HMA WEBDCS USER MANUAL

SELF-REGISTRATION

Last Updated: 11/30/2016

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HMA WEBDCS User Manual – Self Registration



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1. Overview

HMA WebDCS is a web-based dealer communications system that allows Hyundai dealerships to view, input, and update information for a variety of operational functions related to Sales, Service, Warranty, Parts, and Finance.

In HMA WebDCS, users are able to create an account and update account profile information. Also, users can reset password or receive user ID using "Log On Problems." If working for multiple dealerships, a user can switch dealership based upon granted access.

During Log On, **Dealer Code**, **Hyundai ID (HMA + 9 digits)** and **Password** are required. A user must be granted by a dealer admin for the dealership's access.

Fill out form. Receive email Try Log On with Notify In Log On select dealers, Create Temporary with User ID Dealer Admin Dealer Admin Log On screen, click Account click R Verify (User ID & and Temporary Password for grants access password reset Email address) A Create an Accoun Password ✓ Submi and Log On with In Log On In pop-up, Enter Receive email Forgot Temporary User ID screen, click click with Temporary Password for Password and email Password O Log On Problems? 4 Forgot Passw password reset In Log On In pop-up. Forgot Enter Receive email ¢ ¢ click screen, click Log On email User ID with User ID O Log On Problems? Forgot User ID Update account In Log On screen, Select checkbox Μv enter profile, Left to [My Click ¢ Profile Dealer Code, Profile Update] 🛙 Verify click Hyundai ID, Update LOG ON My Profile Update and Password ✓ Sub and

The following chart provides the general flow of each function:

For security,

- A user is required to have only one Hyundai ID, associated with a Social Security Number and/or an email address.
- Only a user can update own account profile, including Personal Enrollment/W-9 information.
 One exception is an initial account creation entry by a dealer admin. After the initial creation, even the dealer admin cannot update your account profile information.



- For a dealer admin to grant access, you should select the dealer during your "Create Account" or "Update Account Profile" process. Only the selected dealers in your account profile and dealers that have/had you already assigned their dealerships before can assign and grant access to you. Hyundai ID and your email must be provided to a dealer admin (off-line).
- Strong password (at least 8 digits, 1 capital letter, 1 lower letter, 1 number, and 1 special character) will be enforced.
- Password will change every 90 days.
- An inactive user ID for a dealership for 90 days will be inactivated for the dealership. To activate it again for the dealership, the dealer admin for the dealership has to enable the user ID.



2. Self-Registration

2.1 Create Account



You can create Hyundai ID by providing your profile. Click Create an Account button on the Log On screen (https://www.hyundaidealer.com)

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C 🕑 🖉 https://staging.wdcs.hyundaidealer.com/irj/portal/iam	🔎 – 🔒 Hyundai Motor America [US] 🕈 📴 HMA SSO(Single Sign On) L 🗙	6 🕁 🛱
Hyundai Dealer Log On		^
	LOG ON Dealer Code	
HYUNDAI POSSIBILITIES.	User ID	
La Create an Account s?	Password Remember me My Profile Update	
→ First Logon		
Self Registration User Manual	LOG ON	
Privacy Policy		
HyundaiDealer.com is best viewed with 1024 X768 display and Internet Explorer 10 ar Google Chrome, Mozilla Firefox, or Apple Safari browsers are supported by WebDCS,	id above with cookies enabled. but third-party websites may not be certified for these browsers.	~



You will see the Create an Account screen as below. Please provide all the necessary information and click Verify button. Then system will check the information. If there are some errors, you will see error messages. If there is no error, then please click Submit button. Your account will be created on the system and you will receive an email from WEBDCS including your Hyundai ID and temporary password.

Contact Information				
* Title	Select	7		
* First Name / MI		* Last Name		
* Email	EMAIL@EXAMPLE.COM	* Confirm Email		
* Security Question	Select		~	
* Your Answer				
Terms and Condition	ns erms and Conditions			
Ferms and Conditio ✓ I Agree To the ✓ Personnel Enroll	erms and Conditions ment	7		
I Agree To the ▼ I Agree To the ▼ Personnel Enroll * Gender * Address	ns erms and Conditions ment Select	* City		
Ferms and Conditio I Agree To the Personnel Enroll Gender Address State	ns erms and Conditions ment Select • Select	* City * Mobile	Mobile must be 10 digits	
Ferms and Conditio I Agree To the Personnel Enroll Gender Address State ZIP Code	ns erms and Conditions ment Select • Select • ZIP Code must be 5 or 9 digits	* City * Mobile * W-9 File	Mobile must be 10 digits	
Ferms and Conditio I Agree To the Personnel Enroll Gender Address State ZIP Code Accessible Dealer L	ns erms and Conditions ment Select • Select • ZIP Code must be 5 or 9 digits ist	* City * Mobile * W-9 File	Mobile must be 10 digits	

Contact Information: Please provide your name and personal email and set up your security question and answer.

✤ An email address will be used for only one Hyundai ID and cannot be re-used for other Hyundai ID.



Terms and Conditions: Please click **Terms and Conditions** button and review the Terms of Use and click **Accept** button.

WEBDCS V. 2.0 TERMS OF USE AND PRIVACY TERMS

Effective Date: November 7, 2016

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THE WEBDCS PORTAL TO BE SURE YOU UNDERSTAND THEM COMPLETELY. USE OF THE WEBDCS PORTAL CONSTITUTES YOUR AGREEMENT TO BE BOUND BY AND ADHERE TO THESE TERMS OF USE.

These Terms of Use and Privacy Terms ("TOU" or "Terms of Use") govern your access to and use of the WebDCS portal and service ("WebDCS") operated by Hyundai Motor America and its affiliate companies and vendors(collectively "Hyundai," "we," "us," or "our"). These Terms of Use are a legally binding agreement between you and Hyundai, and contain important information about WebDCS and your use of WebDCS. If you do not agree to these Terms of Use, you must not access or use WebDCS.

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Accept



Personnel Enrollment: If you need to register Personnel Enrollment, please provide your gender, address, and phone number and then click **W-9** Form to provide your name, SSN, and address. When finished, click **Close** button. The Personnel Enrollment data will be used for calculating your incentives and issuing **W-9**.

Form W-9	×
NOTE The Internal Revenue Service requires that the information requested below be provided in order to receive full payment. If the information you provide below is not accurate, your payment will be subject to backup with holding.	<u>^</u>
Enter your <u>name</u> and <u>social security number ("SSN")</u> as it <u>appears on your social security card</u> . If you anticipate a change in your name on your social security card, please enter the name that will appear on the card.	
First Middle Last	
Social Security Number	
Confirm Social Security Number	
Enter your <u>current mailing address</u> , i.e. where you are expected to receive payment or tax information. If your residence or mailing address is <u>not in the U.S.</u> , please contact your local Hyundai Market Representative who will work with HMA Finance for an appropriate Form W-8.	
Address (Residence Number, Street, And Apartment Number)	
City State ZIP Code	
* If your mailing address changes, please update at [My Profile Update] .	
PENALTIES If you fail to furnish your correct name and SSN combination, you are subject to backup withholding. Willfully falsifying this	~
× Clos	e



Accessible Dealer List: Click Dealer and dealer selection screen will pop up. Please enter dealer code or dealer name, and click Search button. You will see the dealer information in the list. Click on the check box next to dealer code, and then you will see the dealer code on the bottom side of the table. You can provide one or multiple dealer codes. When finished, click Select button.

elect Dealership					
Dealer Code	Dealer Na	me	Q Sea	rch	
Dealer ID	Dealer Name	Region	State	Zip Code	
		ligion	Guid		
				× Close	Selec

Verify and Submit: Click Verify button when data entry is completed. If error message displays, correct errors and re-click Verify. After successful verification, Submit button will be enabled. Click Submit button to save your data. After submission, an email with Hyundai ID and Temporary Password will be sent to you. Clicking Cancel button will exit the screen without saving.

B	W	eh	D	C:	S
HYUNDAI		C D		<u> </u>	

Now you have the Hyund systems. Please, DO NOT change your password.	ai ID. This ID will allow you to access to HyundaiDealer.com and other related SHARE this ID with other people. Use the below URL and initial password to
System Access Into	rmauon
WebDCS URL	wdes.hyundaidealer.com
User ID	HMA001000654
Temporary Password	YJLHsWz1Yw#VPu
Do you have any or	restions?



- **Notify Dealer Admin**: Provide your Hyundai ID and your email address that was used during your account creation to the dealerships' admin(s) selected in your account profile.
- Access Grant: After a dealer admin grants you an access based upon your role, you will receive a notification email.

WebDCS			
You are receiving this e-mail because you have updated for your profile.			
The updated profile iter	ns		
WebDCS URL	wdcs.hyundaidealer.com		
User ID	HMA000100054		
Dealership Information	* CA020 : FRANK HYUNDAI		
Job Code	* DA : Dealer Admin Support		
Authority(Funtional Group)	* WebDCS : Sales Read		
Change Information	Job code Functional group		
Do you have any questi	nns?		
If you have a question, please con	atact Service Desk or HMA Field Representatives.		



2.2 Forgot Password



To reset your password, click Log On Problems in Log On screen, and click Forgot Password.

C C The Mark Marked Address of System Control of	D - & Hyunte Minis America (SC C - Helda SSO(Single Sign On) L X - D 22 C		
Hyundai Dealer Log On	Ĵ		
	LOG ON		
HYUNDRI Possibilities.	User ID	Log On Problems	×
Could a Ansatz Plag (b) Holdered Proc Lagai On Engeneric Articles Proc Proces	of me 0) Profer spalar	♣ Forgot Password	
Nyunba/Dealer cam is best reveal with 1024 X701 display and latered Explorer 10 an Google Chrome, Muzilla Prietor, or Apple Safet Investers an supported by VedDC3.	f alone with costine analoid, bit field party withdam may not be cerified for these bransers.	C	lose

Please provide your user id and email address and then click **Submit** button. An email will be sent to you including the temporary password. For further assistance, please contact Service Desk.

Forgot Password		×
The Forgot Password fe feature is only available Vendors. If you have a q Service Desk at 800-436	ature can be used to reset your password. This for Dealer Users and Affiliates (Non-HMA), and uestion and have a Hyundai ID, please contact i-7737 for further assistance.	
* User ID		

Below is a sample email after submission:

Н	SebDCS	
	You are receiving this e-r Please use the Temporary System Access Info	nail because you have requested for a new password. Password shown below to reset your password.
	System Access fino	i maton
	WebDCS URL	wdcs.hyundaidealer.com
	Temporary Password	Lgi~pOIIjt0HRw
	Do you have any qu If you have a question, ple ServiceDesk-HMA@hmau	testions? use contact Service Desk at 800-435-7737 or HMA Field Representative. Sa.com



2.3 Forgot Hyundai ID



To receive your Hyundai ID, click Log On Problems in Log On screen, and click Forgot User ID.

Mayer: This products Asymptotic and The Second S	D + B Hyunte MetterAmerica (M) C ■ HAA SSO(Single Sign Cit) L= X		
Hyundai Dealer Log On	1		
THINKING.	Dealer Code		
HYUNDAI POSSIBILITIES.	UseriD	Log On Problems	×
	Passeod		
Create an Account GLog On Problems?	ber me My Profile Update	♣ Forgot Password ▲ Forgot Use	er ID
First Logen O Self Registration User Manual	LOG ON		
O Privacy Policy			
Nyonta/Dealer com is best viewed with 1124 X768 display and Internet Explorer 11 and a County County, Month Explorer and an other Sider Inserver and another the Mich2PS In-	bere with caselies enabled.		Close

Please provide your email address and then click **Submit** button. An email will be sent to you including the temporary password. For further assistance, please contact Service Desk.

Forgot User ID	×
The Forgot User ID feature is only available for Dealer If you have a question and Desk at 800-435-7737 for	e can be used to find your User ID. This feature Users and Affiliates (Non-HMA), and Vendors. I have a Hyundai ID, please contact Service further assistance.
* Email	
	★ Cancel ✓ Submit

Below is a sample email after submission:

WebDCS





2.4 My Profile Update



To update your profile, please enter your **Dealer Code**, **User ID**, and **Password** and click on the checkbox next to My Profile Update. Then click **LOG ON** button. You will see My Profile Information screen.

Hyundai Dealer Log On	
	LOG ON
THINKING.	Dealer Code
	User ID
	Password
& Create an Account	Remember me
	My Profile Update
Crist Course O Self Registration User Manual	LOG ON
O Privacy Policy	

Please update your profile or change your password in the screen and then click **Verify** button. If there is no error, then click **Submit** button. If you want to skip this process, click **Pass** button.

contact information	n		
* Title	MR		
* First Name / MI	1	* Last Name	
* Email	EMAIL@EXAMPLE.COM	* Confirm Email	
* Security Question	What is the name of your favorite childhood	friend?	-
* Your Answer			
Terms and Condition	ons		
✓ I Agree To the	Terms and Conditions		
Change Passwo	ord		
Change Passwork	ord	* Confirm Password	
Change Password	Iment	* Confirm Password	
Change Password New Password Personnel Enro Gender	Ilment	* Confirm Password	
Change Password New Password Personnel Enrol Gender Address	Ilment Male ~ 10550 TALBERT AVE.	* Confirm Password	FOUNTAIN VALLEY
Change Password New Password Personnel Enro Gender Address State	Ilment Male ~ 10550 TALBERT AVE. CA : California ~	* Confirm Password	FOUNTAIN VALLEY Mobile must be 10 digits
Change Password Change Password Personnel Enro Gender Gender State ZIP Code	Male CA: California 92708	* Confirm Password * City * Mobile * W-3 File	FOUNTAIN VALLEY Mobile must be 10 digits
Change Password New Password Personnel Enro Gender Address State ZIP Code Code	Iment Male • 10550 TALBERT AVE. CA : California • 92708	* Confirm Password City * Mobile * W-S File	FOUNTAIN VALLEY Mobile must be 10 digits