Ally Dash
Dealer Admin Job Aid

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Request for Access

Step 1:

Go to allydealer.com.

Click Log In.

Note: For first time users, click the Log In button and register on the Ally Dash Login page.

Step 2:

Enter your Username and Password.

Click Log In.

Note: If having login difficulty, the Help Desk contact information is provided for existing users or click the Request a username link for new users. Then, follow the prompts.

Step 3:

From the Ally Dash Landing page, click Manage User.

Note: After clicking Manage User, you can view pending user requests or can search for a specific user.
Pending Request View

Your default view shows Pending Requests:

- **Registration Requests**
  - New users requesting access to the PDN for which you are an Admin

- **Applications/Reports Requests**
  - Requests for Applications/Reports initiated from **Edit Profile**

Choose to approve or reject each submitted request on an individual basis.

Click **Confirm**.

A confirmation message appears that your selection(s) was implemented.

Users will have immediate access to Ally Dash upon Admin approval.

Note: Some applications such as SmartAuction, SmartCash, and Vehicle Protection Center require additional setup in the system.

A notification is sent to the application teams to complete application setup.

A user may experience an error message until those applications are setup.
Search

Select the appropriate search criteria from the Search By drop-down menu.

Enter the fields provided.

Click **Search**.

Note: If a dealer has less than 10 users, the Search field will not appear.

Users display in alphabetical order.

Click the appropriate name to view user access.
Modifying User Access

User Edits

For any user selected, you can:

- Update personal information, user status or remove a user
- Create temporary password
- Add and remove user applications
- Add and remove applications for an associated dealership
- Add associate dealership for user to access leads or reports

Edit Personal Information

Click Edit.

Dealer Admins can edit a user’s information by typing in the boxes displayed.

Note: Only an Ally Admin can reactivate a user when they are in Suspended status. Contact the Region or Help Desk for assistance

To reactivate a user in Locked status, a Dealer Admin can create a temporary password for the user, following the steps below for Create Temporary Password.
A confirmation message appears confirming the updates to the user’s profile.

Remove User

Click **Remove User** tab.

A message will display asking to confirm the action.

Click **Remove User** button to confirm.

Create Temporary Password

Enter temporary password twice, as directed and provide verbally to user.

Click **Create Password**.

Note: User will be prompted to change this password upon first login.
A confirmation message appears advising a temporary password was created.

**Add Application(s) or Report(s)**

Click **Add**.

Select the application(s) and/or Report(s) to grant a user access to for the primary dealership.

Click **Submit**.

Note: Since Dealer Admin is selecting, no additional approval is needed.

A confirmation message appears advising the Application(s) and/or Report(s) were added.
Remove Application(s) or Report(s)

Click **Remove**.

Select the application(s) and/or Report(s) to remove from user access to for the primary dealership.

Click **Submit**.

Click **Remove** to confirm removing user access to Application(s) and/or Report(s).

Add Associated Dealership(s)

Click **Add Associated Dealership**.
Select the **PDN** or **Dealership Name** from the Search By drop-down menu.

Enter the PDN or Dealership name/state into the appropriate fields.

Click **Search**.

Click **Add**.

Note: If multiple results return, click the dealership radio button to add.

Choose the desired applications and reports for the Associated Dealership.

Click **Submit**.

Note: Admins must select at least one of the following options to create an associated dealer.

- Leads
- CAP Statement
- Commercial Credit Line Report
- Statement of Dealer Transactions
- Wholesale Billing Statement
Add Application(s) or Report(s) for Associated Dealerships

Click **Add**.

Select the application(s) and/or Report(s) to add from user access to for the Associated dealership(s).

Click **Submit**.

Note: Admins must select at least one of the following options to create an associated dealer.

- Leads
- CAP Statement
- Commercial Credit Line Report
- Statement of Dealer Transactions
- Wholesale Billing Statement

Remove Application(s) or Report(s) for Associated Dealerships

Click **Remove**.

Select the application(s) and/or Report(s) to remove from user access to for the Associated dealership(s).

Click **Submit**.

Note: Admins must select at least one of the following options to create an associated dealer.

- Leads
- CAP Statement
- Commercial Credit Line Report
- Statement of Dealer Transactions
- Wholesale Billing Statement
Click **Remove** to confirm ending associated dealership access to Application(s) and/or Report(s).