

SALADMASTER UNIVERSITY

New user registration and Dealership Subscription guide for Dealers

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1 ACTIVATE

- Go to **Training.Saladmaster.com** and log in

As a Saladmaster Dealer, you already have an SMU Account. If you do not recall the login details simply click on "Forgot Password" and enter the email address you use for CRM. If you are still unable to access your Dealer account, please contact SMU Support. Do **NOT** create a new SMU Account, as it will not give you proper access. Only the SMU Team can create Dealer accounts.

- Activate your **Dealership Subscription**

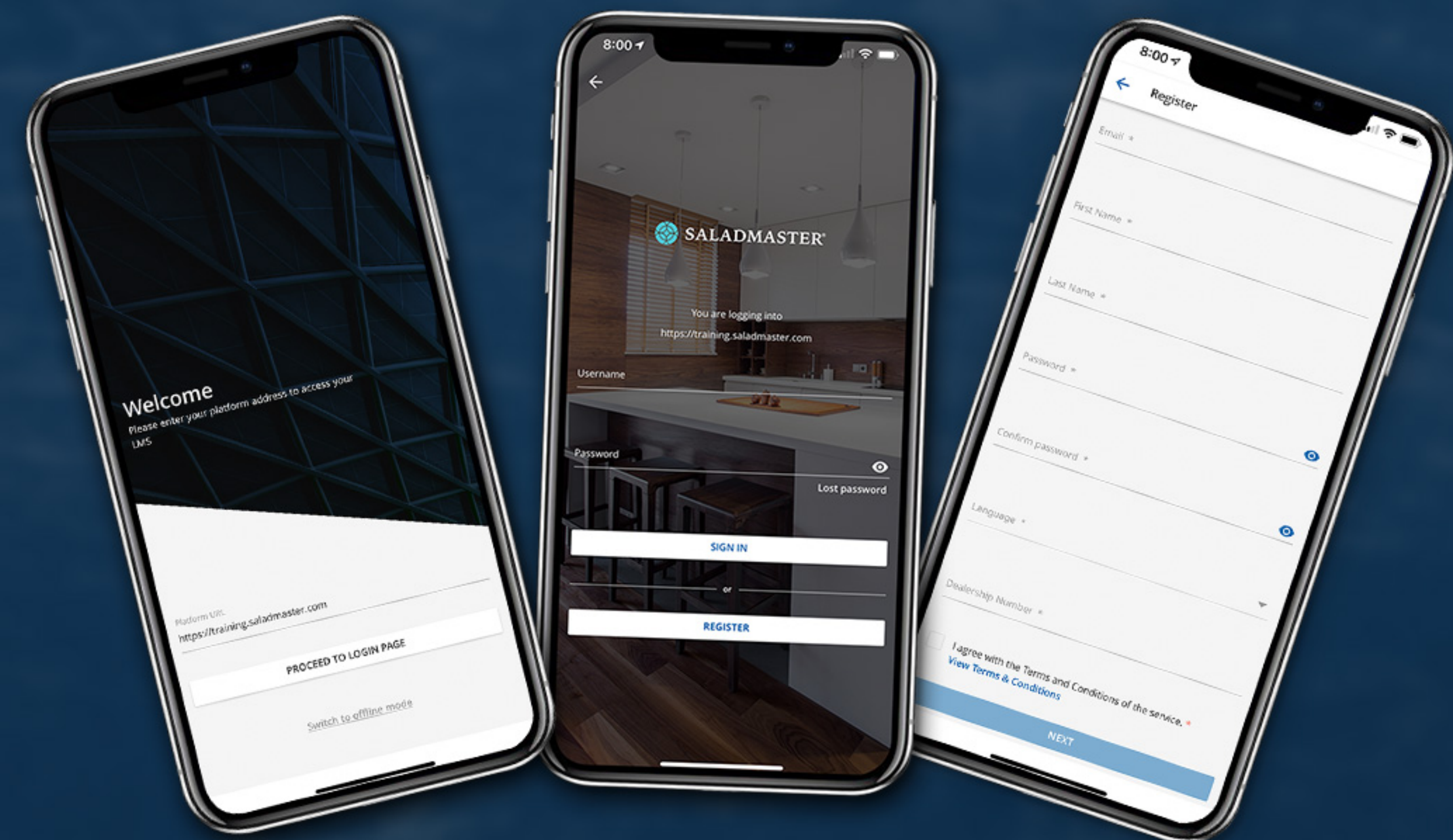
You can Activate your new Monthly Dealership Subscription from either within SMU, by clicking on the main menu then clicking on SMU Subscription. You can also activate via [HTTPS://TinyURL.com/SMUDealership](https://TinyURL.com/SMUDealership) and complete payment there. Please note, you must use the same email address for the payment as what has been used for SMU. These email address **MUST** match. **Dealership Subscriptions are for a single location and cannot be shared with any other Dealership, promoted Direct Dealer, or Corp. Distributor. Doing so will result in both/all access frozen with no refunds.**



2 REGISTER

- From **SMU** create SMU accounts for your team

As a Dealer, you can create new SMU accounts and manage current users within your SMU Dealership. From within SMU, Click on the gearbox in top right corner > Click on Users from Admin Menu > Click on Plus icon to add new users. Please note, it's important to fill out all required fields, and ensure email addresses are entered correctly. If you do not want to create accounts, your team may still register on their own, or you can tell SMU Support which person from your team should have this ability.



3 LEARN

- Start **Learning** and uploading your own content

Once the SMU Team has received confirmation that your Dealership Subscription has been activated, the team will process all SMU accounts connected with your Dealership. It's important to note that while we are building AI Automation within SMU to handle activation for new team members, this is still a manual process for the SMU Team. If you have a new member joining your Dealership and they are still having issues accessing their SMU account, please contact SMU Support. As a Dealer, you also have access to your Dealership Channel, which will allow you to upload your own content and share it with your team. This content will be an addition to all of the courses and content provided by the Saladmaster University Team, various Saladmaster Sales Leaders and the Saladmaster Home Office Teams.

- We are here to **help** you!

SMU has a lot of content and features, and we understand that it might feel a bit overwhelming at times. If you ever get a little lost on your SMU Journey, need a little help with your SMU account, or just have questions about the SMU platform, reach out to us today.

SMU Help Center: <http://SaladmasterUniversity.com>
SMU Support: smu@Saladmaster.com