
RepairLink Shop Registration Process

Follow the simple process below to register and get started with **RepairLink Shop**.

1. Go to www.RepairLinkShop.com and click on **Shops: Register Now**.



2. Complete the following fields in the Company Information section. **Note:** Required fields are marked with an asterisk (*).

A screenshot of the RepairLink registration form. The form is titled "Company Information" and has a sub-header "Indicates required field *". The form is divided into several sections: "Company Name" with a required text input field; "Company Type" with a dropdown menu; "Address Information" with required text input fields for "Street Address 1", "City", "Zip", and "Country", and a dropdown menu for "State"; and "Phone and Fax Information" with text input fields for "Phone" and "Fax".

- **Company Name**
- **Company Type** - Click the dropdown menu and select from the following options:
 - - *Independent Repair Shop*
 - *Franchised Repair Shop*
 - *Car Dealer*
 - *Collision/Body Shop*
 - *Jobbers/Retailer*

- *Government Fleet*
 - *Commercial Fleet*
 - *Other*
 - Address Information
 - Phone and Fax Information
3. Complete the following required fields in the Primary Contact/Administrator section.

Primary Contact/Administrator Indicates required field *

First Name * Required

Last Name * Required

Title Please Select...

Administrator Contact Information

Phone * [] [] []

Email * Required

- **First Name**
 - **Last Name**
 - **Phone**
 - **Email**
4. Generate your login credentials for **RepairLink Shop** in the Create Login section. **Note:** The login credentials you create during registration will be the administrator account that gives you the ability to create other login accounts for other users or manage/configure the application for your **shop**.

Create Login All fields Required *

User Name * Required 6 to 20 letters or numbers, no special characters, not case-sensitive

Security Question * Please Select...

Answer * Required

Password * Required

Retype Password * Required

- Type in your desired **User Name** that you want to use to log in to **RepairLink Shop**. A valid user name must be 6 to 20 characters (letters and/or numbers) and *must not include* any special characters, such as !, @, #, \$, %, ^, &, or *.
- Click the **Security Question** dropdown menu and select a question that you can use to retrieve your username/password in the event they forget either one. Options include:
 - - What city were you born in?
 - What is your first pet's name?
 - What is the first car you ever owned?
 - What is your favorite sports team?

- Who is your favorite NASCAR driver?
 - What is your favorite car?
 - Type the answer to your security question.
 - Type your desired password in the **Password** and **Retype Password** fields.
5. In the Registration Submission section:

- Click the **Terms of Use** link to review the OEConnection Terms & Conditions.
 - If accepted, click **I accept the terms of use**. *Terms of use must be accepted in order to register for RepairLink Shop.*
 - Type the text displayed in the Security Code section in the text box provided. Include spaces where indicated. Note: If an image displays, type the text included in the image as well.
6. Click **Complete Registration** to complete the registration process.
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7. Once you have completed the registration process, you will be automatically logged into **RepairLink Shop**. (**Note:** Your new login account is setup as the *administrator* for your **shop**. Only administrators can perform the setup functions below.)
- Before you can begin ordering parts, you will need to add one or more dealers that you want to do business with. [Click here](#) for more information on adding dealers in **RepairLink Shop**.
 - If you want to have other users in your **shop** to access and order parts with their own login accounts, you will need to create user accounts on their behalf. [Click here](#) for more information on adding users to **RepairLink Shop**.