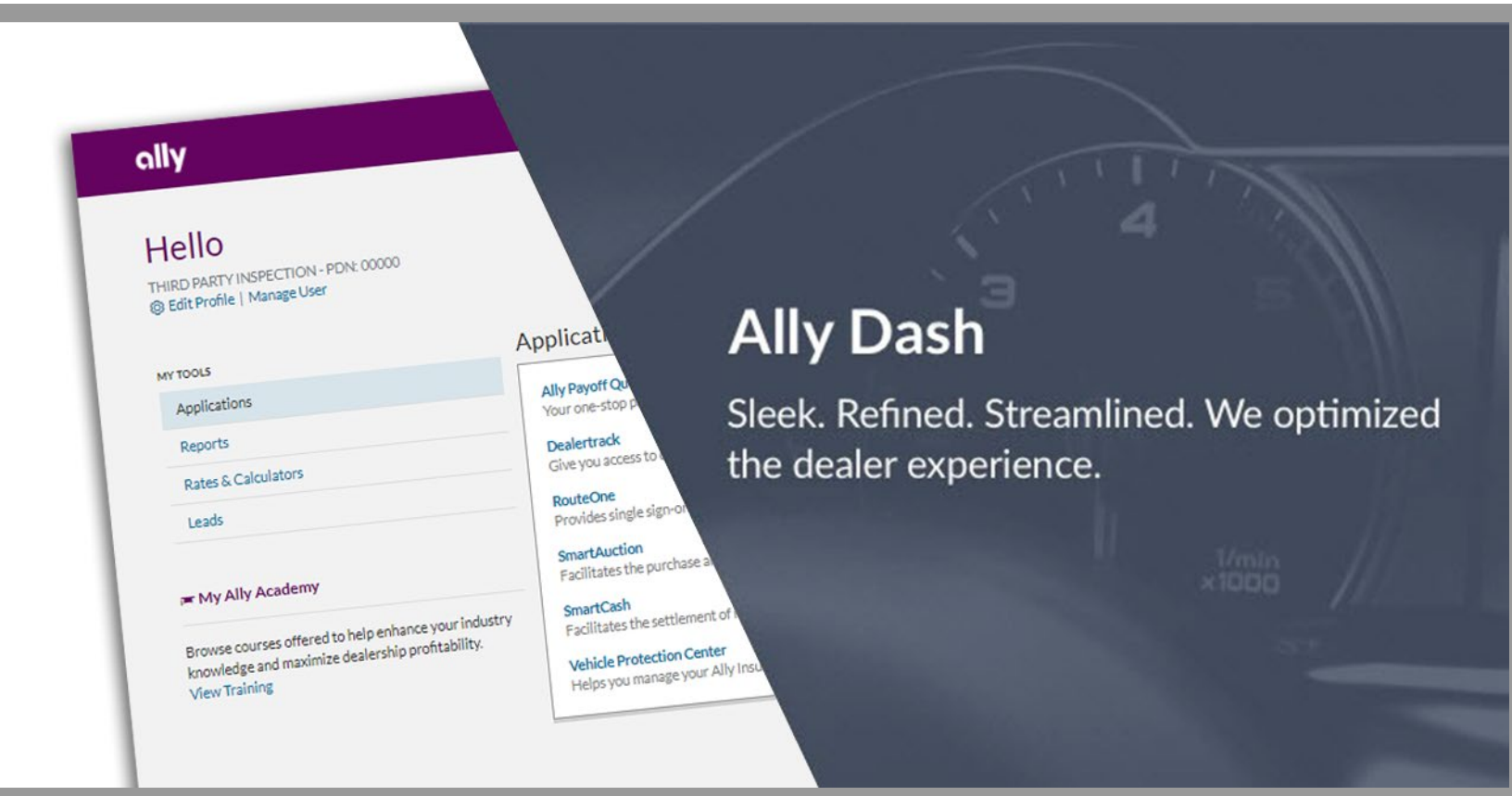

Ally Dash

Dealer Admin Job Aid

V15.01.28.2025

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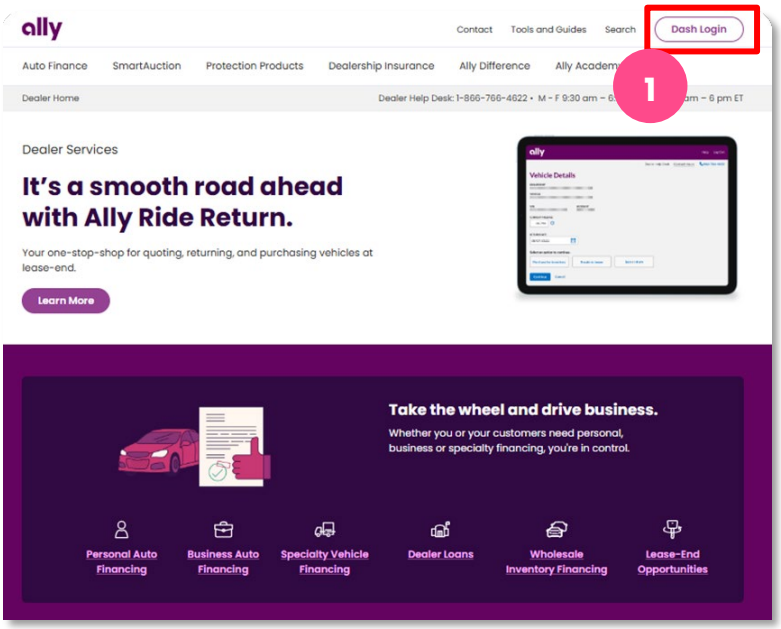
Request Access

Step 1:

Go to **allydealer.com.**

Select **Dash Login**.

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

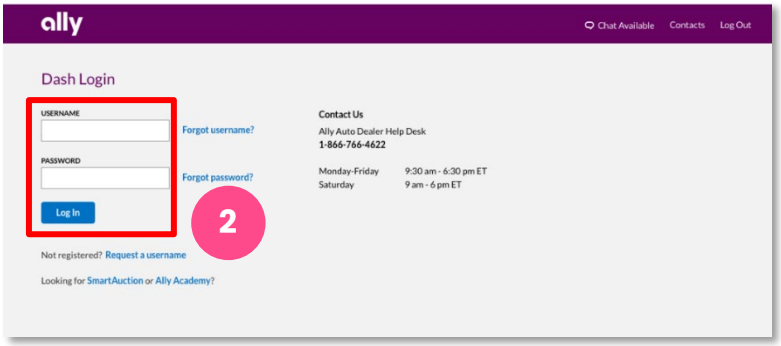


Step 2:

Enter your Username and Password.

Select **Log In**.

Note: If having log in difficulty, the Help Desk contact information is provided for existing users. You can also select the **Request a username** link if you are a new user. Then, follow the prompts.



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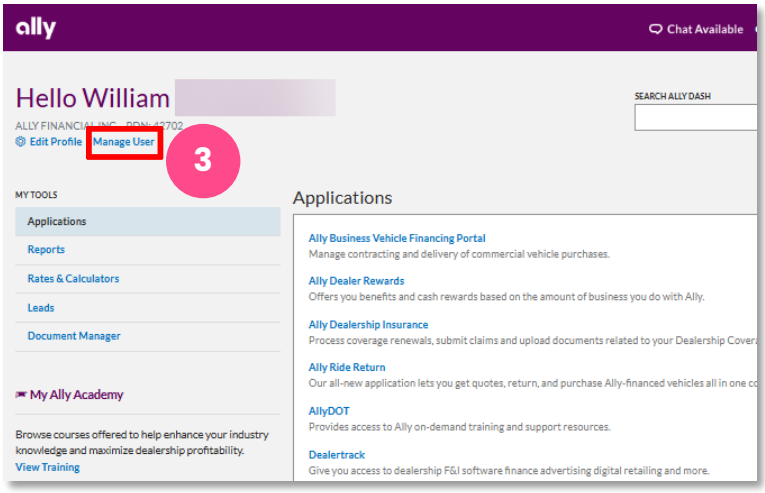
Step 3:

From the Ally Dash Landing page, select **Manage User**.

Note: After Selecting Manage User, you can view pending user requests or search for a specific user.



Pending Request View

Your default view shows Pending Requests:

- **Registration Requests**

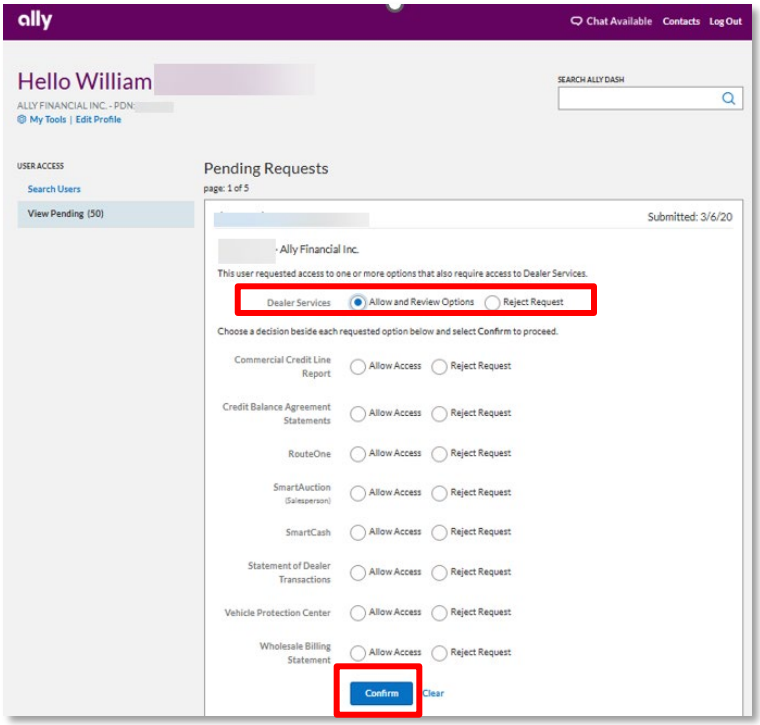
  Registration Requests are for new users requesting access to the PDN for which you are an Admin

- **Applications / Reports Requests**

  Application/Reports Requests are for Applications/Reports initiated from **Edit Profile**

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

Select **Confirm**.



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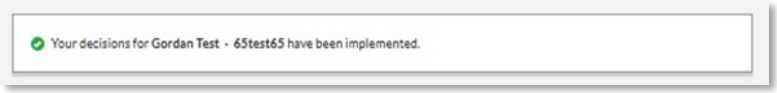
After you make your selection(s) a confirmation message appears.



Users 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.

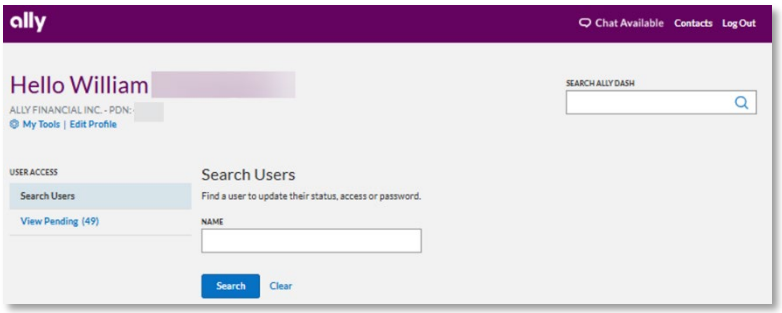
A notification is sent to the application teams to complete application setup.

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

Search

Enter the name in the field provided.

Select **Search**.



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

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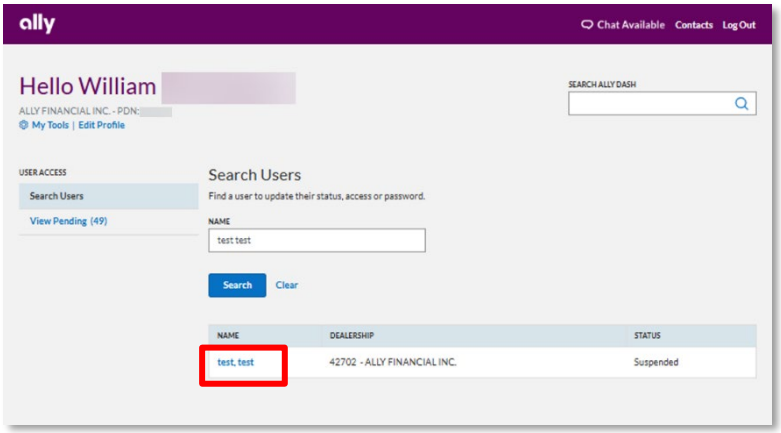
Users display in alphabetical order.

Select the appropriate name to view user access.



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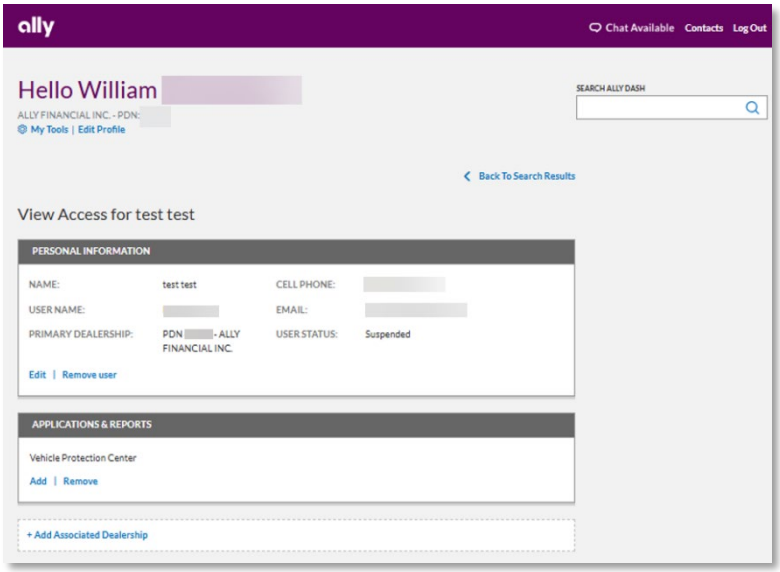
Modify User Access

User Edits

For any user selected, you can:

- Update personal information, user status, or remove a user.
- Create a 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.

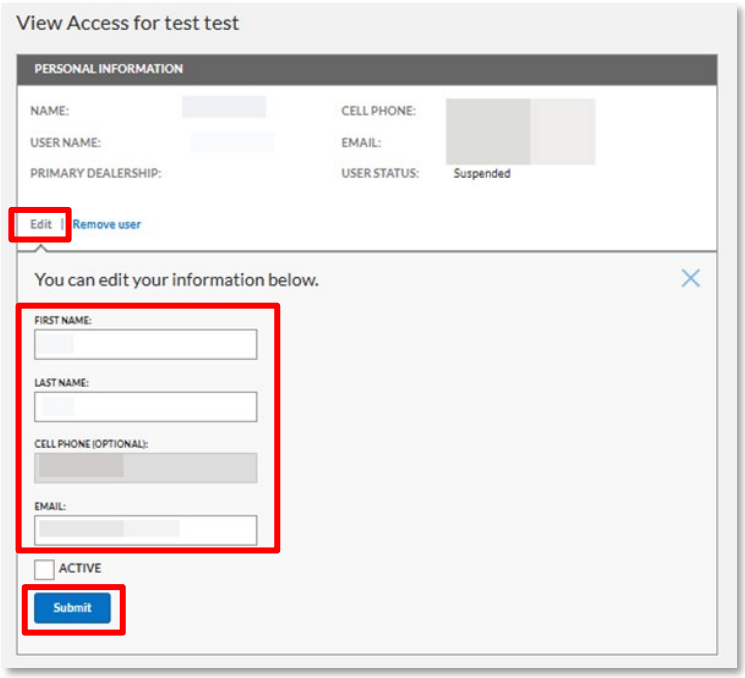


Edit Personal Information

Select **Edit.**

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

To reactivate a user in Locked status, a Dealer Admin can create a temporary password for the user following the steps on Page 7 for **Create a Temporary Password**.



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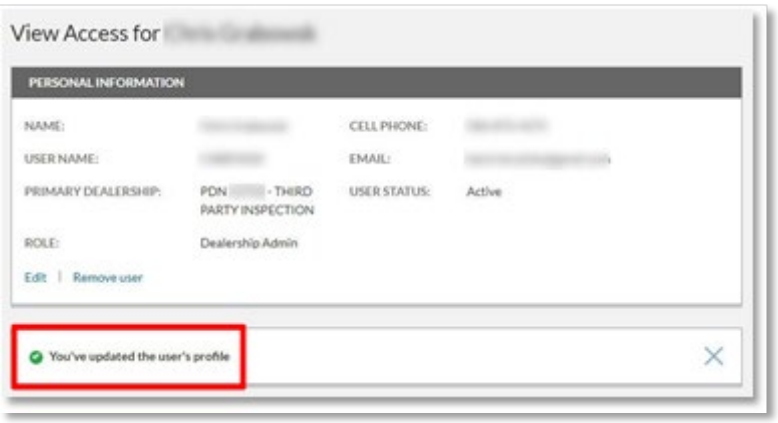
A confirmation message appears confirming the updates to the user's profile.

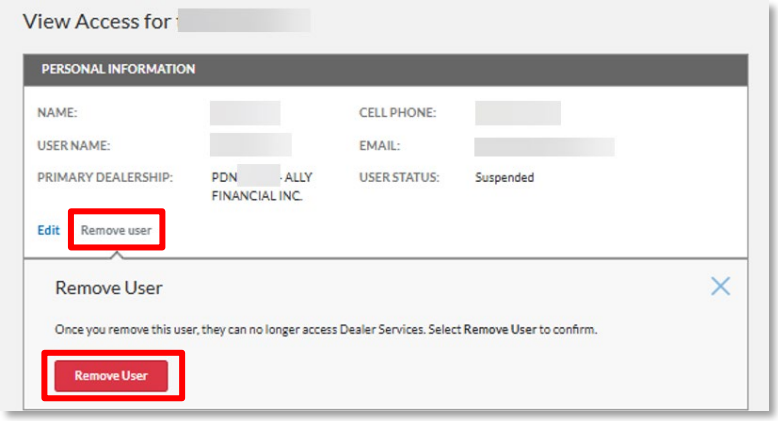


Remove User

Select **Remove User** tab.

A message will display asking to confirm the action.

Select **Remove User** button to confirm.

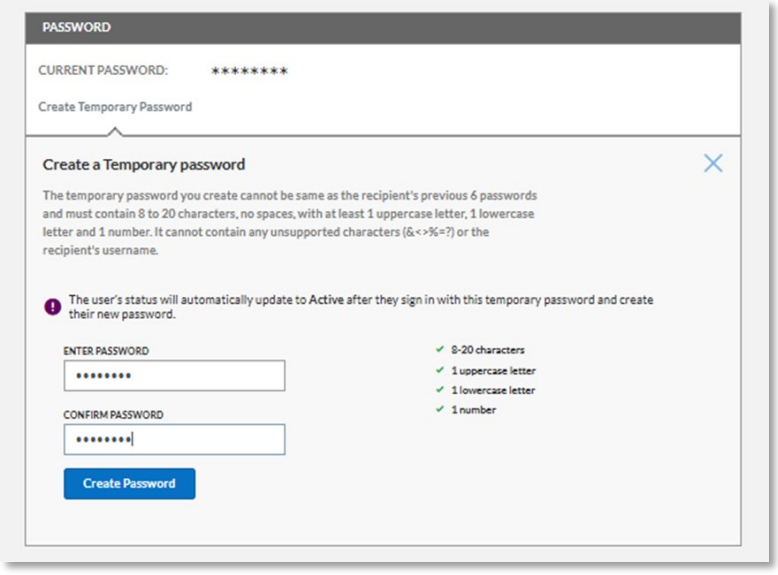


Create a Temporary Password

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

Select **Create Password**.

Note: User will be prompted to change this password upon first log in.



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A confirmation message appears advising that a temporary password was created.

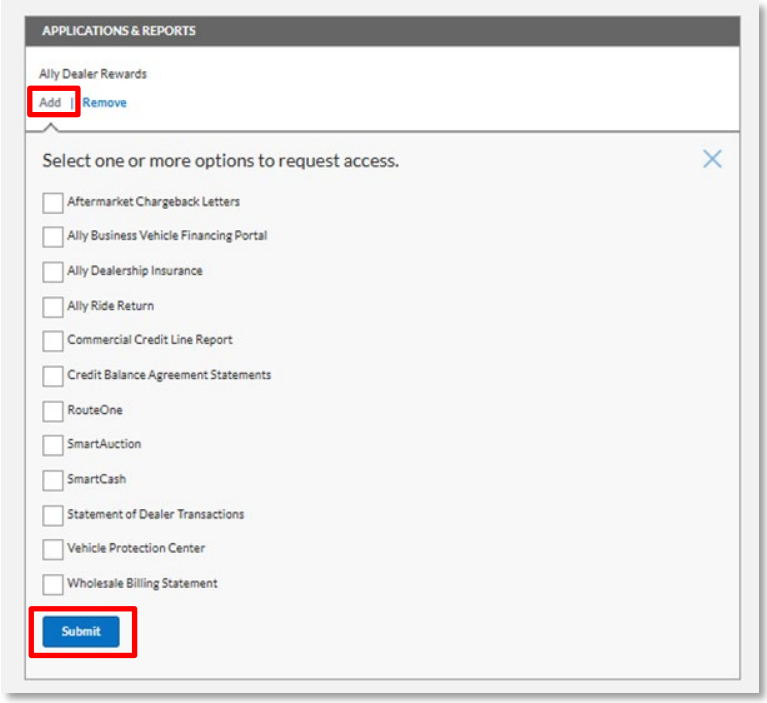
Add Application(s) or Report(s)

Select **Add**.

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

Select **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.

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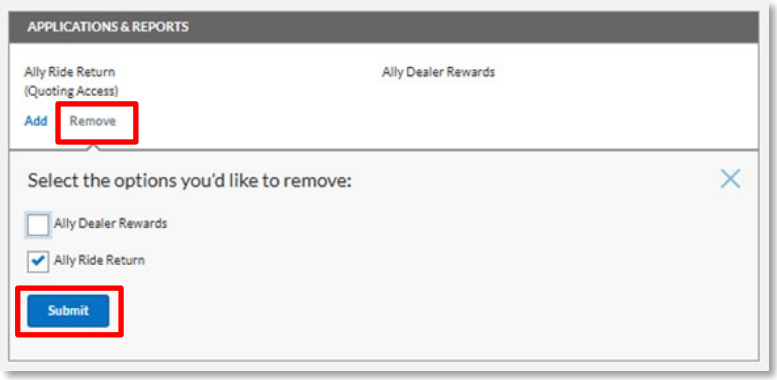
Remove Application(s) or Report(s)

Select **Remove**.

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

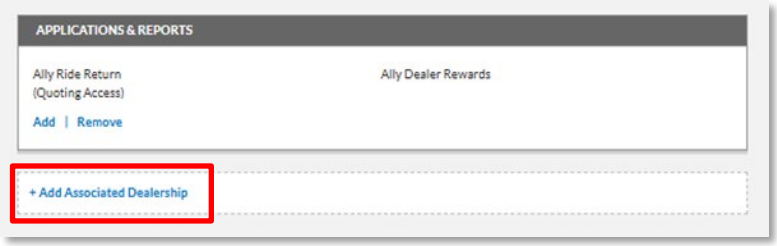
Select **Submit**.



Select **Remove** to confirm removing user access to application(s) and / or report(s).

Add Associated Dealership(s)

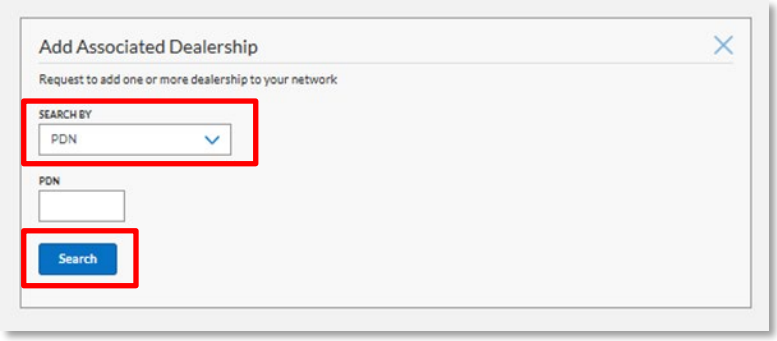
Select **Add Associated Dealership**.



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

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

Select **Search**.



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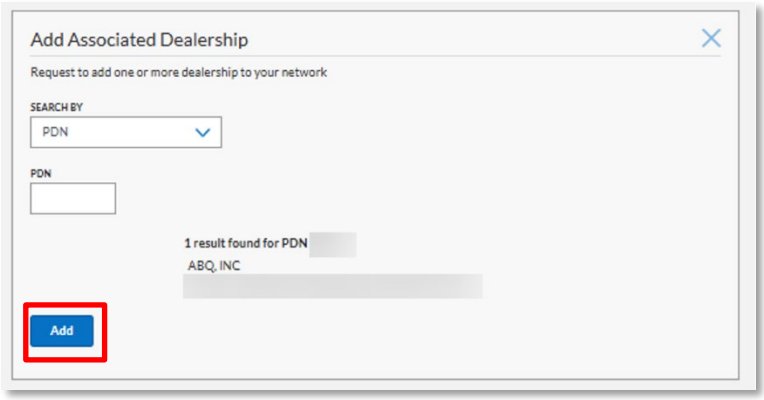
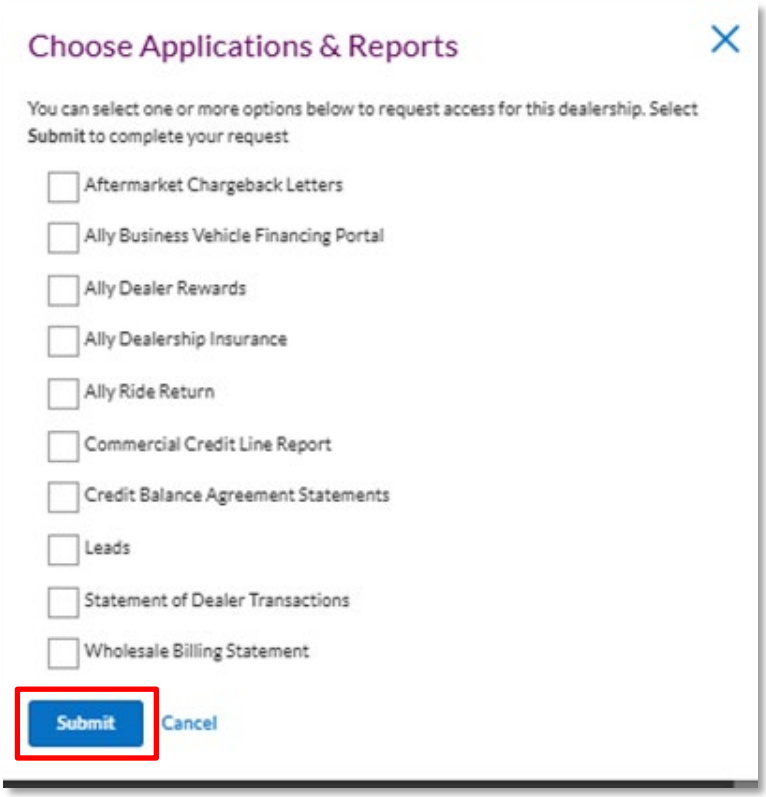
Select **Add**.

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



Choose the desired applications and reports for the Associated Dealership.

Select **Submit**.



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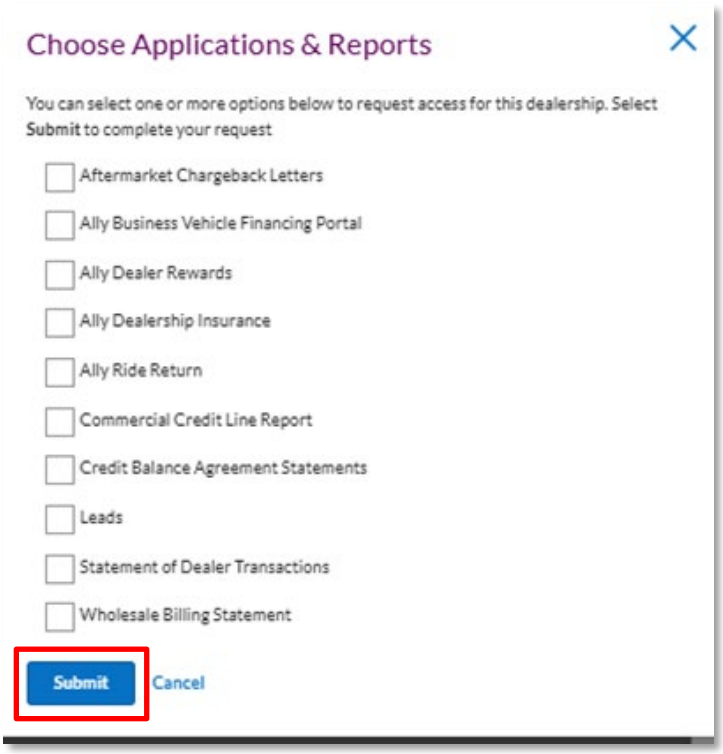
Add Application(s) or Report(s) for Associated Dealerships

Select **Add**.

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

Select **Submit**.



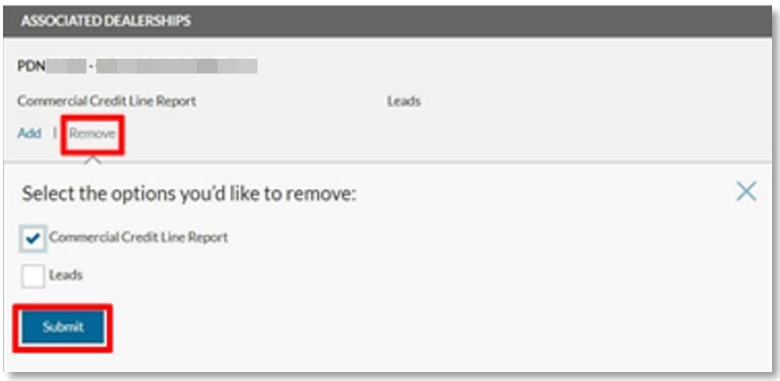
Remove Application(s) or Report(s) for Associated Dealerships

Select **Remove**.

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

Select **Submit**.

Note: The user has to have access to one application to keep the associated access



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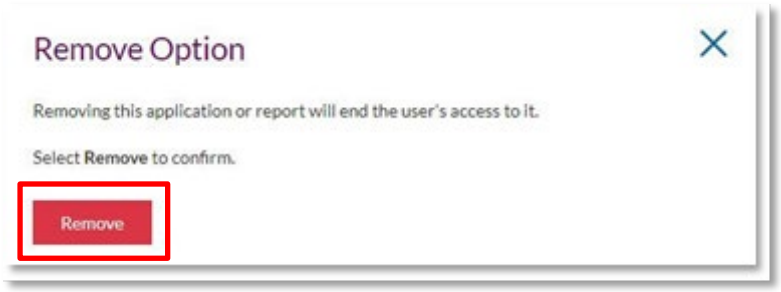
Select **Remove** to confirm ending associated dealership access to Application(s) and/or Report(s).



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