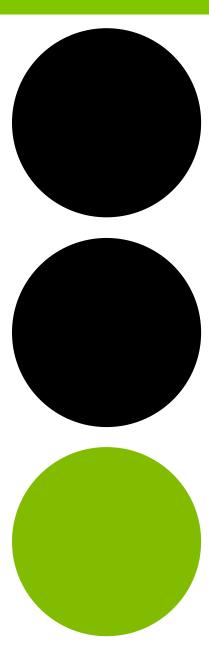# CDK Enrollment Guide

Using eStore for Dealer Authorization

CDK
Global.

Step 1: Click on Vendor URL

Type or click on the link supplied by your vendor. **Please note that you must have a title in the list of Authorized Signers, which can be requested from your vendor. You must also be completely logged out of DealerSuite before clicking on the Vendor URL.**
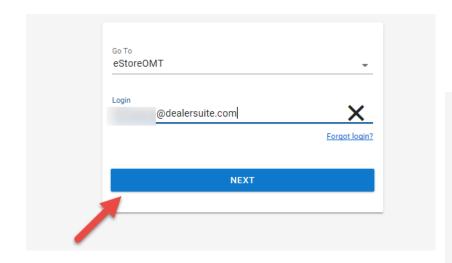
If you'd like to see how eStore works **without creating a valid order**, click on the URL supplied by your vendor and use "**OMTeStoreDemo**" as the user ID and password (password is case sensitive). This will mimic the process as a Demo user that will allow you to complete the process and create a Demo order.

Please note that this Demo order cannot be used for the integration approval and a second approval completed by logging in with your actual eStore login will be required before the integration can be set up.

Step 2: Log On

Enter your existing DealerSuite ID and password, then click "log in".

- If you do not know your DealerSuite login or do not have one, or you have multiple locations, please use the forgot username or forgot password options or contact DealerSuite Support using Service Connect on your CDK desktop.
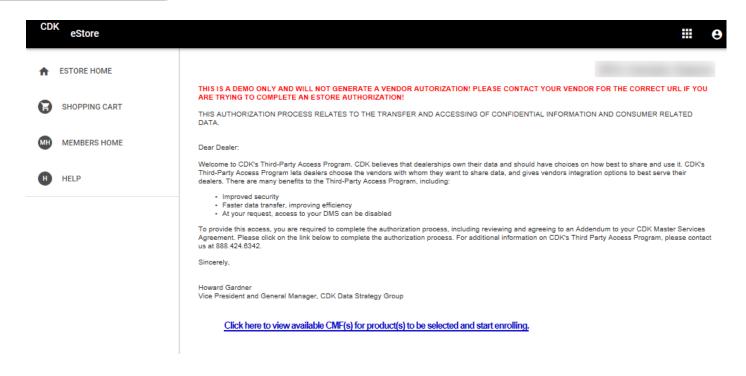

CDK Global.

Step 3: Welcome Page

Once Logged In

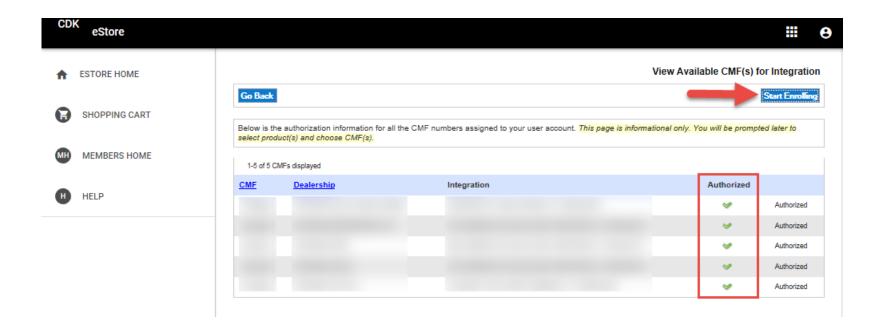- click " Click here to view available CMF(s)…." at the bottom of the page.

Step 4: View Dealer CMF Number(s)

You will see the dealer 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 in Step 9, after you check out, at confirmation. Select "Start Enrolling" to continue.
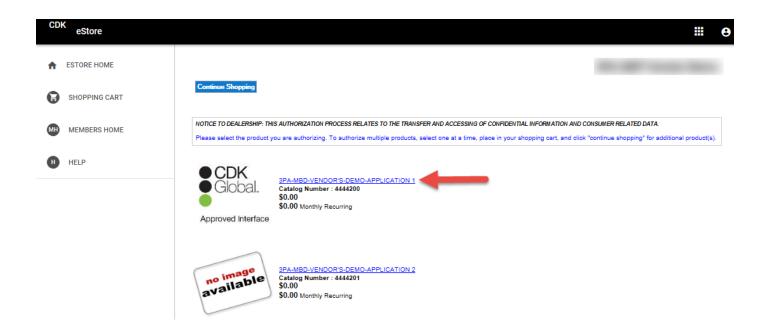
Step 5: Select Product

Review and select the appropriate product.

- If you need more than one product, please select one here. You will be able to select additional products, if needed, in the following steps.
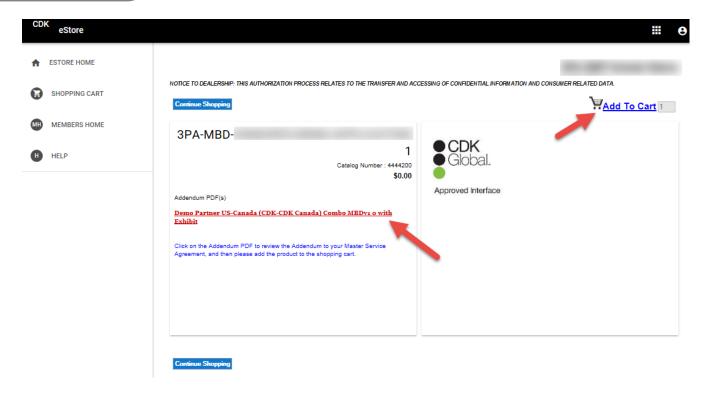

*Please note F&I Express catalog number is: 4431342 or click here to access CDK eStore

Step 6: Review Addendum & Add To Shopping Cart

Click on "Addendum PDF" to review the addendum.

- The addendum includes a summary of the data the vendor will be able to access. Please note that the addendum is for review only and does not need to be completed. Once reviewed, you will be able to click "Add To Cart" in the upper right side of the screen.
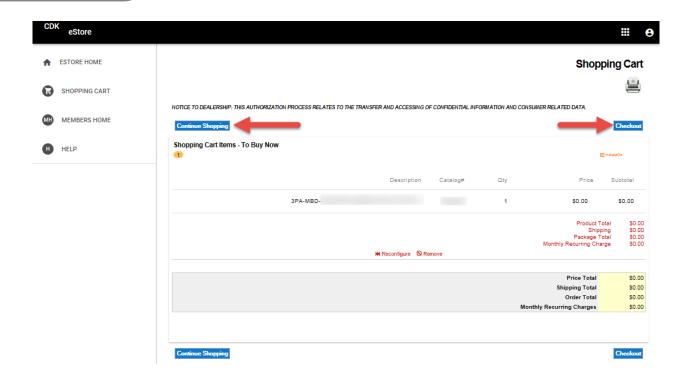
Step 7: Select Additional Products

click "Continue Shopping" if you need more than one product.

- If needed, you may click "continue shopping" to select additional products or you may click "check out" to continue the authorization process.
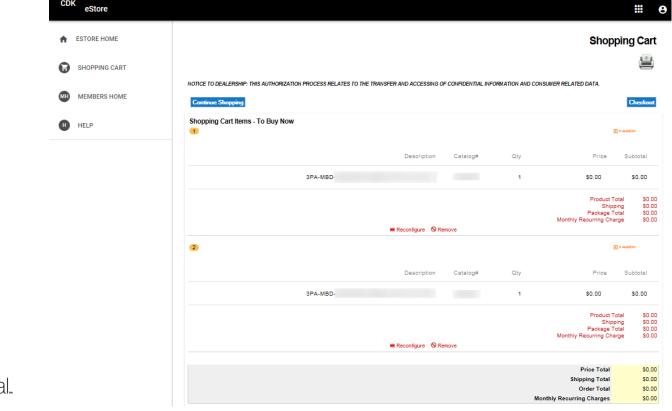
Step 8: Shopping Cart

Confirm the products selected for your order; click "Check Out" to continue the authorization process.

- 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. You will have an opportunity to review your order before completing the authorization.
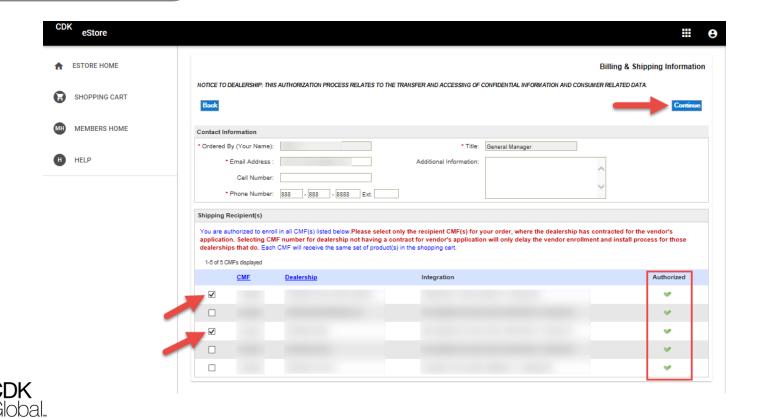
Step 9: Billing, Shipping and CMF Information

Review your shipping and billing information; enter any required information marked by an asterisk.
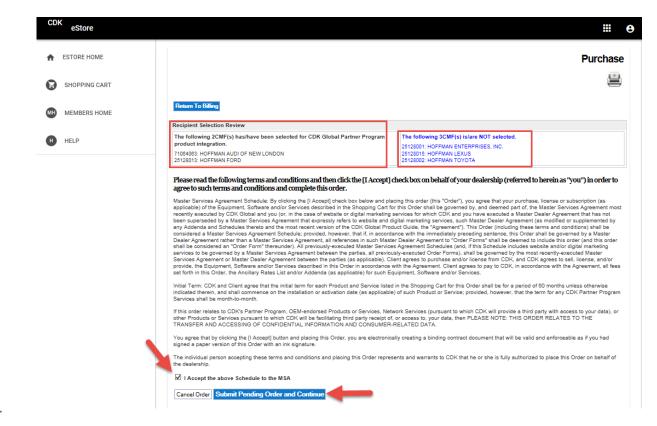
- Select the CMF(s) you wish to enroll. If you are unable to select your dealership's CMF number, or it shows as "unauthorized," please contact DealerSuite Support using Service Connect on your CDK desktop to have the CMF number added to your login.
Click "Continue."

Step 10: Purchase

Complete the authorization by reading and accepting the agreement.

- Check the checkbox "I Accept the above Schedule to the MSA" then select "Place my Order Now" to submit your authorization and to create a Pending Order. A copy of your pending order will be emailed to you, your vendor, and the CDK Partner Program Support.
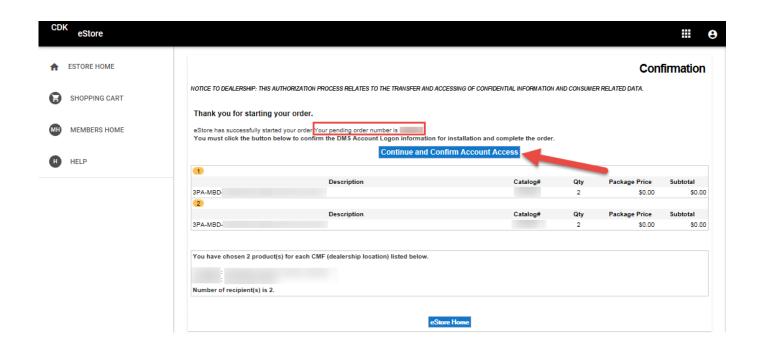
Step 11: Pending Order Confirmation

Print your order if desired.

- Once you have completed the authorization, you will be prompted to select the accounts that your vendor will need to access on the DMS. Click "Continue And Confirm Account Access" to approve the account access.
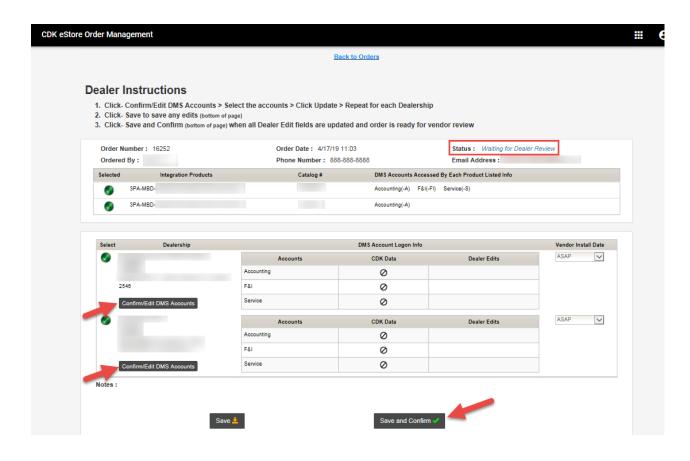
Step 12: Review Account Access

Edit DMS Accounts

- Click "Confirm/Edit DMS Accounts" to make the account selection(s). Once the account(s) are selected for each dealer location within the order, simply click "Save and Confirm" at the bottom of the order page. The account access listed under "CDK Data" is available as a suggestion only. Note the Status of the order is "Waiting for Dealer Review".
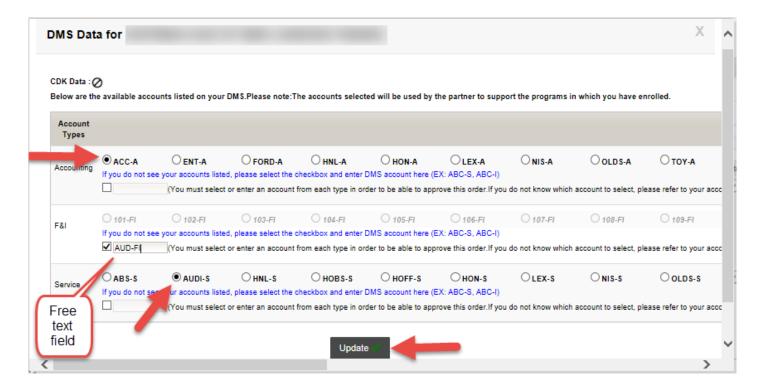
Step 13: Select Account Access

Select Appropriate Account Access

- This screen provides a list of all accounts associated with your DMS. You can select the correct accounts from this list or use the free text field if the account is not listed and click "Update". Only one account may be selected from each Account Type.
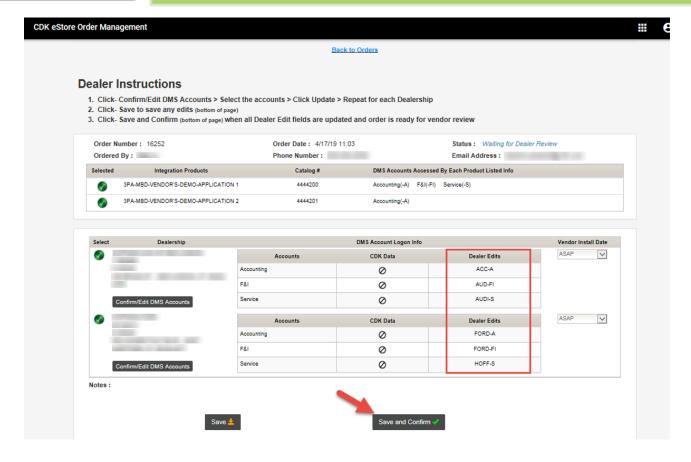

CDK Global™

Step 14: Save Changes and Complete Order

Select Appropriate Account Access

- Account updates will show in the "Dealer Edits" column. When your edits are complete click "Save" if further changes are necessary or "Save and Confirm" if changes are complete. Please note that clicking "Save and Confirm" will prevent any further edits to this pending order. The status has now changed to "Waiting for Vendor Review" and a confirmation sent to your vendor.
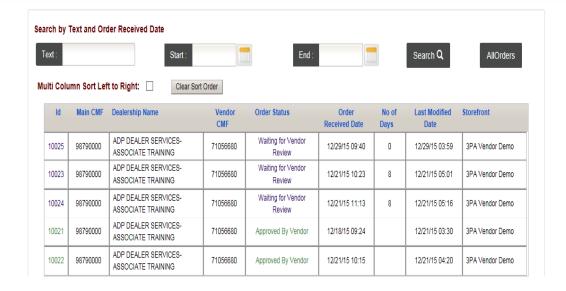
Step 15: Review Order Status

Review Pending and Completed Orders

- You can view your order status at any time by selecting "Orders" from the eStore Order Management page. This page can be accessed through the link in the pending order confirmation email.

Thank You for using the CDK eStore!

CDK
Global™