

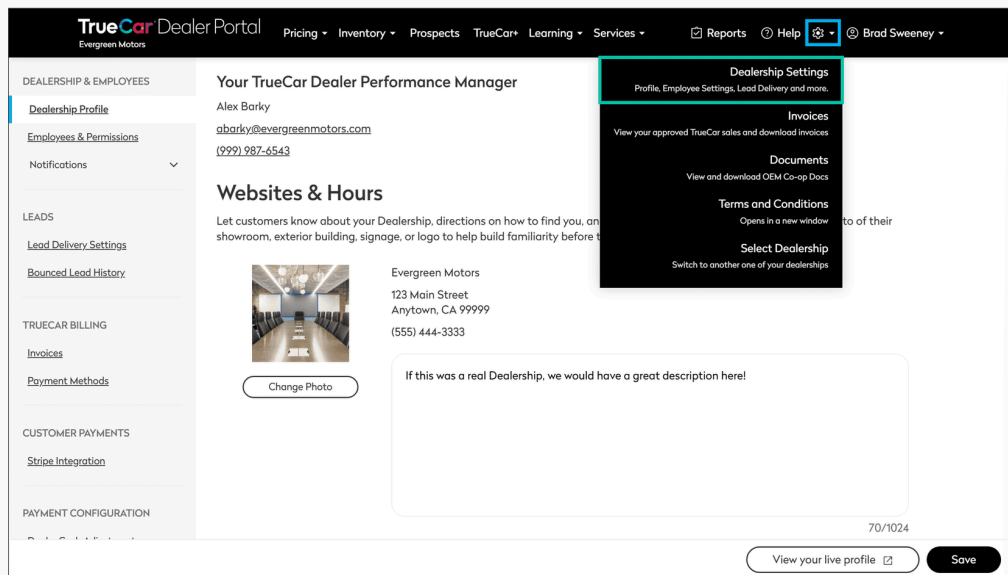
How to add employees



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

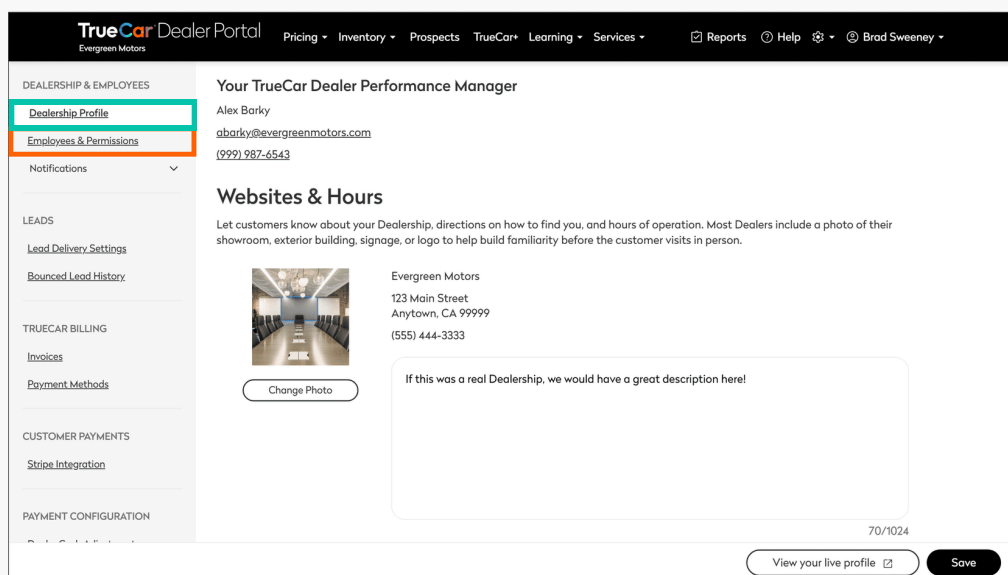
1 Step 1: Access dealership settings

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



2 Step 2: Access employees & permissions

Click on 'Employees & Permissions.'



How to add employees

3 Step 3: Add your employee

Click on 'Add Employee.'

TrueCar Dealer Portal
Evergreen Motors

Users and Permissions
Employees at your Dealership with access to the TrueCar Dealer Portal.

[Add Employee](#)

Employee Information	Admin	Authority to Contract	Prospects	Pricing	Sponsored Listings	Trade	Offers	Accounting	Sales Analyzer	Pricing Email	TrueCar+ Rep	TrueCar+ Admin
Theresa Osburn Internet Sales Manager tosburn@evergreenmotors.com (999) 123-4567	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cameron Carr General Sales Manager ccarr@evergreenmotors.com (999) 987-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dylan Arias Dealer Principal darias@evergreenmotors.com (999) 195-2354	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Newman Sales Associate hnewman@evergreenmotors.com (999) 468-9658	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Crosby Sales Associate acrosby@evergreenmotors.com (999) 758-3652	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Jetter Sales Associate jjetter@evergreenmotors.com (999) 586-1347	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Joseph Ryan Sales Associate jryan@truecar.com (866) 480-1311	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Warwick Sales Associate nwarwick@truecar.com (866) 480-1311	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Step 4: Complete the form

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

TrueCar Dealer Portal
Evergreen Motors

Add/modify employee account

Employee

Title
Internet Sales Manager

First Name *
Theresa Osburn

Last Name *
Account

Email *
tosburn@evergreenmotors.com

Phone Number *
(999) 123-4567

Mobile Number *
(555) 111-2222

Cancel Save Remove Employee

Dealer Portal roles



- **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**

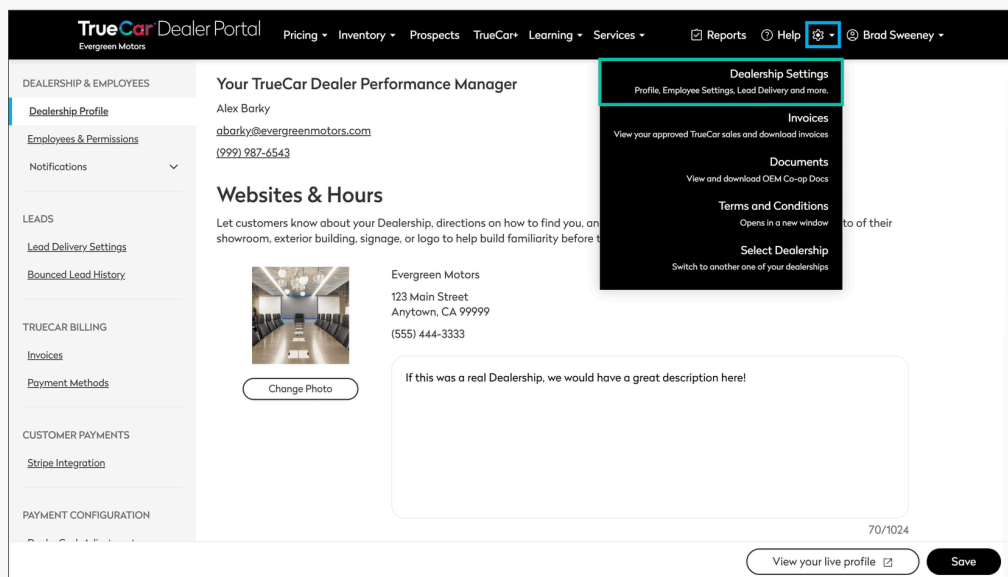
Can interact with prospects through the messaging tab on prospect details.

How to edit or remove employees



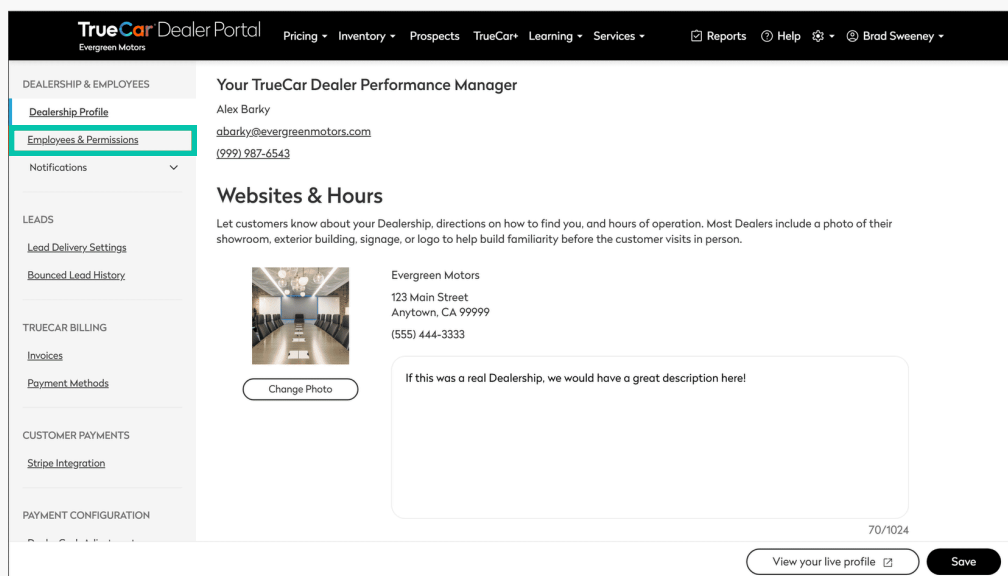
1 Step 1: Access dealership settings

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



2 Step 2: Access employees & permissions

Click on 'Employees & Permissions.'



How to edit or remove employees

3 Step 3: Select the employee

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

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Cameron Carr General Sales Manager ccarr@evergreenmotors.com (999) 987-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Helen Newman Sales Associate hnewman@evergreenmotors.com (999) 468-9658	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Nick Warwick Sales Associate nwarwick@truecar.com (866) 480-1311	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 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**'.

Add/modify employee account

Employee

Title
Internet Sales Manager

First Name *
Theresa Osburn

Last Name *
Account

Email *
tosburn@evergreenmotors.com

Phone Number *
(999) 123-4567

Mobile Number *
(555) 111-2222

Cancel Save

Remove Employee