

Ag Leader Dealer Center

Dealer Center (<http://dealer.agleader.com>) is Ag Leader's hub for dealers to access online tools. These tools include placing orders with Ag Leader, viewing orders and invoice history, creating Display and GPS unlocks, signing up for training, and accessing our technical support resources. Additional tools will be added to Dealer Center over time, to continue making Ag Leader a partner that is easy to do business with.

Dealer Center Account Setup

In order to access Dealer Center, you will need an AgFiniti® Dealer Account. The AgFiniti Dealer Account will give dealership staff access to AgFiniti licenses as well as Dealer Center. The Dealership manages the users that have access to Dealer Center and can grant Dealer Center privileges to their employees as they see fit.

Each dealership can have only one dedicated AgFiniti account to access Dealer Center. The dealership and the staff at the dealership may have other accounts, but only one account will have access to Dealer Center. Keep in mind, each account can have many users associated with it and each user can be assigned one of the four unique permission levels.

1. Admin – Access to all tools and functionality.
2. Buyer – Access to all tools, but cannot modify account settings or add new users.
3. Sales Service – Buyer level access minus the ability to view invoices and payment history.
4. View Only – Can only view unlocks.

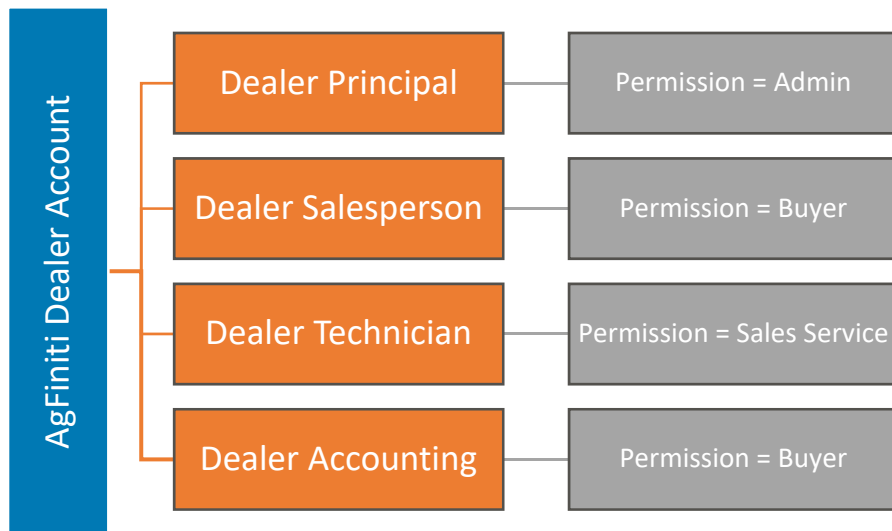


Figure 1: Example setup of an AgFiniti Dealer Account and users

Dealer Center Requirements:

- Each Dealership is limited to one AgFiniti Dealer Account.
- A unique email address must be used for every AgFiniti account and sub-user. If you wish to use an email address already associated with a different AgFiniti account, please edit the existing account to remove the email address before creating your Dealership account.

Creating Your Dealership Account

1. Locate any existing AgFiniti accounts your dealership has.
 - a. If no accounts exist, proceed to the New Account Creation section.
 - b. If you do have existing accounts, refer to the Existing AgFiniti Accounts section.

New Account Creation

1. Create a new dealership account at www.agfiniti.com
2. Enter all required information
 - a. In the Company Name field, please add “(AGL DEALER)” behind your dealership name.
 - b. We suggest using a generic email address that only trusted users have access to, for example, dealership@dealership.com. Caution: Users with access to this email address will have full administrative rights in AgFiniti and all Dealer Center tools.
 - c. To activate your account, please email salesorder@agleader.com with the email address you used to generate the account as well as your Dealer ID number. Please allow 1-2 business days for your account to be activated.
 - d. After receiving your confirmation email from Sales, log into AgFiniti.
 - e. To add additional users to your Dealership account:
 - i. Go to **Manage->Account Configuration**.
 - ii. Click **Add User**
 1. Enter yourself as a sub-user with your individual email address.
 2. Add all staff that need access and assign the proper permission level.
 - iii. Log into Ag Leader Dealer Center (<https://dealer.agleader.com>)
 1. Each user will need to log in to AgFiniti once to accept the AgFiniti Terms of Use before logging into Dealer Center.

Existing AgFiniti Accounts

Depending on how previous licenses and accounts have been created for your dealership, the steps to take will vary. Review the scenarios below, and follow the appropriate steps.

Scenario 1 – Your dealership has one or more AgFiniti accounts, but there are no SMS or AgFiniti licenses applied to them.

1. Log into AgFiniti with one of the existing accounts that you wish to turn into the ‘dealership’ account.
2. Go to **Manage->Profile**
 - a. Update the account details to reflect the dealership, and enter the email address to use. **Save** your changes.

3. Click on **Account Profile** at the top of the screen.
 - a. In the Company Name field, please add "(AGL DEALER)" behind your dealership name and click **Save**.
4. Please email salesorder@agelader.com with the email address you used to generate the account as well as your Dealer ID number. Please allow 1-2 business days for your account to be activated.
 - a. After receiving your confirmation email from Sales, log into AgFiniti.
 - b. To add additional users to your Dealership account:
 - i. Go to **Manage->Account Configuration**.
 - ii. Click **Add User**
 1. Enter yourself as a sub-user with your individual email address.
 2. Add all staff that need access and assign the proper permission level.
 - iii. Log into Ag Leader Dealer Center (<https://dealer.agleader.com>)
 1. Each user will need to log in to AgFiniti once to accept the AgFiniti Terms of Use before logging into Dealer Center.

Scenario 2 – Your dealership has one or more AgFiniti accounts, and ONLY have AgFiniti licenses (No SMS licenses).

1. If multiple accounts exist, and each have AgFiniti licenses:
 - a. Determine which one has an Essentials license, and use that one.
 - b. If all/multiple have Essentials license, use the one with the Essentials license that expires last.
2. After determining which existing AgFiniti account to turn into the 'dealership' account, follow steps 1-4 in Scenario 1.

Scenario 3 – Your dealership has one or more AgFiniti accounts, and they ONLY have SMS licenses (No AgFiniti licenses).

1. First, determine the dealership's current and future structure. This is important because when using SMS credentials to log into AgFiniti, that user is always an Admin on the account, which gives everyone with that username & password the ability to manage all AgFiniti and Dealer Center information.
 - a. If the number of employees with access to this information is not a concern, and all should be able to control all AgFiniti/Dealer Center functions, please proceed with the steps outlined in Scenario 1.
 - b. If you do NOT wish for all employees to have access to all AgFiniti/Dealer Center functions, please follow the steps in the New Account Creation section.

Scenario 4 – Your Dealership has multiple AgFiniti accounts and a mix of AgFiniti and SMS licenses.

1. If multiple accounts exist, and each have AgFiniti licenses:
 - a. Determine which one has an Essentials license, and use that one.
 - b. If all/multiple have Essentials license, use the one with the Essentials license that expires last.

2. After determining which existing AgFiniti account to turn into the 'dealership' account, follow steps 1-4 in Scenario 1.
3. If the account selected has an SMS license, you may want to move it to another account if the SMS account holder should not have access to all AgFiniti/Dealer Center functions.
 - a. For assistance in moving an SMS license to another account, please contact SMSunlocks@agleader.com

Account Setup Best Practices

- When setting up the AgFiniti Dealer Account, we recommend using a generic email address for the account level email address.
 - This email address should only be accessible by key people within the dealership in order to properly maintain the account.
 - We advise against using an individual's email address because if that employee leaves the dealership you will no longer have access to the primary dealer center account.
- Dealerships should apply their AgFiniti licenses and subscriptions (such as AgFiniti Essentials) to their AgFiniti Dealer Account.
- SMS licenses should not be applied to AgFiniti Dealer Accounts.
- Dealerships should setup users in their AgFiniti Dealer Account as part of on boarding new employees. This prevents that employee from creating their own AgFiniti account using their company email address which would cause problems down the road if they need access to Dealer Center.
- Dealership should remove the User from their AgFiniti Dealer Account if an employee leaves the dealership. This will ensure the exiting employee no longer has access to Dealer Center tools.
- If you have questions about setting up your dealership account, please contact salesorder@agleader.com.