How to add employees

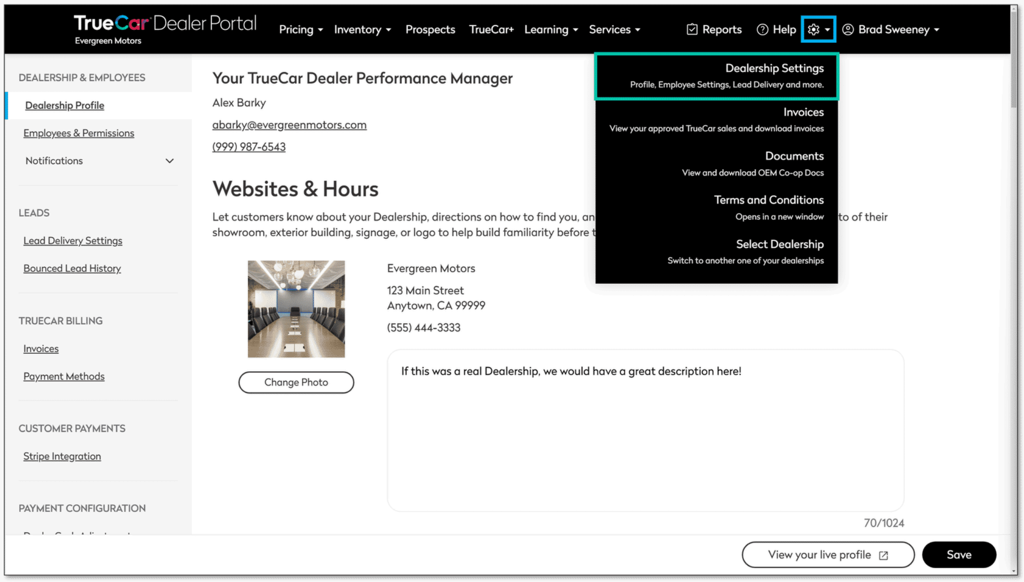
TrueCar

Follow the quick and easy process below to get a new employee set up at your dealership!

1

Step 1: Access dealership settings

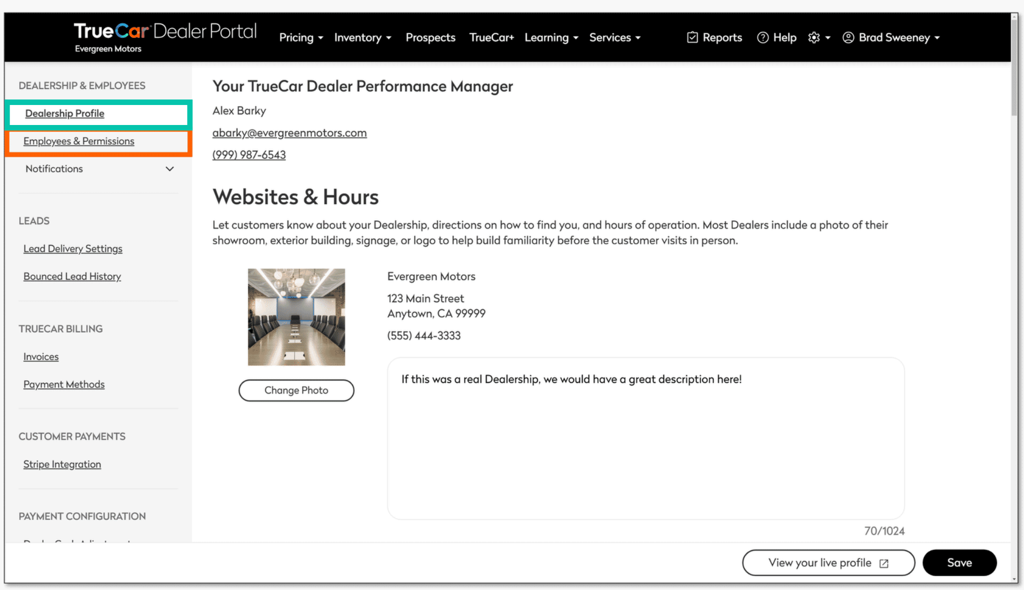
Hover over the **cogwheel** and select '**Dealership Settings**.'



2

Step 2: Access employees & permissions

Click on '**Employees & Permissions**.'



How to add employees

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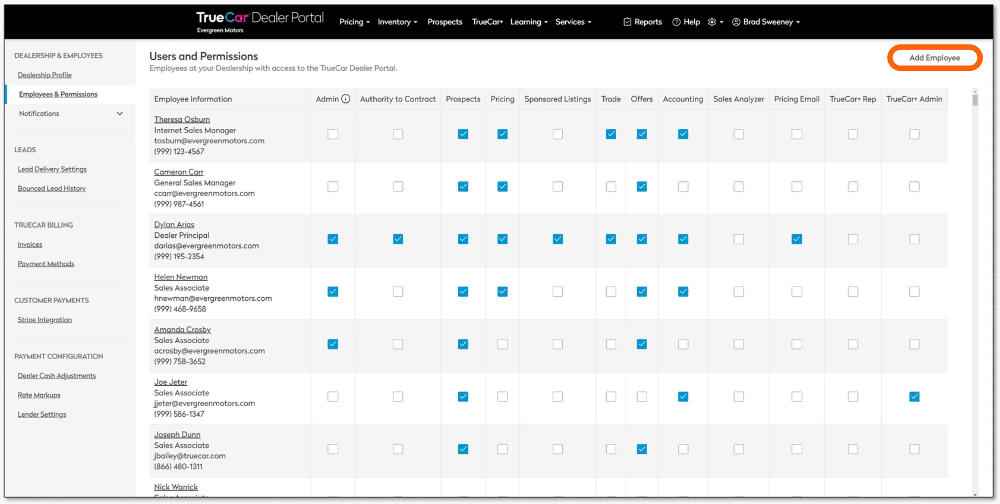
Step 3: Add your employee

3

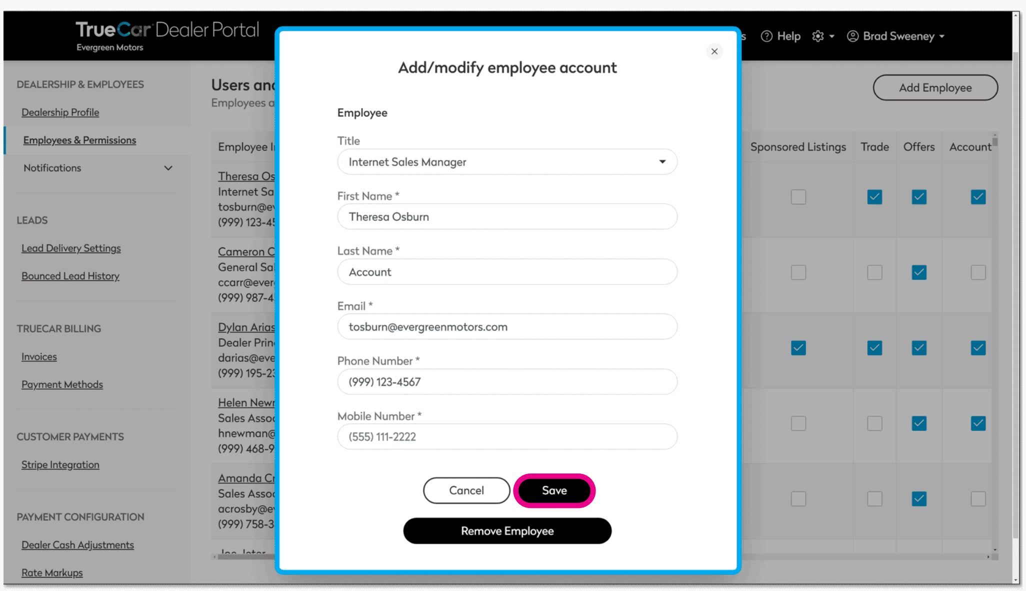
Click on '**Add Employee**.'



Step 4: Complete the form

4

Complete the form that pops up. Make sure you have their work email and phone numbers handy and click '**Save**' when you're done.



How to add employees

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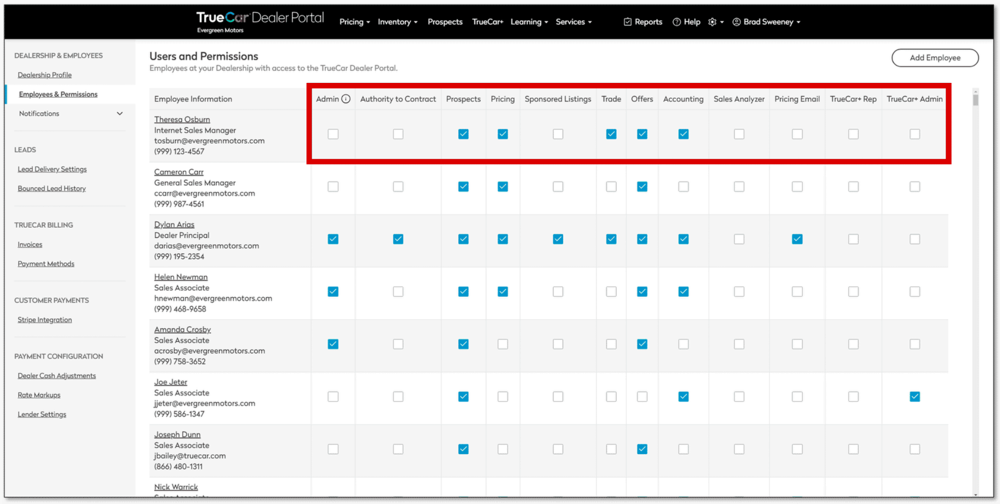
Step 5: Update your employee's permissions

Now that your employee has been created, make sure you **update their permissions**. Review the list below to see what permissions are available and what abilities they will give your employees.



Dealer Portal roles

TrueCar

- **Admin**

  Admins are able to update permissions for other users and designate other admins. There must be at least one designated admin.

- **Authority to contract**

  Can initiate product agreements on behalf of your dealership.

- **Prospects**

  Can view prospects but not send offers.

- **Pricing**

  Can edit pricing elements like fees and accessories, offsets, used vehicle discount and individual VIN pricing.

- **Sponsored Listings**

  Can choose which listings are sponsored at your dealership on TrueCar.

- **Trade**

  Can interact with the appraisal tool in Dealer Portal.

- **Offers**

  Can create offers for prospects. Will also need the 'prospects' permission.

- **Accounting**

  Can view TrueCar billing products.

- **Sales Analyzer**

  Can view Sales Analyzer insights.

- **Pricing email**

  Will receive our weekly pricing email.

- **Mobile messaging**

  Can interact with prospects through the messaging tab on prospect details.

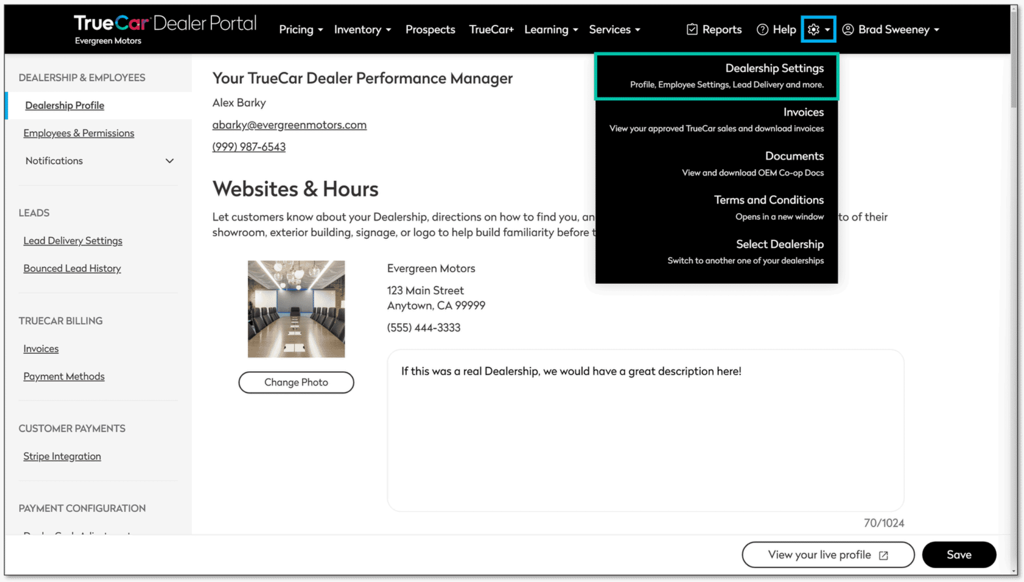
How to edit or remove employees

TrueCar

1

Step 1: Access dealership settings

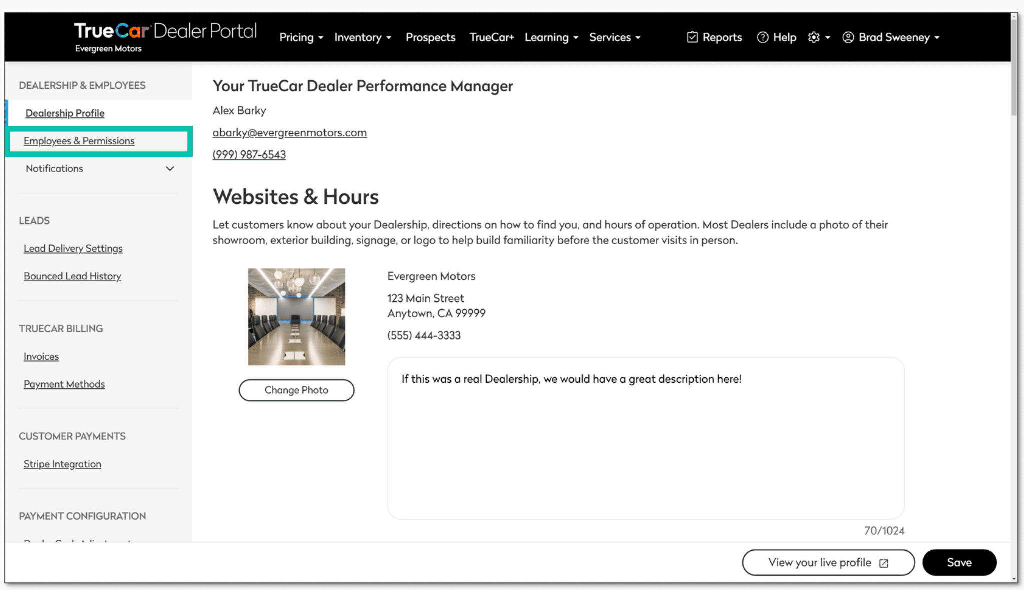
Hover over the **cogwheel** and select '**Dealership Settings**.'



2

Step 2: Access employees & permissions

Click on '**Employees & Permissions**.'

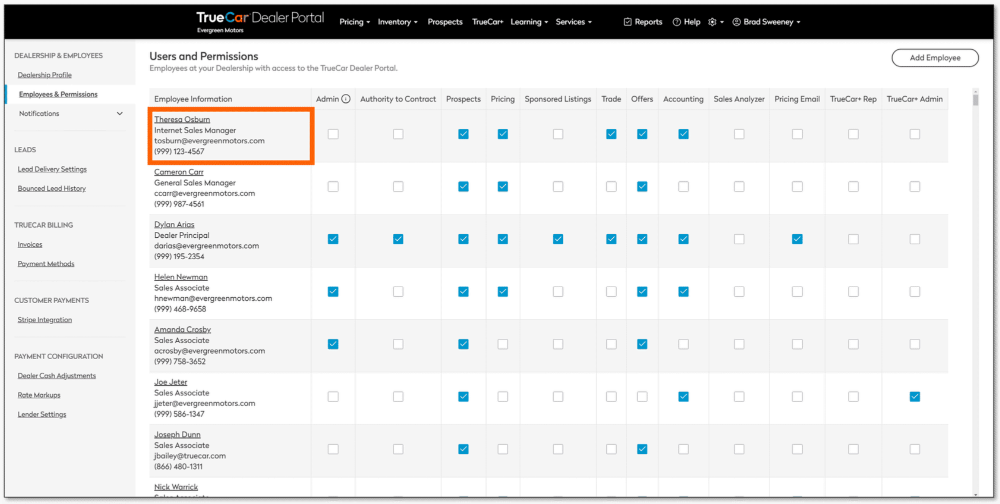


How to edit or remove employees

TrueCar

Step 3: Select the employee

Click on the **name of the employee** you want to edit or remove.



Step 4: Complete the form

You can now make the **changes to your employee's title, name, role, or contact information**. Don't forget to hit '**Save**' when you are done!

If you are removing your employee, you can just click on '**Remove Employee**.'