

# Deal Drop Direct - Dealer Onboarding Guide

Your step-by-step path from registration to a ready-to-bid dealership account.

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## 1. Create your account

1. Select Sign In, choose Create Account, and enter your business email.
2. Confirm your email, sign in, and complete your dealer profile with accurate business and contact information.
3. Use a unique password and keep account access limited to authorized dealership personnel.

## 2. Verify your dealer license

1. Open Dealer Status from the dashboard and select Request Verification.
2. Provide the active dealer license number, issuing state, legal dealership name, and requested supporting documents.
3. Review entries before submission. Bidding remains restricted until approval. Watch email and in-app notifications for status updates.

## 3. Choose a membership

**Monthly - \$499/month.** Flexible recurring access; cancel renewal from the billing portal.

**Yearly - \$4,990/year.** Lower effective monthly cost for dealerships planning ongoing use.

**14-day trial.** Eligible verified dealers may evaluate membership features during the trial. Billing begins automatically at trial end unless canceled beforehand.

## 4. Invite your team

1. The primary dealer opens Team Account and enters a teammate's business email.
2. Invite up to four teammates, for five total users including the primary account.
3. The invited user follows the secure link and signs in. Team members share dealership license status and monthly purchase volume.

## 5. Understand your dashboard

**Dealer Status:** verification and eligibility.

**Membership:** plan, trial, billing portal, cancellation, and protected downgrade options.

**Dealership Volume:** shared monthly purchase count and estimated premium tier.

**Activity:** Bids, Wins, Watchlist, and Notifications provide quick access to current activity.

## 6. Set notification preferences

**Auto-bid alerts:** updates when automatic bidding changes your leading status.

**Watchlist alerts:** auction changes and reminders for saved vehicles.

**Tip:** keep your account email current and allow Deal Drop Direct messages through your mail filters.

**Need help?** Use the Contact page in Deal Drop Direct. Never send card numbers or passwords by email.