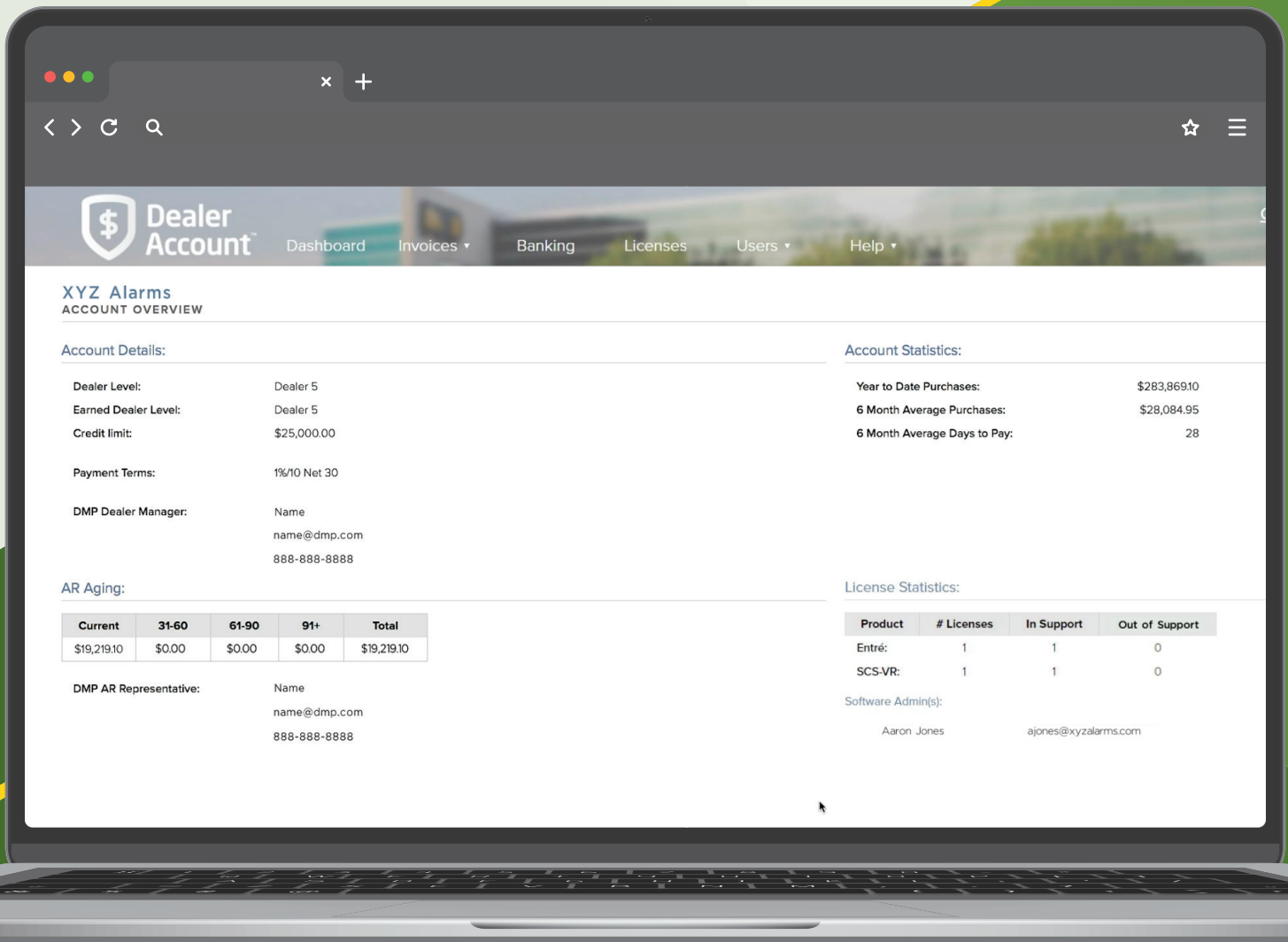




Dealer Account™



Your Secure Online Accounting Portal

Dealer Account provides you with a dashboard of important information about your account and it's **available 24/7**. Best of all, it's FREE. With Dealer Account, you'll enjoy several convenient options:

- Schedule and manage payments
- Use credits on account when paying invoices
- Track shipping status of your orders
- Download and print invoices
- Download account history to Excel
- Add and delete users
- Review status of software licenses

Take advantage of having real-time private access to your account details. It's like being able to contact your DMP accounts receivable specialist at any time. You'll be able to view helpful information such as:

- Open invoices and credits
- AR Aging summary
- Current credit limit
- Average Days to Pay to help you manage free ground shipping
- Contact information for your personal Accounts Receivable representative

PAYMENTS

Manage your cash flow by scheduling payments. You can simply and securely pay invoices electronically directly to DMP with no delays. You are in complete control of what invoices you pay and when.

Simply set up a bank account to pay from — this is a one-time process — then select the invoices you wish to pay. Schedule payments for today or anytime in the future. Dealer Account even calculates and automatically applies any available early-pay discount.

Bank information is encrypted using industry-standard protocols to a secure data center that's PCI DSS Level 1 compliant and SSAE 16 certified. Banking data is not stored on DMP servers.

MANAGE DAYS TO PAY

If you are eligible for Free Domestic Ground Freight from DMP, Dealer Account lets you manage your days to pay so you can get the full benefit of this program. If you pay within 10 days and take the 1% discount, you can earn up to 18% on your money. There are three ways to qualify for free freight:

- Enroll in EFT program
- Your order is larger than \$1,500 and your account is paid within 30 days*
- All your orders qualify if you are a column 4, 5 or 6 dealer and your account is paid within 30 days*
- Applies to orders shipping domestic ground freight that qualify

*Does not apply to "credit card" terms

To learn more, visit DMP.com/FreeFreight.

INVOICES

The Invoices menu includes four viewing options.

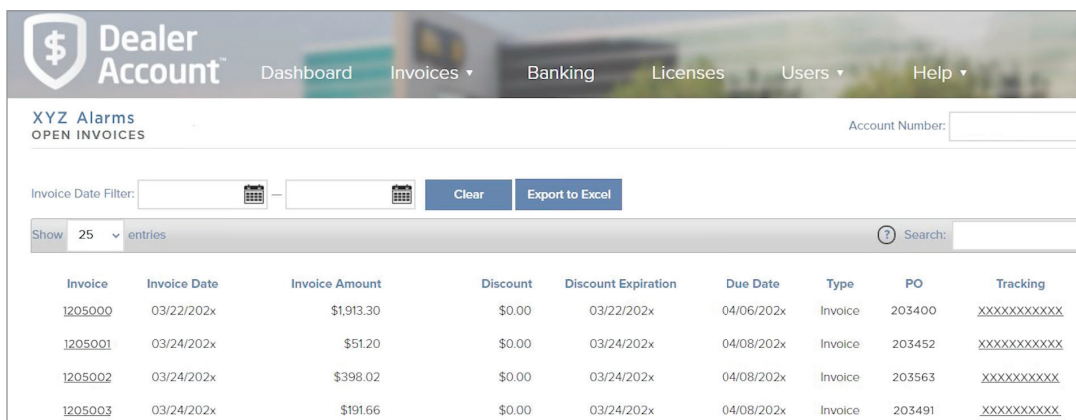
- ▶ **Open:** Displays unpaid invoices and invoices scheduled for payment
- ▶ **Scheduled:** Manage payments scheduled for a future date
- ▶ **Paid:** View the last 12 months of paid invoices
- ▶ **Payments:** Displays payments made via Dealer Account

Using the filters, you can search by invoice date or by alphanumeric characters you enter. When you are finished, select the “Clear” button to remove the filters.

From the dashboard, you can also export a list of your invoices as an Excel file. The default date range is the current year to date, but you can specify the range you want. Clicking “Export to Excel” generates a .xlsx file with the details for all invoices in the selected date range. This feature is only available to users who have access to invoices.

TRACK YOUR ORDERS

Each invoice listing also includes tracking numbers for that order. Simply click on a tracking number to see the shipping status on the courier’s website.



Invoice	Invoice Date	Invoice Amount	Discount	Discount Expiration	Due Date	Type	PO	Tracking
1205000	03/22/202x	\$1,913.30	\$0.00	03/22/202x	04/06/202x	Invoice	203400	XXXXXXXXXX
1205001	03/24/202x	\$51.20	\$0.00	03/24/202x	04/08/202x	Invoice	203452	XXXXXXXXXX
1205002	03/24/202x	\$398.02	\$0.00	03/24/202x	04/08/202x	Invoice	203563	XXXXXXXXXX
1205003	03/24/202x	\$191.66	\$0.00	03/24/202x	04/08/202x	Invoice	203491	XXXXXXXXXX

MANAGE YOUR SOFTWARE SUPPORT

Dealer Account also provides a way to make sure all your software licenses are active, so your

technicians always get the support they need when they need it.

- ▶ View your software licenses and support status
- ▶ Add your staff members to receive notifications of annual software license renewals

USER ROLES

Dealer Account has four different types of user roles, so you can assign your staff access to the features they need.

- ▶ **Company Admin:** Create users and assign access
- ▶ **Accounts Payable:** Can see and pay invoices
- ▶ **License Manager:** License Statistics are the only visible section
- ▶ **View Purchases:** View-only role that allows your Purchasing staff to track orders

If other members of your staff are responsible for managing invoices, cash flow and making payments, your Company Admin can add or delete those users.

SIMPLE AND SECURE

For everything you need to know about your DMP account — including software license renewals and order tracking numbers — Dealer Account is a secure resource.

Having access to your account provides transparency, eliminates any surprises and ensures accuracy.

For more information, contact your DMP Accounts Receivable representative. Call

800-641-4282 or visit **DMP.com/DealerAccount**.

