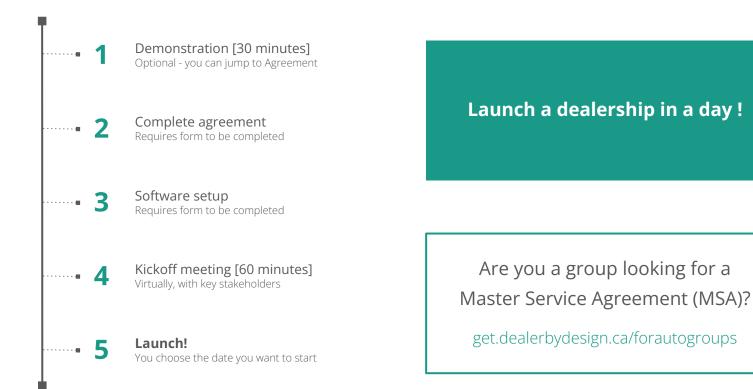
Delivery Hub Setup Guide



5 easy steps to get started



Demonstration of the better way

Book a 30-minute demonstration to learn how

we can save tens of thousands of dollars, per year, for your dealership!

The URL for to book a demo is <u>get.dealerbydesign.ca/demo</u> Calculate the profits your missing at <u>get.dealerbydesign.ca/savings</u>

2 Complete the agreement

To start, complete our onboarding form

After submission, we will be sent over documents for signing

The URL for the form is <u>get.dealerbydesign.ca/signup</u>



Next, we need you to complete the setup form

We will send over the invite for the Kickoff meeting

- Dealership logo
- User/employee directory
 - With name, email, job role
- List of lienholders (Name and address)
- Any additional documents or information related to your current process
- A few other questions

The URL for the form is get.dealerbydesign.ca/setup

4 Kickoff meeting with your key team members

The meeting is scheduled for an hour and hosted virtually, please test speakers and microphones beforehand

We recommend a manager from each department along with key process stakeholders to be in attendance



Help us avoid the Spam folder by whitelisting system emails no_reply@dealerby.design notifications@e.dealerbydesign.ca



To launch, simply add your existing deliveries then users

Creating the culture of accountability is important, so ensure everyone is logging changes and completing tasks into the software



Training staff for success

THE NEW WAY OF THINKING FOR YOUR DEALERSHIP If it's not in DBD, it doesn't happen.

Training material and sessions are available for users

The URL for the material is <u>get.dealerbydesign.ca/help</u> To book 30 minute training session <u>get.dealerbydesign.ca/training</u>