

Follow this guide to schedule a vehicle delivery with ease.



**Login to Dealer Portal and open the 'Services' tab**  
Click the 'Delivery' link to continue.

Prospects TrueCar+ Learning ▾ **Services ▾**



**Select the 'Start New Delivery' button**  
Click the 'Start New Delivery' button at the top right of the page to begin the delivery process.

Start New Delivery



**Identify and select the customer type**  
If the delivery is for a TrueCar Prospect, search and select the prospect's name.

TrueCar Prospect

Non TrueCar Consumer



**Confirm vehicle pickup information**  
Schedule first available pickup date, dealer contact, pickup address and provide driver pickup notes.



**Confirm vehicle delivery information**  
Confirm or fill in delivery information and add any additional special notes.



**Submit payment**  
Ensure you have a credit card ready to submit payment and finalize delivery request.

## Your customer will receive email notifications for the following delivery stages:

1. Order received and processing
2. Pickup scheduled
3. Vehicle is on the transport and in transit
4. Vehicle is delivered
5. Canceled order

