



HOW TO

Register as a
Dealer/Retailer
on the
MotoData
System

STEP 1

ACCESS THE
WEBSITE

In your web browser go to **www.motodata.co.za**



STEP 2

START THE
PROCESS

Select the 'SIGN-IN' button in the top right corner.



STEP 3

REGISTER

Select 'REGISTER'.

A screenshot of the MotoData registration form. It features the MotoData logo at the top. Below the logo are two input fields: 'Enter your email' and 'Enter your Password'. Under these fields are two buttons: a blue 'LOG IN' button and a red 'REGISTER' button. The 'REGISTER' button is highlighted with a red rectangular box, and a red line connects it to the text instruction in the previous block. At the bottom of the form, there are links for 'Forgot Password?', 'Select your language preference', 'Privacy policy', and 'Terms of use'.

Once you have selected the 'REGISTER' button, the POPI Act Consent form will display.

Consent is needed at this point as personal and company related information will be required during the registration process. Your consent allows us to store and use this information provided.

Read through the consent form and then tick the tick box next to "POPI Act Consent" at the bottom of the page. Finally, select 'SUBMIT'.

PROTECTION OF PERSONAL INFORMATION ACT (POPI)

- Provide general disclosures regarding use of the System.
- MotoData will not sell, rent or lease personal information to third parties. MotoData will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to:
- Protect and defend the rights or property of MotoData; and
- To protect the personal safety of users of MotoData, or the public.
- Conform to the provisions of any law in force from time to time or comply with legal process served on MotoData or the Website.

Security of Personal Information

MotoData will take all reasonable measures in line with any law and/or MotoData policies to ensure that personal information is protected and secured during collection, storage, transfer, processing and use of personal information.

Contact Person Information

Any questions relating to MotoData's treatment of personal information may be addressed to the contact details below:

MotoData Chief Executive Officer
Email Address: info@motodata.co.za

POPI Act Consent ☒

SUBMIT

Please be advised that should you decline to provide MotoData with the required consent, MotoData will not be able to grant you access to the System or assist you to access the MotoData services that are provided through the system.

STEP 4

**REGISTER AS
A DEALER**

The following message will now display:

SELECT FORM OF REGISTRATION

REGISTER USER **REGISTER DEALER**

Select 'REGISTER DEALER'.

STEP 5

**ENTER YOUR
BASIC DEALER
INFORMATION**

Complete your basic dealer information as requested.

This will register you as an entity on the system workflow process, which will further:

- 1 generate a user profile on the system with a username and password, and
- 2 prompt you to continue with the registration process.

All the fields marked with an * are mandatory.

NB: The email for the user is critical to completing the remainder of the registration process. Please ensure you are using the correct e-mail for first time registration. You may use the same e-mail for company and user.

Once all fields are completed, select 'SAVE AND SUBMIT TASK'.

STEP 6

FOLLOW THE PROMPTS

You will now be guided to the following screen:

Close the browser and access the mail address captured in the registration process.

STEP 7

VIEW YOUR MAIL

You will receive the following **two** mails:

The **first** mail is to welcome and inform you that MotoData will be in contact soon.

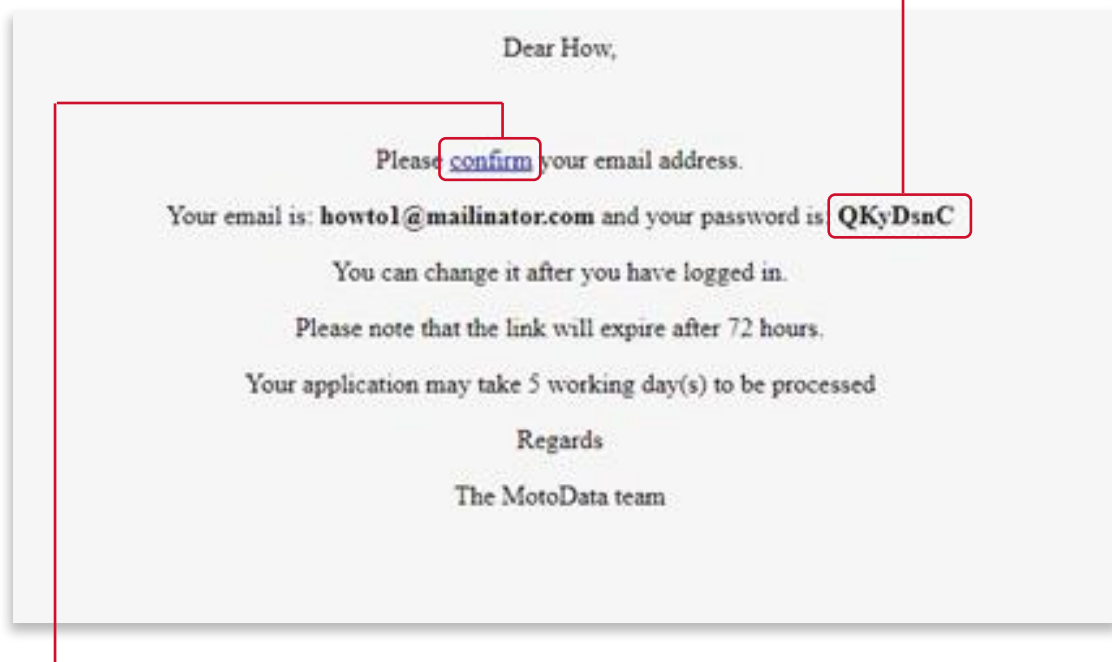
X	From	Subject	Received
<input type="checkbox"/>	Information Queries	How to on MotoData Platform Registration	3 minutes ago
<input type="checkbox"/>	Information Queries	MotoData new password	3 minutes ago

The **second** mail contains a temporary password to access MotoData. Please be patient as this mail may take a little longer to deliver.

Open the '**MotoData new Password**' mail:

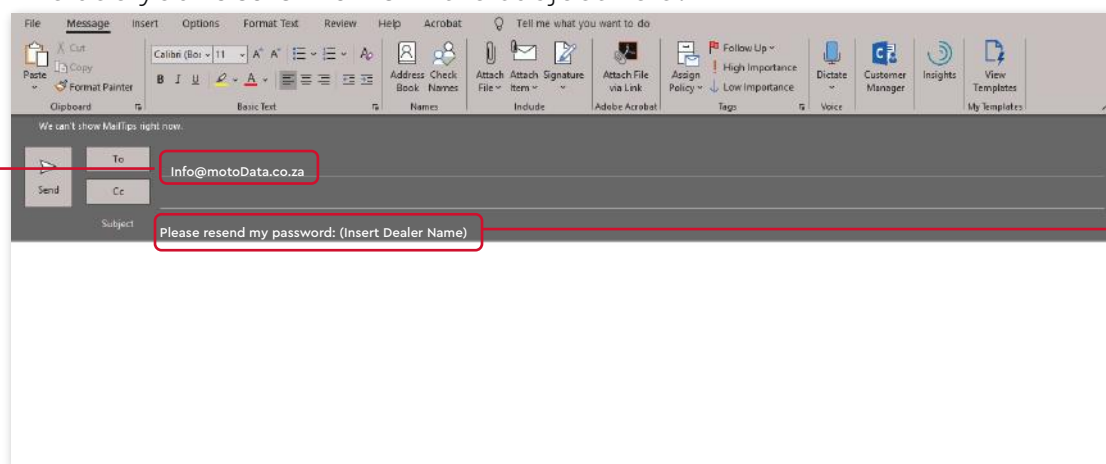
Copy the password.

Since the password is case and character sensitive, it is advisable to copy and paste it rather than entering it manually on the system.



Now click on **confirm**. This link will take you to the MotoData log in page.

Note: This **temp password** is only valid for **72 hours**. Should you not change your password within this time, you will need to request MotoData to resend send a new temporary password. Email MotoData at **info@motoData.co.za** with the Subject: "Please resend my password". Include your **dealer name** in the subject field.

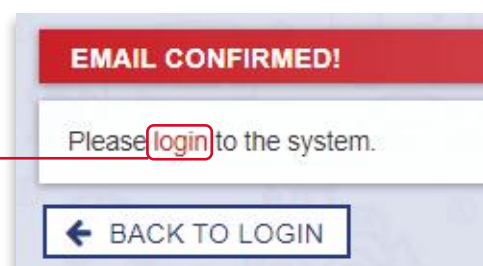


STEP 8

CREATE YOUR NEW PASSWORD

You will now be directed to the following screen:

Select 'login'.



Enter the e-mail address used when registering as well as the temporary password in the required fields.

Now select 'LOG IN'.

You will immediately be prompted to enter your new password. This password will be under your sole control.

Please enter a password of your choice that is at least **8 characters** long. It is not a requirement to use uppercase or special characters.

Then select 'SUBMIT'.

STEP 9
THE
MOTODATA
SYSTEM
LANDING
PAGE

Whenever you access the MotoData platform you will be guided to this landing page. Refer to the '**How to Navigate MotoData**' guide where the basic navigation of the system is laid out.

Customer Name	Applied For	Dealer	Process name	Task Description	Last action user	Status	Due Date	RAG	Action
Test Dealer	MotoData Registration	Test Dealer 000000MD	Prelim On-Bordering Contract	Complete Registration		Not Started	06 Sep 2019	Green	[Action Icon]

STEP 10
CONTINUE
WITH THE
REGISTRATION
PROCESS

In the MotoData landing page there will be one Outstanding Task awaiting your attention.

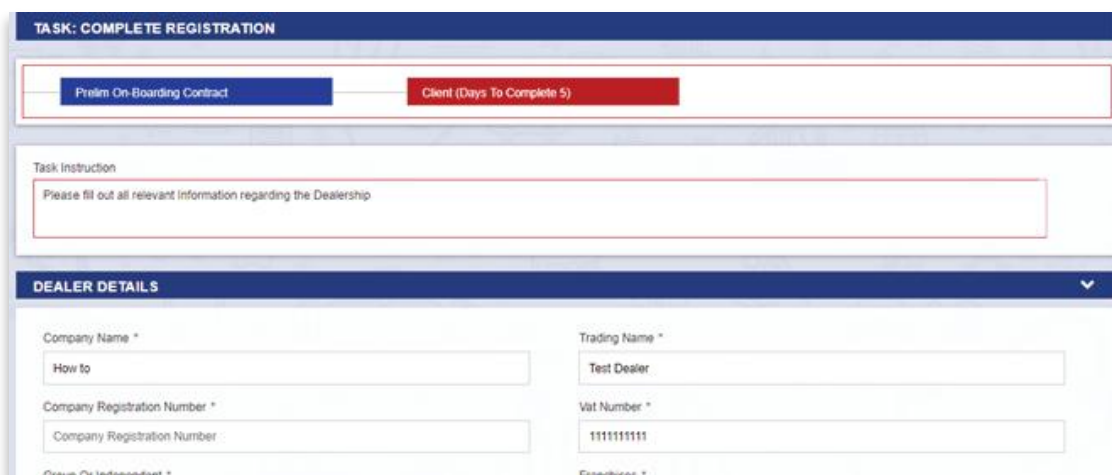
Select the 'Action' button to open the task and complete all the outstanding fields.



Customer Name	Applied For	Dealer	Process name	Task Description	Last action user	Status	Due Date	RAG	Action
Test Dealer	MotoData Registration	Test Dealer 000000MD	Prelim On-Boarding Contract	Complete Registration		Not Started	06 Sep 2019	●	

NB: Please make sure you have electronic copies of the following documents available BEFORE you continue with the registration process:

- Proof of bank account,
- Proof of Company Registration CIPC COR14.3 or similar,
- A copy of the F&I NCA card, if available. Alternatively, a copy of the system user's ID document,
- Example of an Invoice.



TASK: COMPLETE REGISTRATION

Prelim On-Boarding Contract — Client (Days To Complete 5)

Task Instruction
Please fill out all relevant information regarding the Dealership

DEALER DETAILS

Company Name *
How to

Trading Name *
Test Dealer

Company Registration Number *
Company Registration Number

Vat Number *
111111111

Group Or Independent *

Franchise *

Some pointers on completing the registration:

- We understand that certain companies may operate without a fax number. If this is the case, simply enter 111111.
- Take note of the following sections requiring a selection to be made from the list provided:
 1. Dealer Association you belong to:
 - Tick the tick box next to the relevant name
 - If none, leave bank

Example:



DEALER ASSOCIATION

Which Associations Do You Belong To?

☐ NADA

☐ IDA

☐ Blue Chip Group

☐ Other (Specify Name)

- To upload the required documents:

DOCUMENTS						
Type	Uploaded by	Uploaded	File Name	Version	Required	Actions
Invoice Example		Awaiting Submission				
Official Confirmation of Bank Account		Awaiting Submission				
F & I Certification		Awaiting Submission				
CIPC COR 14.3		Awaiting Submission				

Select the upload button.

The following screen will display:

UPLOAD DOCUMENTS

Invoice Example

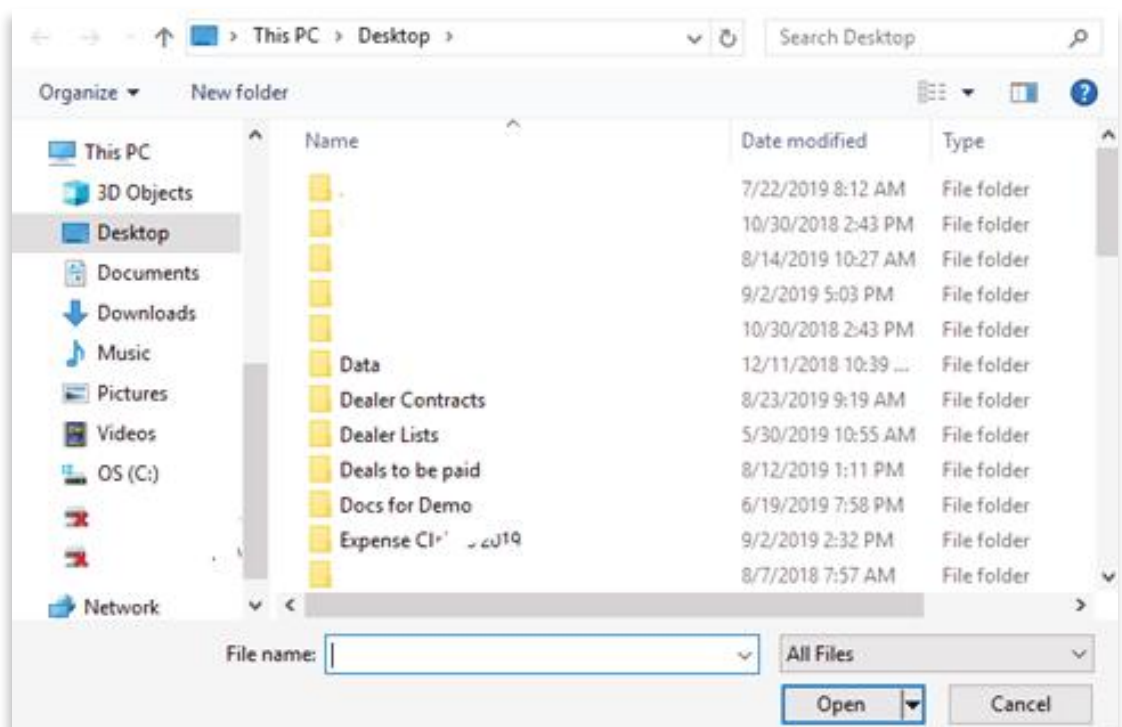
Notes:

Click and drag your file in the space below

SELECT FILE

Select the 'SELECT FILE' option.

You will be able to browse for the document on your computer and attach.



- Once all documents have been uploaded, a number will appear for each document under the 'Version' column.

DOCUMENTS						
Type	Uploaded by	Uploaded	File Name	Version	Required	Actions
Invoice Example	How toLast Name	Awaiting Submission	Generator.pdf	1		
Official Confirmation of Bank Account	How toLast Name	Awaiting Submission	Baterye en Inverter.pdf	1		
F & I Certification	How toLast Name	Awaiting Submission	Yskas.pdf	1		
CIPC COR 14.3	How toLast Name	Awaiting Submission	Bat and Inverter.pdf	1		

- Employee Details: This section is purely for information purposes and does not require any further actions.

EMPLOYEE DETAILS					
Create Date	User Role	First Name	Last Name	Email	Status
04 September 2019	Dealer Admin	How	toLast Name	howto1@mailinator.com	Active

- Physical Address: When entering the address fields, please use the first three fields available and then select 'SEARCH'.

Map Satellite

- You will also need to enter your postal address. The same process used when entering a physical address must be followed for the postal address.

In the case that a postal address is not available, select 'COPY PHYSICAL ADDRESS'.

STEP 11

SUBMIT YOUR REGISTRATION

Should you select 'SUBMIT' but have omitted any of the required information, the system will prompt you to enter the required fields before submitting again:

The screenshot shows a registration form with a map on the left and a list of required fields on the right. The map shows a location in Springvale, South Africa. The form fields include:

- Centurion
- Postal Address Line Four
- 1234
- Latitude
- 25.8517387
- Longitude
- 28.1412436
- SEARCH
- COPY PH
- SUBMIT

On the right, a red box highlights the required fields:

- FSP Name is required.
- FSP License Number is required.
- Bank is required.
- Account Type is required.
- Enter Account Holder Name
- Enter Branch Number

Once the submission is successful, you will be guided to your Outstanding Tasks to sign the dealer contract.

If not immediately received, please keep an eye on your mail for a confirmation that the contract is available.

STEP 12

SIGN AND SUBMIT THE DEALER CONTRACT

Once the dealer contract is ready (system generated), you will be able to print the contract, sign it and then scan and upload it for final approval.

The screenshot shows the 'OUTSTANDING TASKS' table. The table has the following columns: Customer Name, Applied For, Dealer, Process name, Task Description, Last action user, Status, Due Date, RAG, and Action. The first row shows a task for 'Test Dealer' with a status of 'Underway' and a due date of '06 Sep 2019'. The 'Action' column for this row contains a blue arrow icon, which is highlighted by a red box.

To do so, select the action button once this task is available.

You can now download.

The screenshot shows the 'Task Instruction' section with the text: 'Please Download the Dealer Contract to sign and re-upload the same document (Signed)'. Below this is the 'ACTIONS' section, which contains a table with the following columns: Type, Uploaded by, Uploaded, File Name, Version, Required, and Task Actions. The first row shows a 'Dealer Contract Document' uploaded by 'Hendrik Strydom' on '04 Sep 2019 (12:09)'. The 'Task Actions' column for this row contains a red box with a download icon.

The contract will then be available for printing and signing.

Once signed, please scan and upload the document again.

When uploading, you will be prompted to browse for the signed contract.

Once done YOU HAVE TO SELECT THE 'COMPLETE TASK' button.

ACTIONS						
Type	Uploaded by	Uploaded	File Name	Version	Required	Task Actions
Dealer Contract Document	How toLast Name	04 Sep 2019 (12:18)	SOQ170990 Frnk.pdf	2	<input checked="" type="checkbox"/>	<div> </div>
						✓ COMPLETE TASK

The task will be removed from your outstanding tasks and allocated to a MotoData user for final approval.

Once you have been approved you will receive a confirmation-mail. Please check your mail regularly for final confirmation. You will then be able to start submitting applications to your choice of bank(s).

See the '**How to Submit an Application on the MotoData System**' guide.