

## How to set up Local Agent to provide security and allow printing

## **Step 1: Install Local Agent**

- 1. Login to Enhanced RegUSA.
- 2. Select Utilities.
- 3. Below Local Agent select Install.
- 4. Click Install Now.
- 5. Run Installer.
- 6. Once download is complete, select Next.
- Select if you want the install for All Users of the PC, or just the Current User (you).
- 8. Select Next.
- 9. Choose the Folder (only if a different folder is desired).
- 10. Select Next.
- 11. Pre-Install Summary Review & Select Install.
- **12.** If you use a **Proxy Server**, check off the box. If you do not, leave the box unchecked.
- 13. Select Next.
- 14. When Install Complete appears select Done.







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## Step 2: Get Codes (Pass & User)

- A. In the bottom task bar on your PC, Open the Hidden Icons (this is the upward arrow in the bottom right corner).
- B. Right Click on the Dealertrack Logo.
- C. Hover over Agent.
- D. Select Set Pass Code.
- E. Enter Unique Code of your choice (min. 5 characters).
- F. Click Okay.
- G. Repeat steps A C.
- H. Select Get User Code and Pass Code.
- I. A call out appears with the **Pass Code** you created and a **User Code** write both down.

## **Step 3: Sync Local Agent To Your Browser**

- 1. Login to RegUSA.
- 2. Select Utilities.
- 3. Below Local Agent select Setup.
- 4. Select Enable.
- 5. Enter Codes into the appropriate fields On Screen.
- 6. Select Sync.

**NOTE:** Anytime the cache is cleared on your PC, you will need to perform STEPS 2 & 3 again.











Contact Client Services if assistance is required: 1.800.211.3638

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