



Dealer Payment Portal

EMKAY Innovative Fleet Solutions

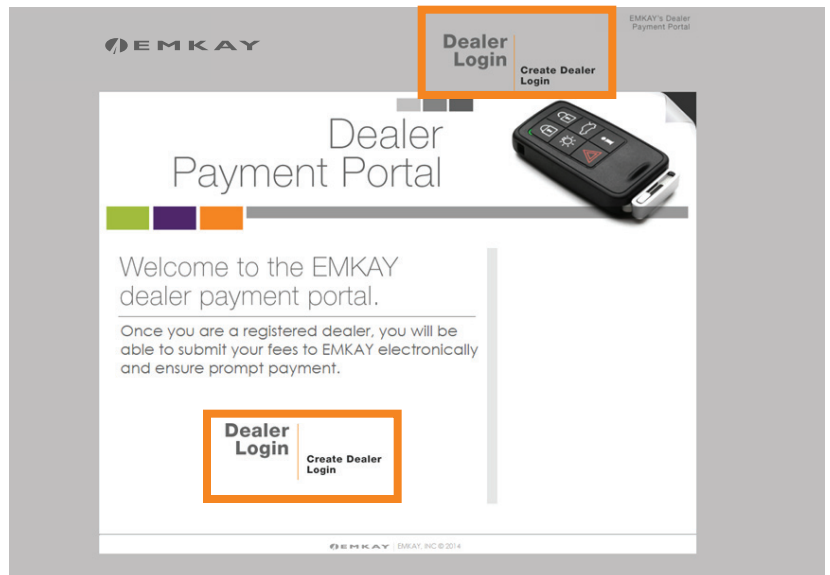


step 1

EMKAY's Dealer portal:
www.dealer.emkay.com

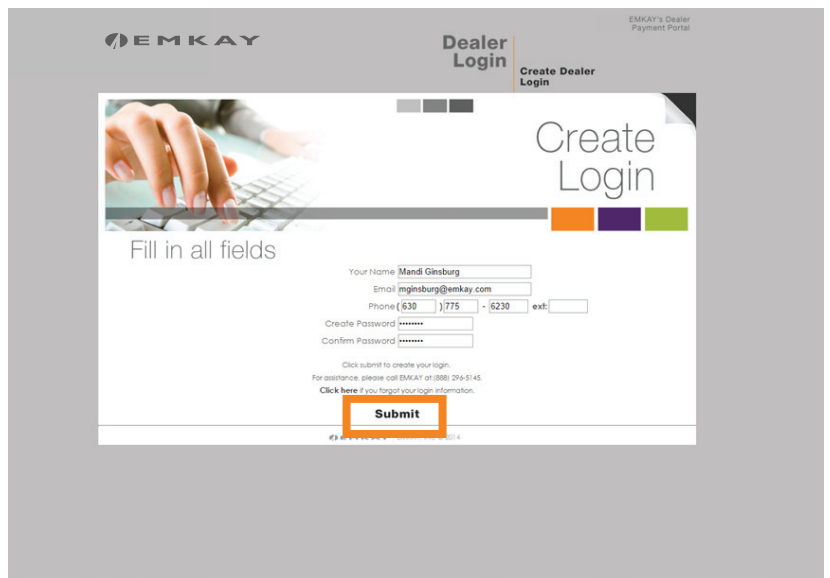
Welcome to the Dealer portal!

Please create your **"Dealer Login"**
to continue.



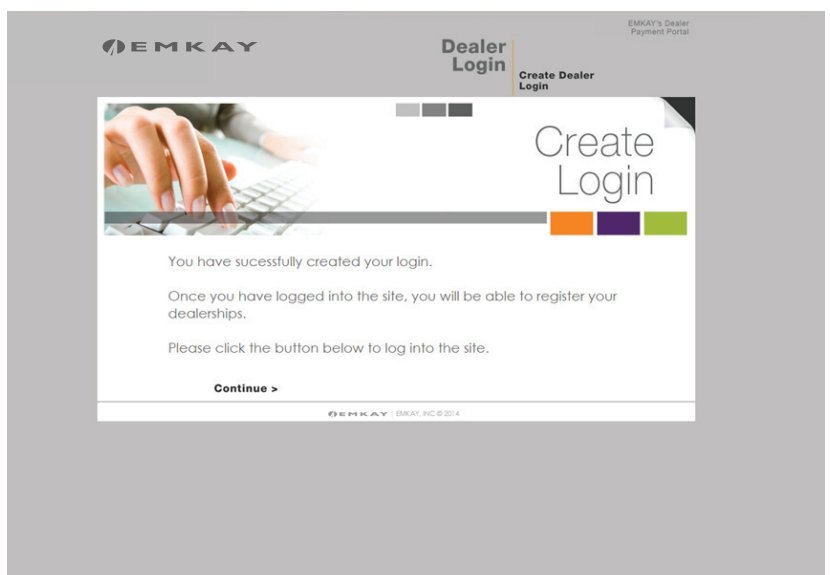
step 2

Please Fill in all fields below and hit
"Submit".



step 3

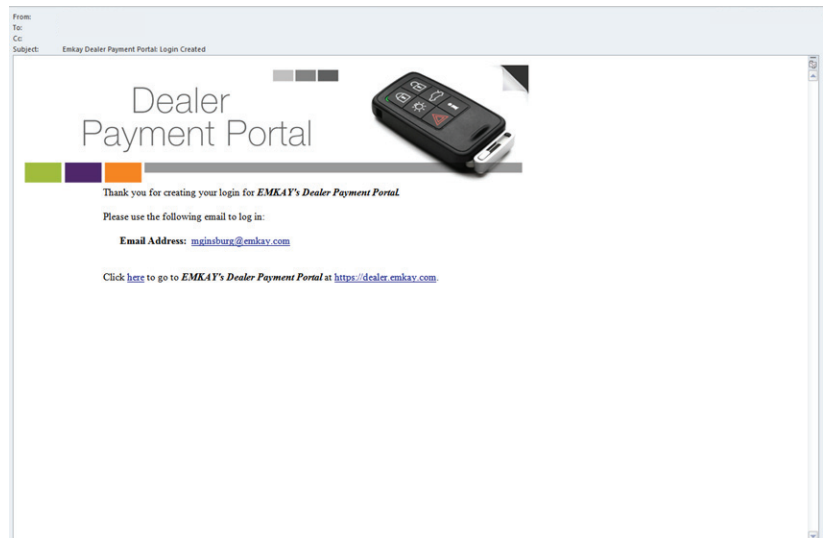
Once you have created your login,
you will receive this notification.
Please hit **"Continue"** to log in, and
add your dealerships.



step

4

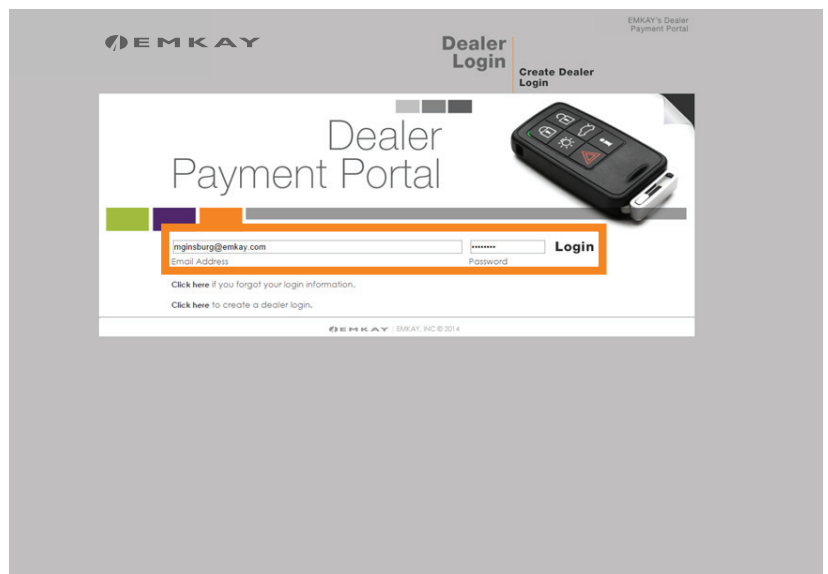
You will also receive a **confirmation email** from EMKAY, verifying your login.



step

5

Using the **Login** you just created, please login to our site.

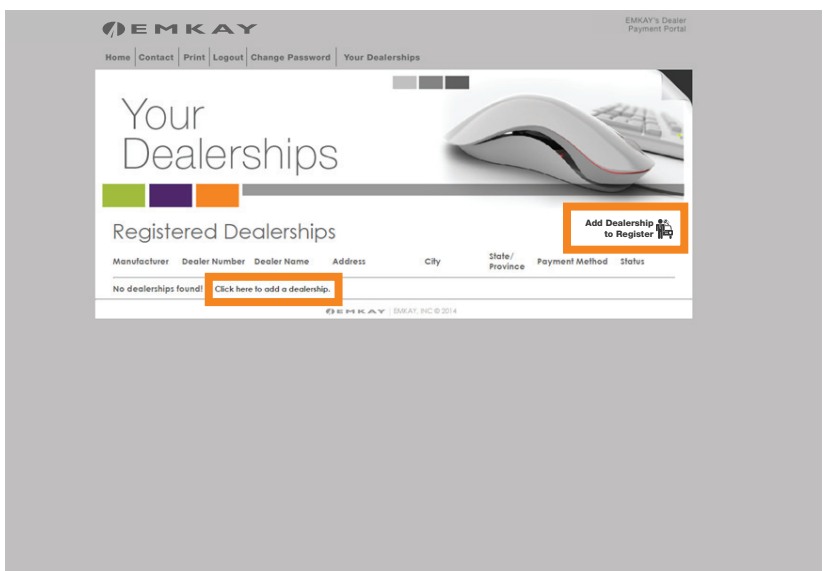


step

6

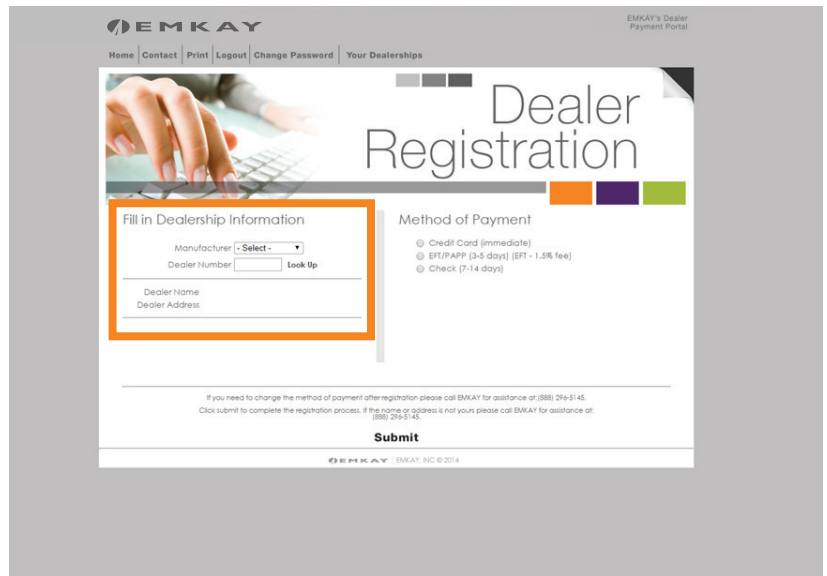
Now you'll need to **Register Your Dealerships**.

Click **“Add Dealership to Register”**, or **“Click here to add a dealership”**.



step 7

Select your Dealership Manufacturer and enter your **Dealer Number**, then hit “**Lookup**”.



EMKAY

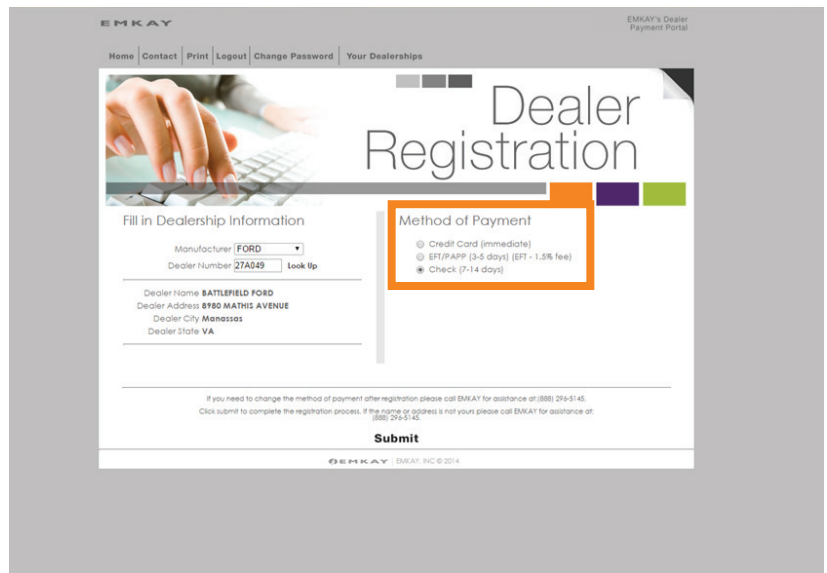
step 8

This should populate your dealership information. (If it does not, please contact EMKAY at the number below).

Once you have verified your dealership information, please choose a method of payment to be paid by EMKAY.

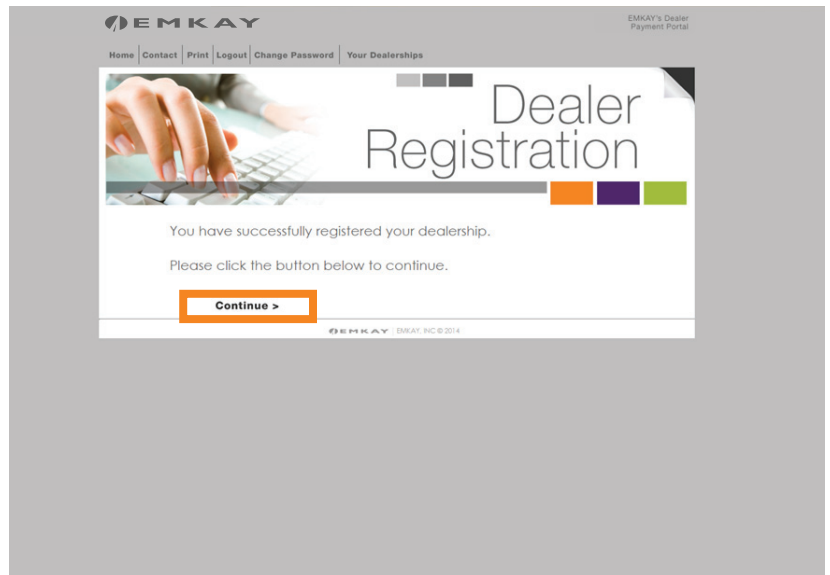
You may choose to be paid by **Credit Card**, **EFT/PAPP** or **Check**. If you choose **EFT**, you will be prompted to **enter your dealership's banking information**.

Once you have made your choices, hit “**Submit**”.



step 9

You now have successfully added a dealership to your login. Please hit **“Continue”**.



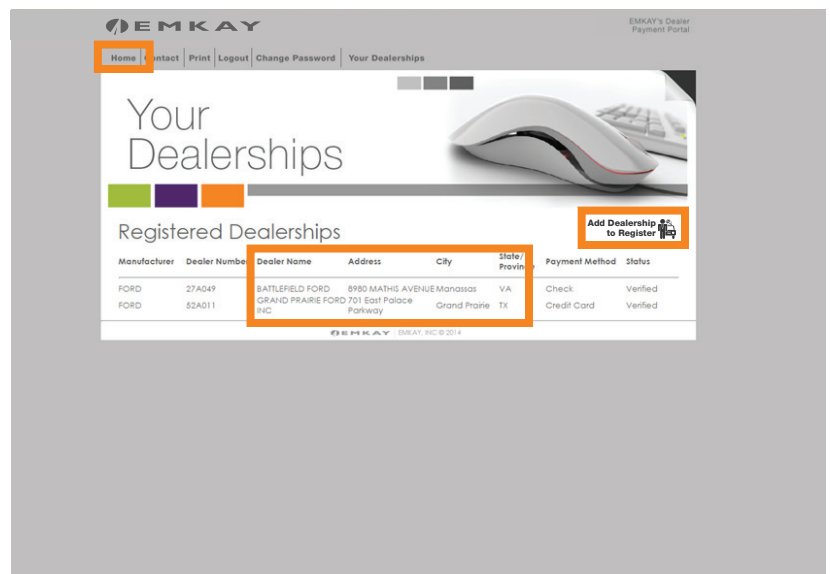
step 10

If you have **multiple dealerships**, and or Manufacturers, each will **need to be setup**.

For example, Chevy and GMC will need to be setup **separately**, as well as Chrysler, Dodge and Jeep.

Click “Add Dealership to Register” and continue going through the process until all of your dealerships have been registered.

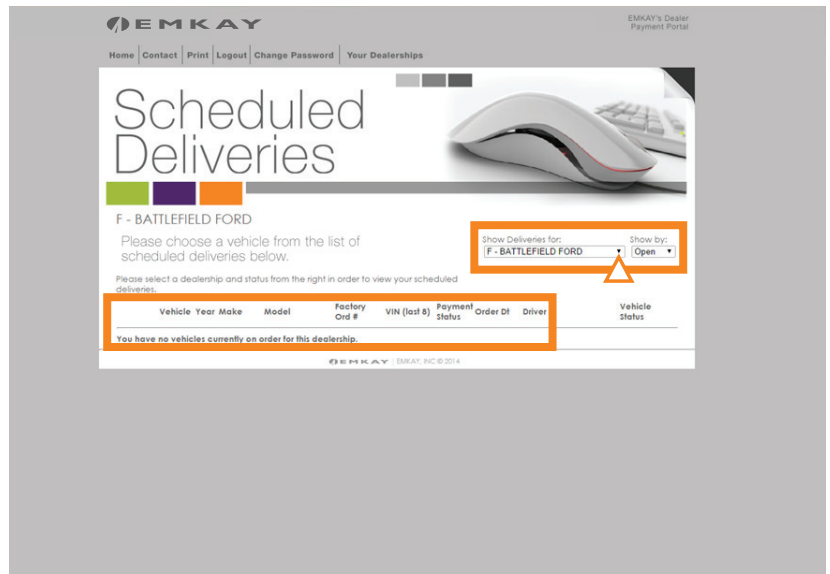
Once all have been added, **Click “Home”** at the top to view your deliveries by dealership.



step 11

You may **receive a message** indicating there are no orders for the specific dealership chosen to the right, if there aren't any.

If you have multiple dealerships, please be sure to check all dealerships in the **dropdown box** to the right.

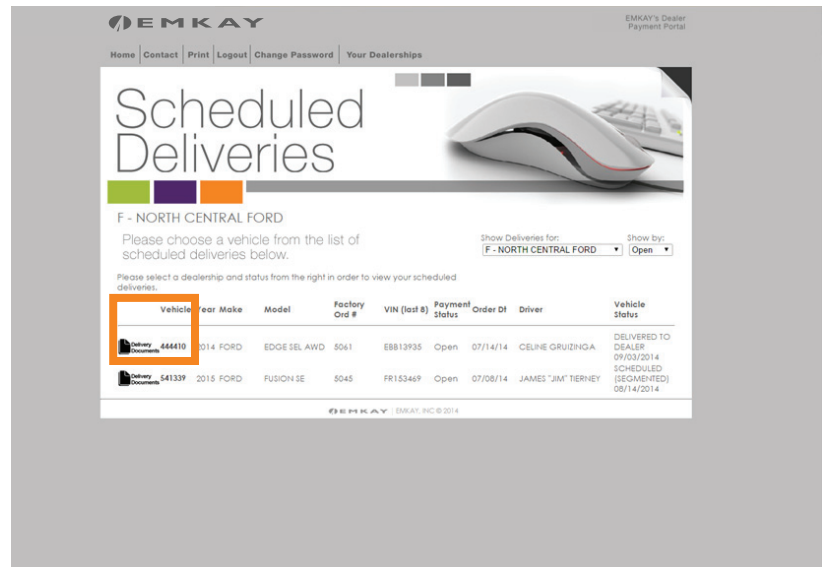


step 12

Once you have orders shipping to your dealership, they will be listed.

The main information for each vehicle delivery will be listed across each row, and all the way to the right will be the vehicle status for most, if not all, Manufacturers.

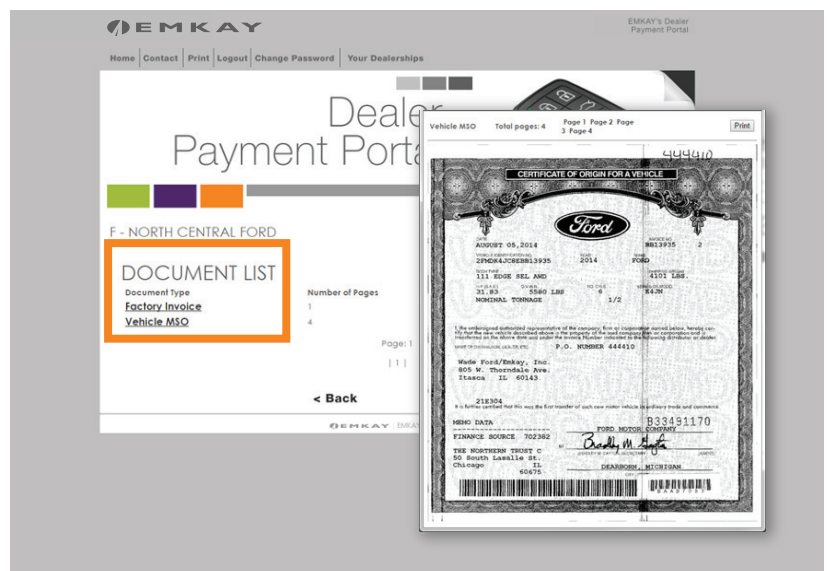
If you choose the **"Delivery Documents"** for a vehicle, you will see a listing of **all documents pertaining to the vehicle**.



step 13

Once a vehicle ships, the **delivery documents** will be available here.

For US Vehicles, the MSO/COV copy will be present here, but will still be shipped to your dealership via UPS Ground, along with any other original documents or items needed for delivery.



step

14

To add the delivery and payment details, **choose a vehicle number** from the listing.

step

15

This will allow you to process the **delivery and be paid**.

Per the example, you will need to fill in all the fields to complete the delivery.

We will need the **Delivery Date**, **Registration Fees**, any additional fees, plate data and any **vehicle turn-in information**.

If there are additional fees, we ask that the **description is filled out** accordingly to allow us to **quickly approve your payment**.

Click "Continue" once all items have been filled in. You may also **save your data** and come back if you do not wish to submit it at this time.

step 16

Double check all the entered information for accuracy and hit **“Submit”** to process the delivery for payment.

Vehicle Summary

F - NORTH CENTRAL FORD

Please review all information before proceeding. When you are ready to submit for payment, click on 'Submit' below. Click on 'Back to Edit' if changes are needed.

[Back to Edit](#) [Submit](#)

Vehicle Information	Plate Information at Time of Delivery
<p>Company Name: JAMES HARDIE BUILDING PRODUCTS</p> <p>Vehicle Number: 541339</p> <p>VIN: 3FA6P0H76R153469</p> <p>Year: 2015</p> <p>Make: FORD</p> <p>Model: FUSION SE</p> <p>Factory Order Number: 5045</p> <p>Order Date: 07/08/14</p> <p>Driver: JAMES "JIM" TIERNEY</p> <p>Address: 1310 SOUTHERN TRACE</p> <p>Address 2:</p> <p>City/State/Zip: Lubbock, TX/79401</p> <p>Bill of Sale Amount: \$20,280.34</p> <p>Delivery Date: 09/23/14</p>	<p>Plate Type: Temp Tag</p> <p>Number: TEMP</p> <p>State: TX</p> <p>Exp Date: 10/23/14</p> <p>Delivery Method: Send plates to Driver via Mail</p> <p>Delivery ETA: 10/11/14</p>

Fees	Turn in Vehicle
<p>Courtesy Delivery: \$100.00</p> <p>Doc Fee: \$0.00</p> <p>Courtesy Delivery Subtotal: \$100.00</p> <p>Registration: \$250.00</p> <p>Dealer Installed Opt/ Add: \$0.00</p> <p>Other Fees (fill in description and amount):</p> <p>Initial Window Tint: \$250.00</p> <p>\$0.00</p> <p>\$0.00</p> <p>Sales Tax: \$515.00</p> <p>Total: \$1,115.00</p>	<p>Vehicle Number: 142638</p> <p>VIN: 1FMCU00D78KC18459</p> <p>Year: 2011</p> <p>Make: FORD</p> <p>Model: ESCAPE XLT FWD</p> <p>Did the driver leave the vehicle? Yes</p> <p>If the vehicle left is different from the one above, please provide the VIN:</p> <p>If the vehicle has sustained significant damage, please describe the damage below:</p>

[Back to Edit](#) [Submit](#)

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step 17

You will **receive a confirmation**, which will update your delivery to pending status.

We ask that any delivery documents completed are emailed to **DealerAdministration@emkay.com** or faxed to 630-285-7828.

Emkay will then **process the payment** for this vehicle and **send you a confirmation** once completed.

Vehicle Confirmation

F - NORTH CENTRAL FORD

[Continue to Dealer Home Page >](#)

Vehicle Information	Plate Information at Time of Delivery
<p>Company Name: HARLEY-DAVIDSON MOTOR COMPANY</p> <p>Vehicle Number: 444410</p> <p>VIN: 2FMDK4JC88813935</p> <p>Year: 2014</p> <p>Make: FORD</p> <p>Model: EDGE SEL AWD</p> <p>Factory Order Number: 9041</p> <p>Order Date: 07/14/14</p> <p>Driver: CELINE GRUZNIGA</p> <p>Address: 113450 GROVE LANE</p> <p>Address 2:</p> <p>City/State/Zip: Dallas, TX/75240</p> <p>Bill of Sale Amount: \$31,015.34</p> <p>Delivery Date: 09/23/14</p>	<p>Plate Type: Temp Tag</p> <p>Number: TEMP</p> <p>State: TX</p> <p>Exp Date: 10/23/14</p> <p>Delivery Method: Send plates to Driver via Mail</p> <p>Delivery ETA: 10/11/14</p>

Fees
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Payment Information

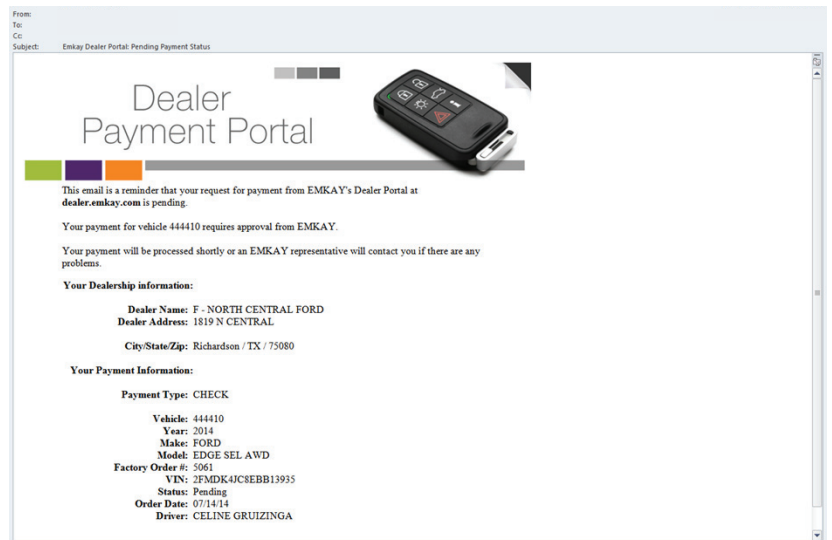
Your payment requires approval from EMKAY. Your payment will be processed shortly or an EMKAY representative will contact you if there are any problems. For prompt payment, please fax copies of the Completed Delivery Receipt & registration to (430) 285-7828.

[Home Page >](#)

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step 18

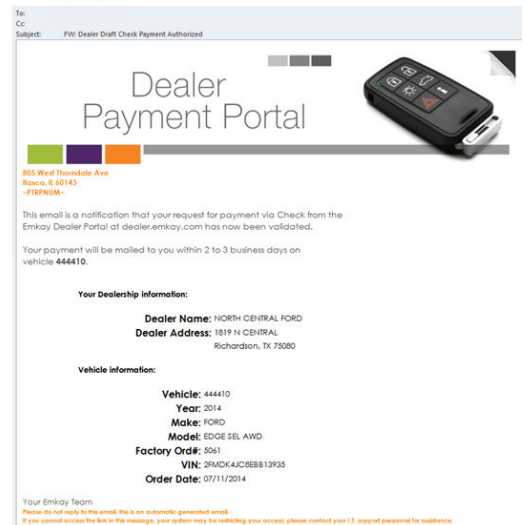
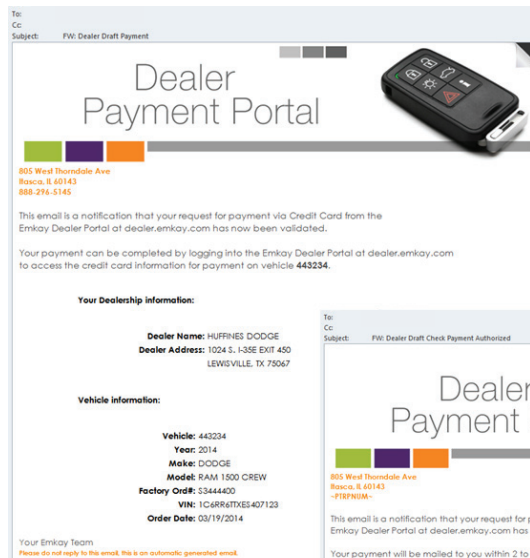
You will also receive a **Notice of Pending Payment** via email from EMKAY.



step 19

Once your **payment has been approved** you will receive an email confirmation.

If you chose "**Credit Card**" as your method of payment, you will need to go back to EMKAY's Dealer Portal to obtain the onetime use Credit Card number to process your payment.

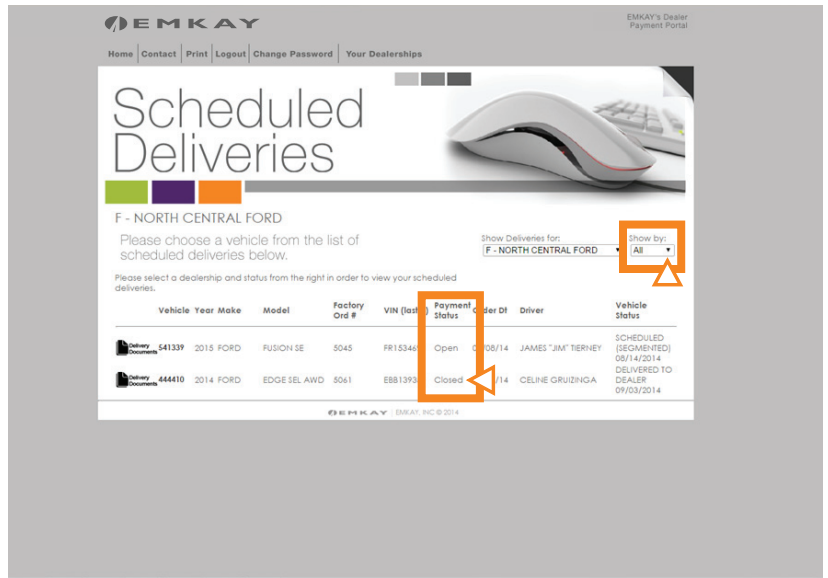


step 20

Once you've received your payment confirmation, you will notice that the vehicle information will drop off of the delivery screen once you log back into the Portal.

If you choose "**All**" from the drop down box on the right. You will see the completed delivery in "**Closed**" **Status**.

Choosing this vehicle will show you the **payment status &/or Credit card information** to complete your delivery.



Dealer Payment Portal

EMKAY Innovative Fleet Solutions

EMKAY

DealerAdministration@emkay.com

For Assistance **888.296.5145**

Faxed **630.285.7828**



