

# **HMA WEBDCS USER MANUAL**

## **SELF-REGISTRATION**

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**Author: Hyundai Motor America**

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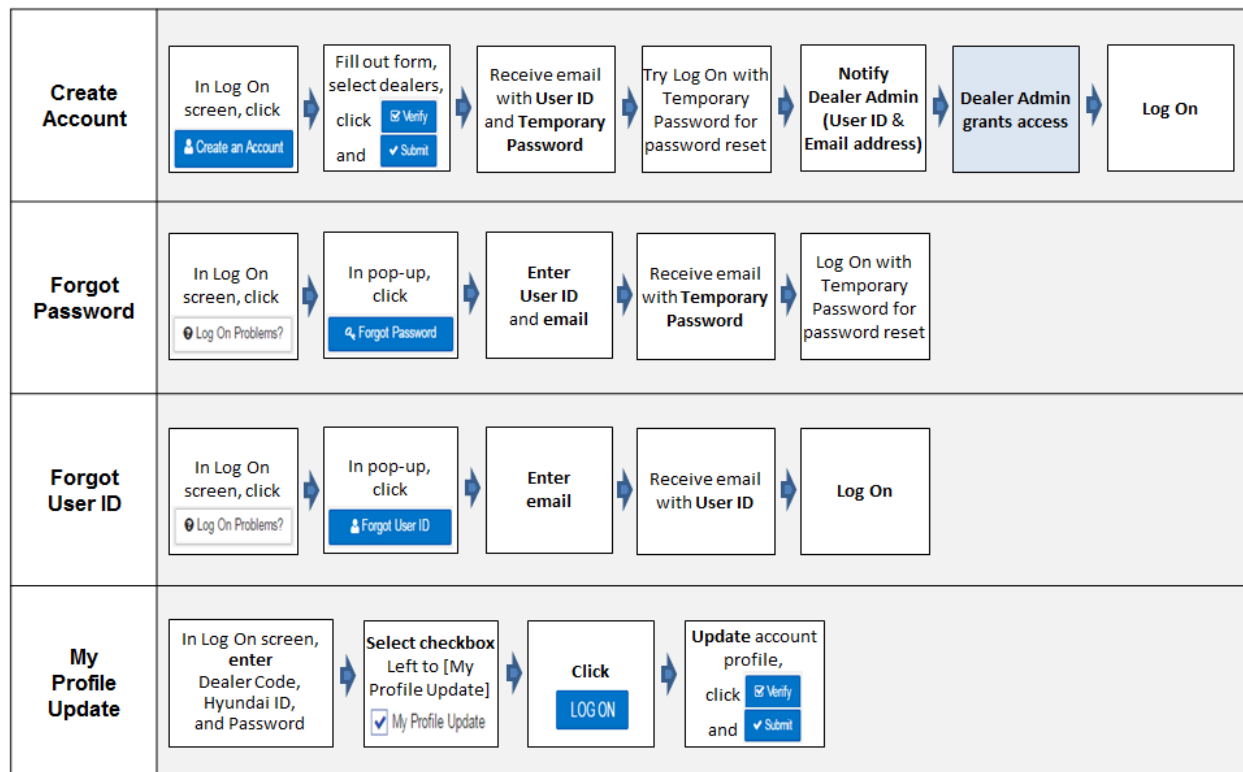
## 1. Overview

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.

The following chart provides the general flow of each function:



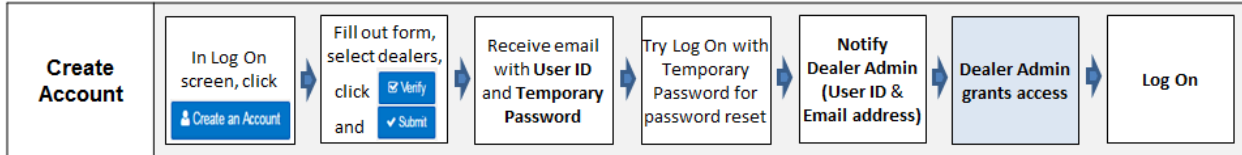
### For security,

- 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.

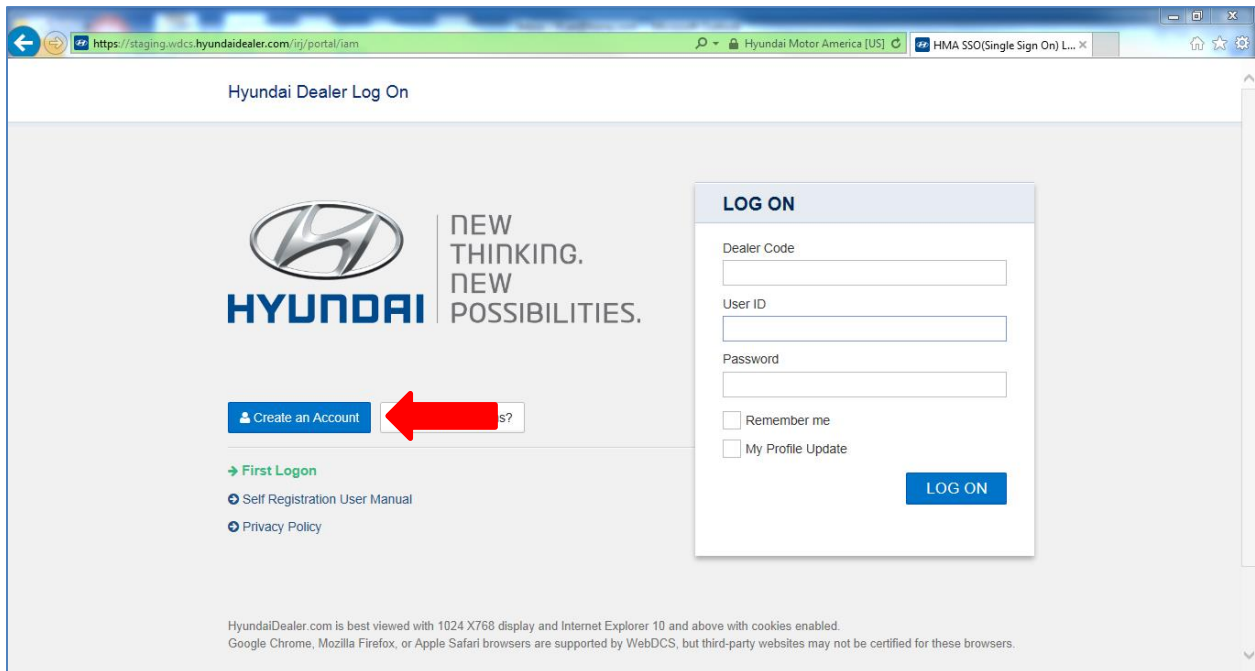
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- For a dealer admin to grant access, you should select the dealer during your “Create Account” or “Update Account Profile” process. Only the selected dealers in your account profile and dealers that have/had you already assigned their dealerships 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>)



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.

### Create an Account ✕

#### Contact Information

* Title	Select		
* First Name / MI		/	
* Last Name			
* Email	EMAIL@EXAMPLE.COM	* Confirm Email	
* Security Question	Select		
* Your Answer			

#### Terms and Conditions

I Agree To the [Terms and Conditions](#)

#### Personnel Enrollment

* Gender	Select		
* Address		* City	
* State	Select	* Mobile	Mobile must be 10 digits
* ZIP Code	ZIP Code must be 5 or 9 digits	* W-9 File	<input checked="" type="checkbox"/> W-9 Form

#### Accessible Dealer List

Select Dealer [Dealer](#)

- 1 **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.*

2

**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.

**1. OWNERSHIP OF WEBDCS**

WebDCS is protected by United States and international copyright, trademark, and other intellectual property laws. Hyundai websites may offer featured articles, pictures, information, images, surveys, contests and sweepstakes, advertising, logos, trademarks, audio, video, text, data, music, sound, graphics, photographs, videos, software, and other content and materials on WebDCS (collectively referred to hereinafter as "Content," but excluding specifically User Content as defined below) we hope will be of interest to our visitors. The Content may not be copied, reproduced, published, republished, uploaded, posted, displayed, transmitted, modified, used to prepare derivative works, distributed, or redistributed in any way in any medium whatsoever now known or later invented, except that you may download one copy of the Content on any single computer for your personal, noncommercial home use only, provided you retain all trademark, copyright and other proprietary notices displayed on, embedded in, or otherwise appearing in any Content. Any attempt to modify the Content or to use the Content for any other purpose constitutes a violation of our copyright and other proprietary rights, and may subject you to injunctive relief, statutory damages, and other penalties. The use of any such material on any other website or networked computer environment is prohibited without the express written permission of Hyundai. Hyundai makes no representations or warranties that the Content is available, appropriate, or legal to access. Except for User Content (as hereinafter defined), all Content posted on or otherwise available via WebDCS is owned by Hyundai or used by Hyundai with authorization. Please feel free to browse WebDCS, but you must respect the rules and restrictions set forth in these TOU and our intellectual property rights as set forth in these TOU. No right, title or interest in or to WebDCS or any Content is transferred to you, and all rights not expressly granted in these TOU are reserved by Hyundai. Please note that downloading software, information, data, images, or other Content from WebDCS does not give you title or other rights to such Content.

Accept

**3 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 x

**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.

Enter your **name** and **social security number ("SSN")** as it **appears on your social security card**. If you anticipate a change in your name on your social security card, please enter the name that will appear on the card.

<b>First</b>		<b>Middle</b>		<b>Last</b>	
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**Social Security Number**

	-		-	
--	---	--	---	--

**Confirm Social Security Number**

	-		-	
--	---	--	---	--

Enter your **current mailing address**, i.e. where you are expected to receive payment or tax information. If your residence or mailing address is **not in the U.S.**, 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)**

<b>City</b>		<b>State</b>		<b>ZIP Code</b>	
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\* If your mailing address changes, please update at [My Profile Update] .

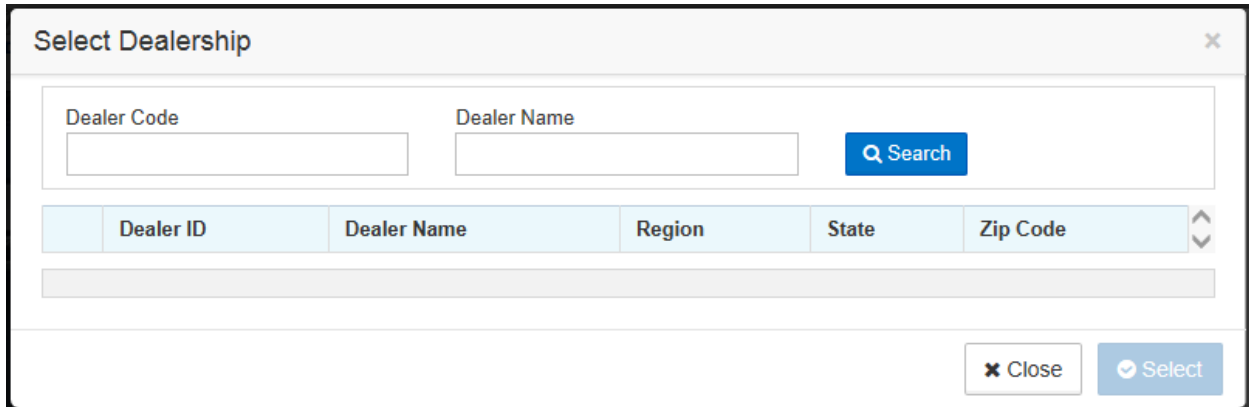
**PENALTIES**

If you fail to furnish your correct name and SSN combination, you are subject to backup withholding. Willfully falsifying this

x Close



- 4 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.



Select Dealership

Dealer Code  Dealer Name

Dealer ID	Dealer Name	Region	State	Zip Code

- 5 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.

 WebDCS

**Congratulation!**

Now you have the Hyundai ID. This ID will allow you to access to HyundaiDealer.com and other related systems. Please, DO NOT SHARE this ID with other people. Use the below URL and initial password to change your password.

**System Access Information**

WebDCS URL	<a href="https://wcds.hyundaidealer.com">wcds.hyundaidealer.com</a>
User ID	HMA001000654
Temporary Password	YJLHsWz1Yw#VPu

**Do you have any questions?**

If you have a question, please contact Service Desk or HMA Field Representatives.

- **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 items**

WebDCS URL	<a href="https://wdc.hyundaidealer.com">wdcs.hyundaidealer.com</a>
User ID	HMA000100054
Dealership Information	* CA020 : FRANK HYUNDAI
Job Code	* DA : Dealer Admin Support
Authority(Funtional Group)	* WebDCS : Sales Read
Change Information	<a href="#">Job code</a> <a href="#">Functional group</a>

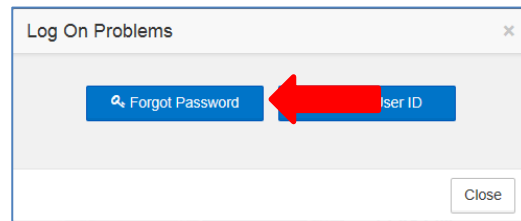
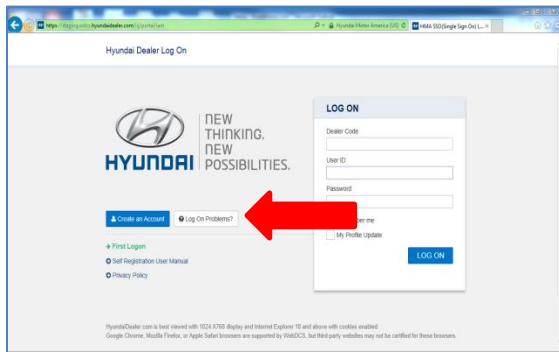
**Do you have any questions?**

If you have a question, please contact Service Desk or HMA Field Representatives.

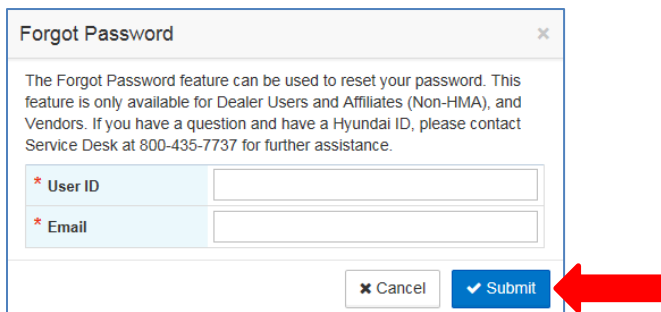
## 2.2 Forgot Password



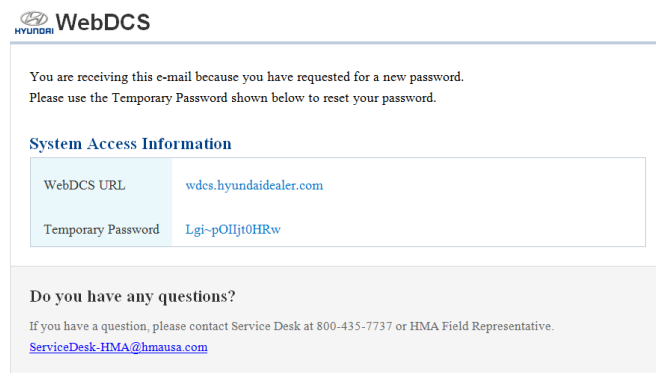
To reset your password, click **Log On Problems** in Log On screen, and click **Forgot Password**.



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.



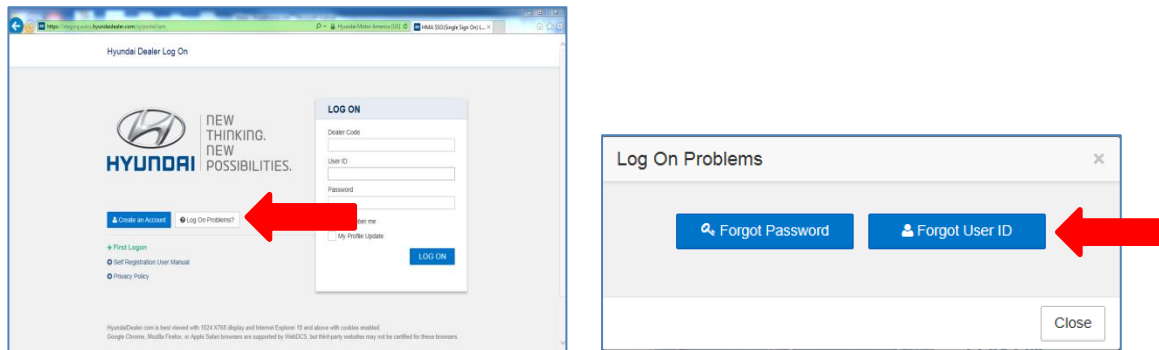
Below is a sample email after submission:



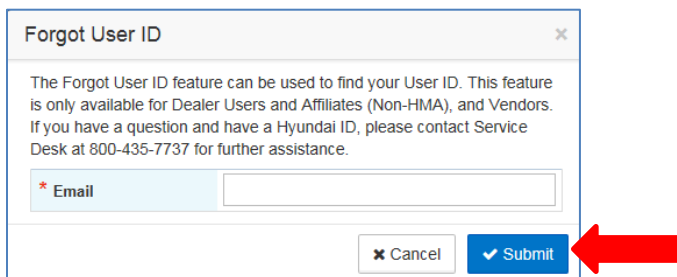
## 2.3 Forgot Hyundai ID



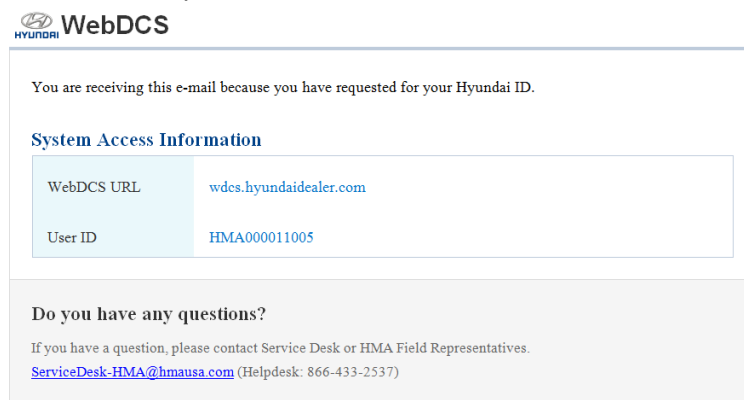
To receive your **Hyundai ID**, click **Log On Problems** in Log On screen, and click **Forgot User ID**.



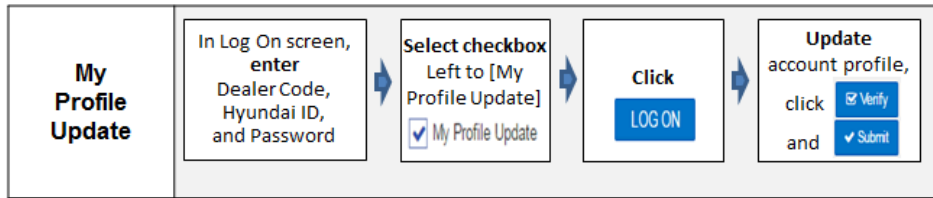
Please provide your email address and then click **Submit** button. An email will be sent to you including the temporary password. For further assistance, please contact Service Desk.



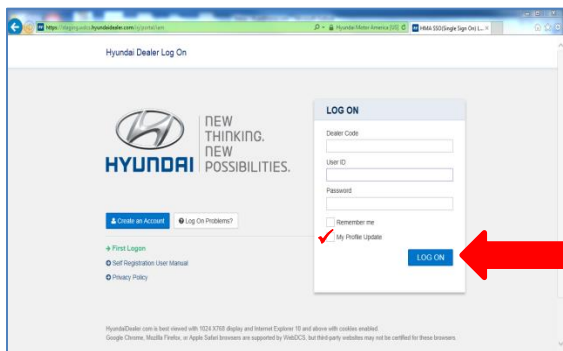
Below is a sample email after submission:



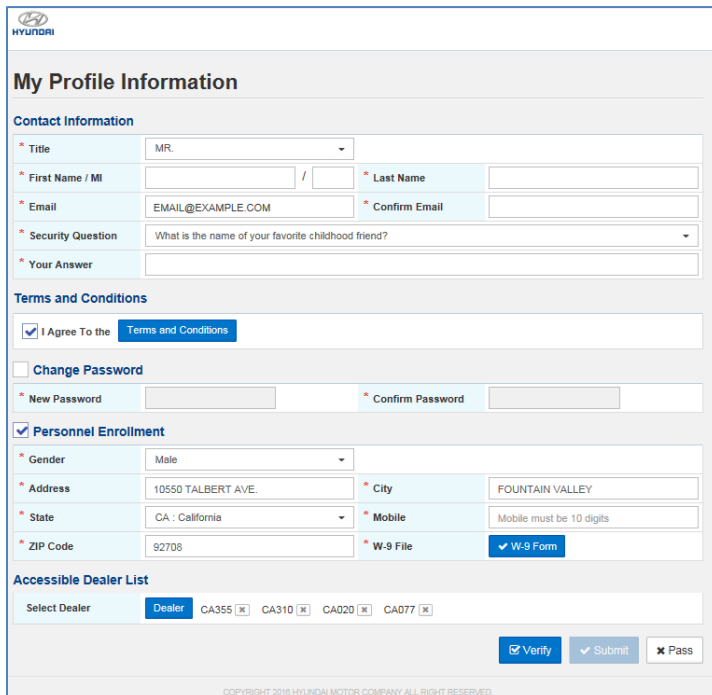
## 2.4 My Profile Update



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.



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.



**My Profile Information**

**Contact Information**

\* Title: MR. [v]  
 \* First Name / MI: [ ] / [ ] \* Last Name: [ ]  
 \* Email: EMAIL@EXAMPLE.COM \* Confirm Email: [ ]  
 \* Security Question: What is the name of your favorite childhood friend?  
 \* Your Answer: [ ]

**Terms and Conditions**

I Agree To the [Terms and Conditions](#)

**Change Password**

\* New Password: [ ] \* Confirm Password: [ ]

**Personnel Enrollment**

\* Gender: Male [v]  
 \* Address: 10550 TALBERT AVE. \* City: FOUNTAIN VALLEY  
 \* State: CA : California [v] \* Mobile: Mobile must be 10 digits  
 \* ZIP Code: 92708 \* W-9 File:  W-9 Form

**Accessible Dealer List**

Select Dealer: Dealer CA355 [x] CA310 [x] CA020 [x] CAD77 [x]

Verify  Submit  Pass

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