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.



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

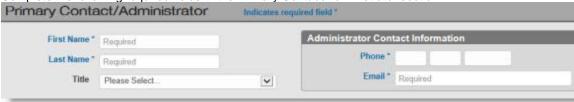


- Company Name
- Company Type Click the dropdown menu and select from the following options:

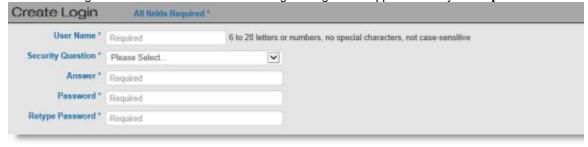
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- Independent Repair Shop
- Franchised Repair Shop
- Car Dealer
- Collision/Body Shop
- Jobbers/Retailer

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



- o 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.



- 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:

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- 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.

 Complete registration
- 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. <u>Click here</u> 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. <u>Click here</u> for more information
 on adding users to RepairLink Shop.