|  |  |
| --- | --- |
| **Dealership Name** |  |
| **Dealership Number** |  |

**Anyone who will be selling gift cards or running gift card reports must have a CardSpot User Account.**

1. Enter your Dealership Name and Number in the provided space above.
2. Anyone who will be activating gift cards will need permission to the Activation Software. Anyone who will need access to daily reports will need the permission to InfoCenter Reports and a single user can have both permissions. Each person must have their own user account - no generic accounts will be set up. There is no limit to the number of users a dealership may have.
3. Place an “X” in the “Activation Software Permissions” or the “InfoCenter Reports Permissions” depending on what permission you want the user to have. Name and Email Address fields are required. Email Address is for password reset functionality and does not need to be unique for each user.
4. Complete information on the page and email form to [implementation@storefinancial.com](mailto:implementation@storefinancial.com). This form must be completed and submitted electronically.
5. Store Financial will issue usernames and passwords and will e-mail the information to the Credential Distribution Email Address in two separate emails: 1 that contains all usernames and 1 that contains all passwords.

|  |  |
| --- | --- |
| **Email Address for Credential Distribution:** |  |
| **\*\*All usernames/passwords will be emailed to this address. The recipient is responsible for distributing credentials to your staff.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **First and Last Name** | **Activation**  **Software**  **Permissions** | **InfoCenter**  **Reports**  **Permissions** | **Email Address (for password reset functionality)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |