from the current one listed to the new one indicated below.

Dealer understands that by designating such individual(s) as Dealer Information Owner(s), Dealer is authorizing Cox to give such individual(s) administrative rights for Dealer for the products covered under the Dealer Agreement.

The undersigned represents, warrants and covenants on behalf of Dealer that (i) the execution and delivery of this letter has been duly authorized by all necessary corporate action on the part of Dealer and (ii) he or she has the requisite power, authority and legal right to execute and deliver this letter and bind Dealer. Dealer understands and agrees that a facsimile signature will have the same legal effect as an original signature.

Except as amended or supplemented by this letter, the Dealer Agreement remains in full force and effect. Capitalized terms used but not defined herein have the meanings ascribed to such terms in the Dealer Agreement.

Check One: ☐ Owner / Principal ☐ General Manager ☐ Comptroller

Name of Owner/Principal/GM/Comptroller

Dealer Legal Entity Name

Signature of Owner/Principal/GM/Comptroller

- ☐ This request is due to a Change in Ownership at the Dealership
- ☐ This Dealership is part of a Dealer Group. Group Name: _____

The following information must be completed in its entirety:

Solution Dealer ID#

Dealership’s Name (DBA)

Dealership’s Full Address

Dealership’s Phone Number

Dealer Information Owner (DIO) Information Section

Full Name of Person designated as the Administrator

Business Title

Login ID (ONLY if existing user at another dealership)

E-mail Address

Instructions:

Step 1: Photocopy this form onto your dealership’s letterhead.

Step 2: Complete the entire form, and have the Owner/Principal/GM/Comptroller sign the form.

Step 3: Fax completed form to 631-980-7635.