

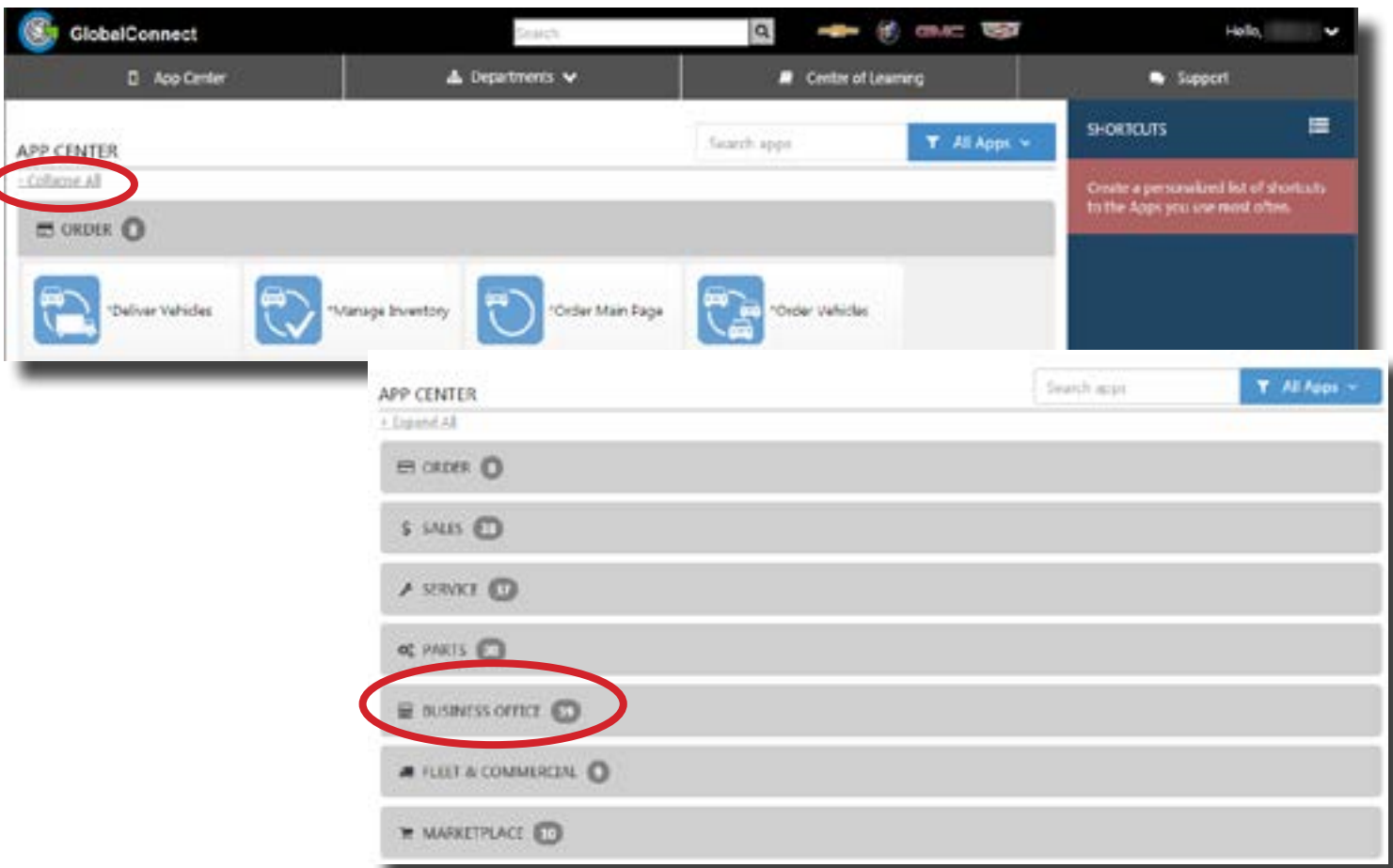
Parts Managers can access **earnPOWER 3.0** by logging in to GlobalConnect and following the instructions below. By logging in through GlobalConnect, you do not need to remember your **earnPOWER** login information. GlobalConnect requires a GMIN, if you do not have a GMIN contact your PSC (Partner Security Coordinator) to get one.

Login Instructions for GlobalConnect:

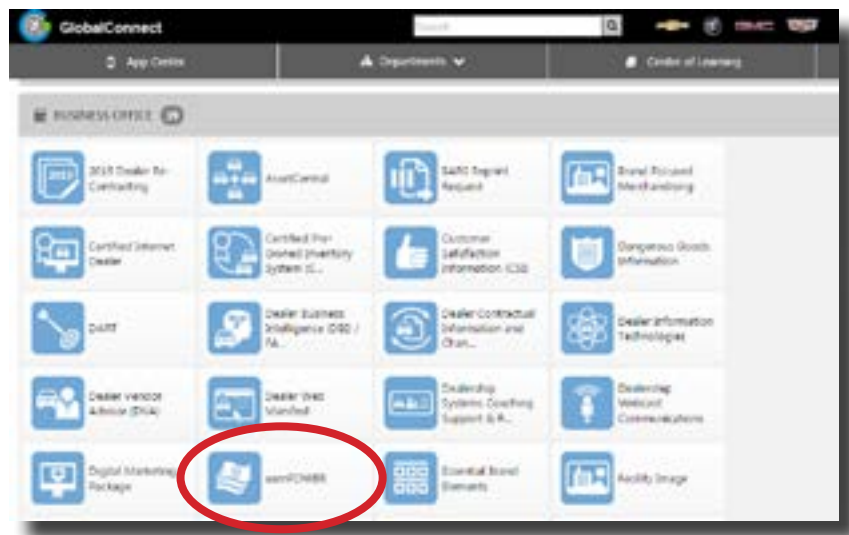
1. Log in to GlobalConnect.
2. On the homepage of GlobalConnect, click on 'App Center' link in the top menu bar



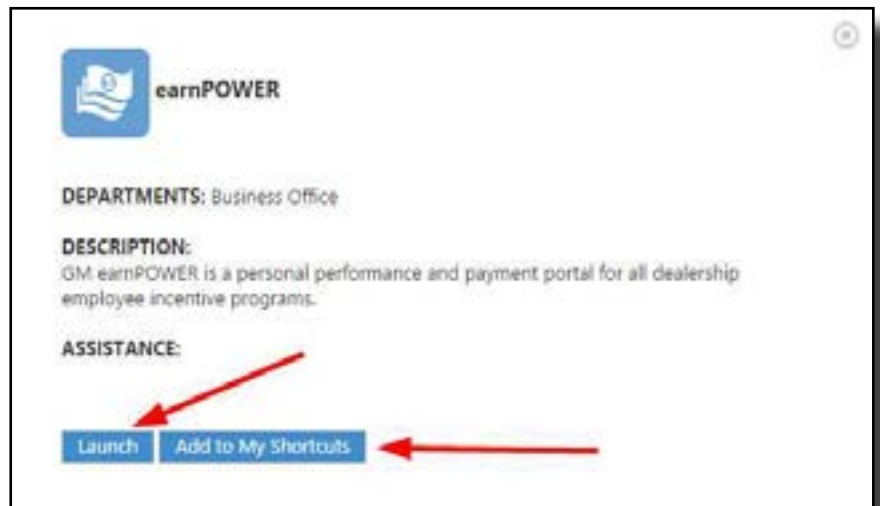
3. On the App Center screen, click on 'Collapse All' link and then click the 'Business Office' bar.



4. Click on the 'earnPOWER' tile.



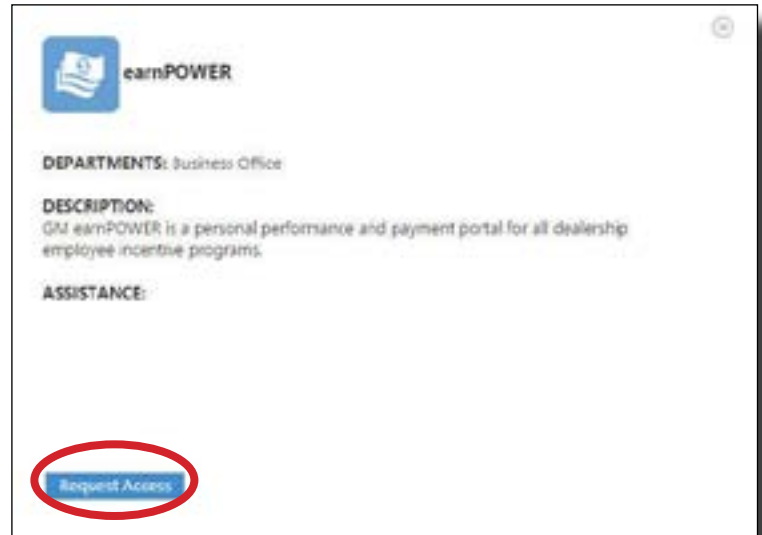
5. A box will appear with a description of the program and two buttons: 'Launch' and 'Add to My Shortcuts'.
a. If you click the Add to My Shortcuts now, the *earnPOWER* application will be added to your shortcuts for quicker navigation to the program.



6. Click the 'Launch' button to launch the *earnPOWER* application. The application will open in a new tab on your browser. Please note: *earnPOWER* requires Internet Explorer version 11 or above. Chrome and Firefox browsers can also be used.



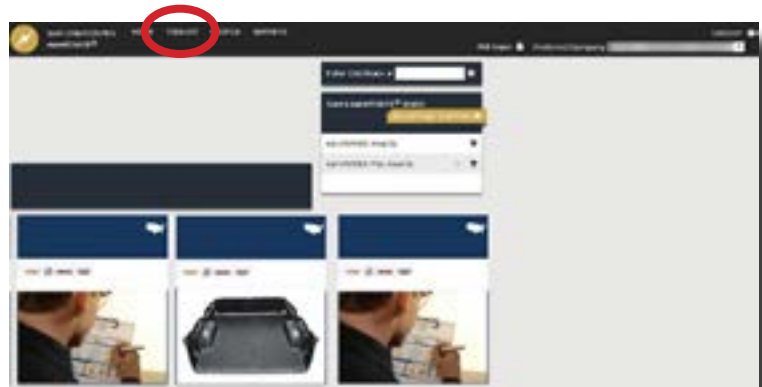
7. If you do not have access to **earnPOWER** you will get a message box when you click the Launch button. Click the 'Request Access' button and your Dealership PSC will get a message from GlobalConnect. The PSC will then add **earnPOWER** to your GlobalConnect profile and you will be able to access **earnPOWER**.



Once you have successfully added **earnPOWER** to your shortcuts, you will be able to access it through single sign-on through GlobalConnect. The following instructions detail how Dealers will navigate through **earnPOWER** 3.0 and manage customers that are part of the Genuine GM Rewards Powertrain program.

Dealer Homepage

Click the 'Toolkit' link on the top menu bar to access 'Manage My Customers' where you can view/ manage existing customers (shops) or add new ones.



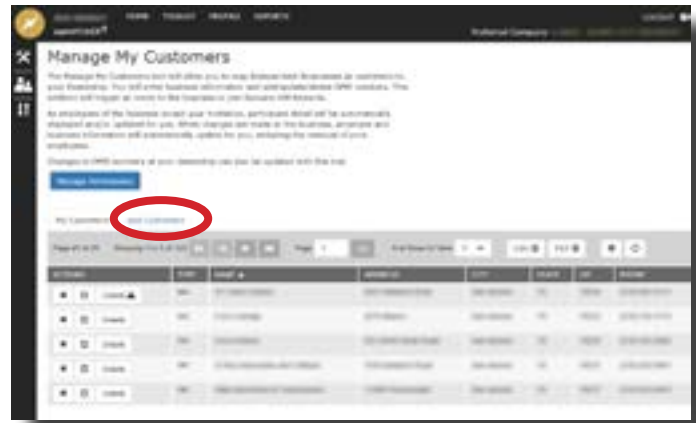
Dealer Toolkit

Select the 'Manage My Customers' link to view existing customers (shops) or add new ones.



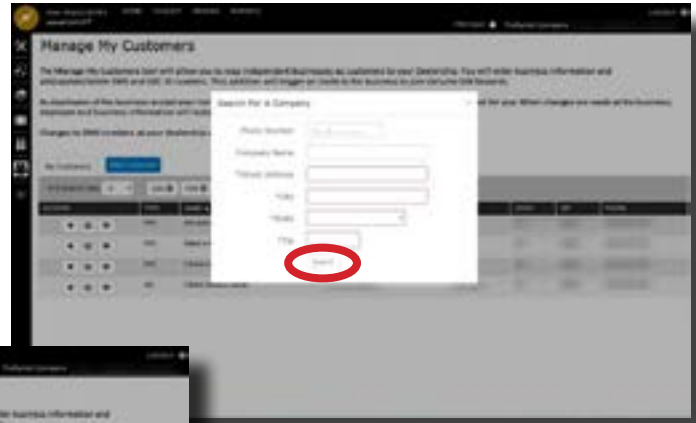
Dealer 'Manage My Customers'

Under the 'Manage My Customers' tool, you will see existing customers (shops) and details for those shops. If you need to add a new customer, simply click 'Add Customers' link and fill in the details requested.



Dealer 'Manage My Customers' - Search for Company

When clicking 'Add Customers', a pop up will appear that displays the criteria needed to search for the business. Enter details and click 'Search'. Click the matching result you want to add and you will be directed to the next page.



Dealer 'Manage My Customers' - Add Company and Enter Contact and DMS

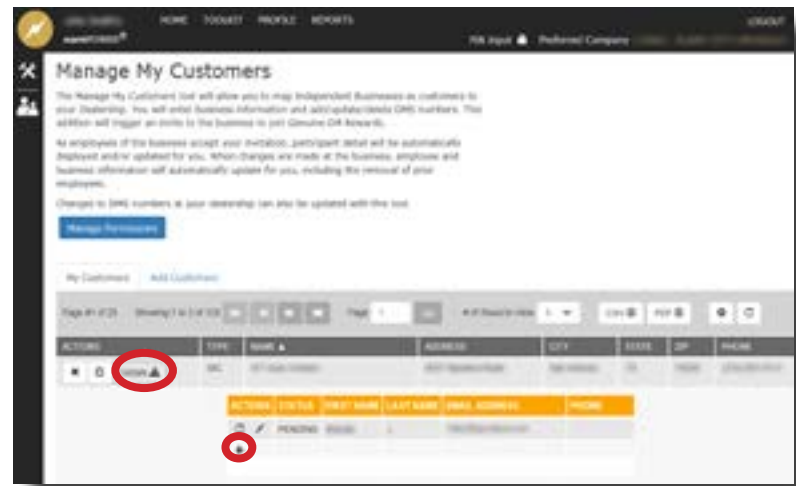
On this page you will enter the remaining information needed to add the customer and send the invite email to the Shop Owner. An email will be sent to the Shop Owner with more information on how they should proceed.



Dealer 'Manage My Customer' - New Customer Added

Once the invite has been sent, you will be directed back to 'Manage My Customers'. If you wish to view more details regarding a customer, click details.

This example shows the pending invite for the shop that was just added. The invite can be edited with the pencil or resent with the resend icon. Additional participants for that business can be added by selecting the plus icon. The X on the side of the business will allow you to delete an entire company from your customers. They will no longer be eligible to earn from your Dealership if deleted.



Once you have successfully entered all the customers under your Dealership, you will be able to view and manage all the criteria surrounding your customer(s).

Adding/Editing DMS

At least one DMS is required to be enrolled in the Powertrain program. Click the plus icon to add a DMS

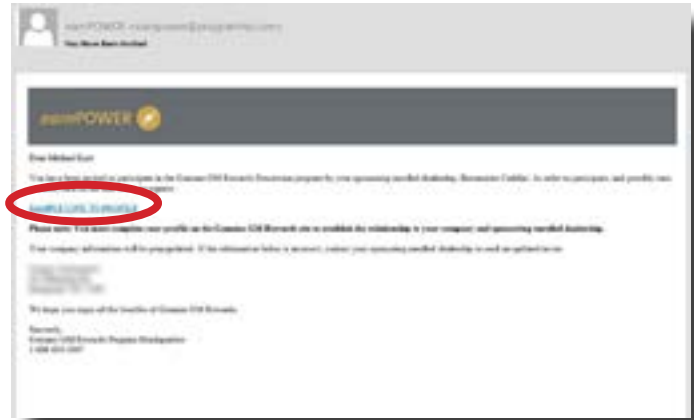


If you experience issues navigating the **earnPOWER** website or tools please contact the **earnPOWER** Helpdesk at 888-639-2967.

The following section is specific to how shops will enroll in *earnPOWER* and manage their own business.

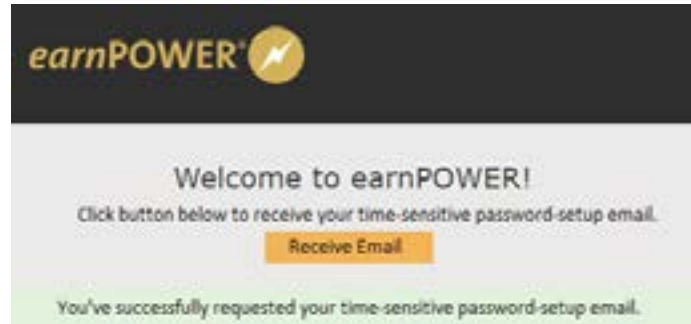
Shop invite to join *earnPOWER* email

The shop owner will be invited to *earnPOWER* through an email, like the one shown, or a similar email with instructions. The shop owner must click on the link in the email to proceed.



Shop begins *earnPOWER* account set-up

With the details provided in the email, the shop will request the password set-up link. The shop owner will set-up a password for their *earnPOWER* account.



Shop profile: Step One

The shop owner will be taken through the *earnPOWER* profile to complete all sections required. Information entered by the Dealer will be pre-populated.



Shop profile: Step Two

Nothing can be edited here, as indicated in the email, if the information is incorrect they must contact the Dealership for a new invite.



Shop profile: Step Three

The password has already been set. If the shop owner wishes to change their password they may do so in this section. Nothing is required.



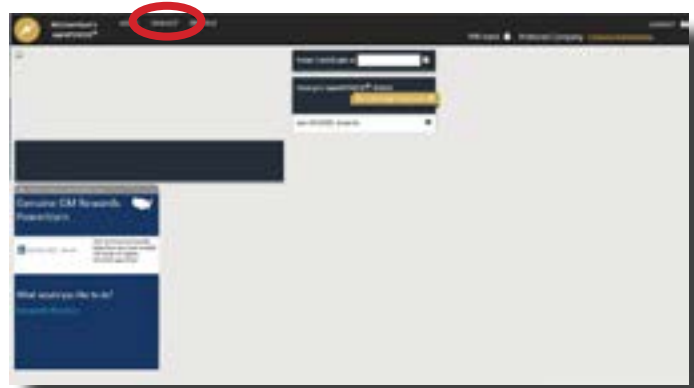
Shop profile: Step Four

The email is already entered. **NOTE: The shop owner's login ID is their email address.** If the shop owner wishes to change their email they may do so in this section. Nothing is required. Emails cannot be shared, they must be unique.



Shop earnPOWER Homepage

After finishing their profile, the shop owner will be taken to the **earnPOWER** homepage. They can choose to do nothing at this point or they can share their earnings by adding additional employees. To add more employees, the shop owner will click on the 'Toolkit' link in top banner of the page.



Shop Toolkit

Select 'Manage My Employees'



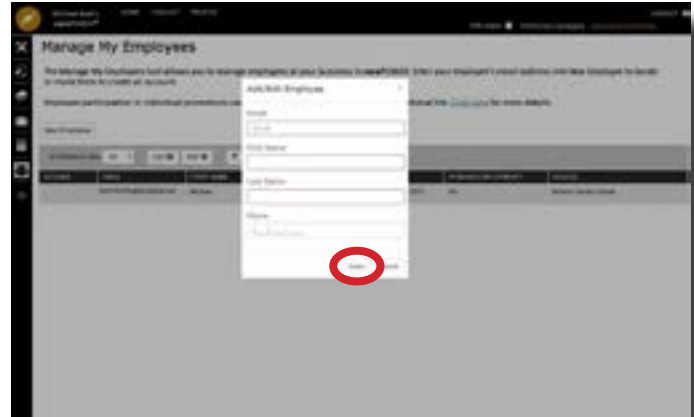
Shop 'Manage My Employees'

This is the main page for Manage My Employees. The owner (self) is displayed. Select 'New Employee' to add additional employees to **earnPOWER**.



Shop 'Manage My Employees' - Add Employee

A pop-up with information to send an invite to the employee will open. Enter all required information and save to send invite. Employee will receive invite email to join.



Shop 'Manage My Employees' - Employee Added

After sending the invite, the employee is displayed on the list. Actions to remove or resend invite are available. Resend is only available to pending employees. Pending are those who have not clicked on the link to **earnPOWER** in the email. Repeat the process to continue to add employees to **earnPOWER**.



Shop **earnPOWER** Homepage

The shop owner may return to homepage to see admin tile for Powertrain and/or Collision program. After adding employees the owner can choose to share earnings by program to their employees. Click 'Manage My Allocations' to do this. This step is optional.



Shop 'Manage My Allocations'

On the 'Manage My Allocations' main page, all employees are shown. Click plus to add them to program, manually enter allocations or choose to evenly allocate.



Shop 'Manage My Allocations' - Evenly Allocate

The shop owner must allocate totals up to 100% and choose who will receive the extra point. Click submit allocations.



Shop 'Manage My Allocations' - Evenly Allocate and Submit

'Manage My Allocations' will provide an on-screen confirmation when allocation has been submitted. Allocations will be applied on the next program deposit.



Once the shop owner has successfully entered all the information, they will be able to view and manage all the criteria surrounding their profile. If a shop experiences issues navigating the **earnPOWER** website or tools please contact the **earnPOWER** Helpdesk at 888-639-2967.

Managing Permissions for 'Manage My Customers'

Parts Managers at the dealership may assign administrative access to 'Manage My Customers' by navigating to 'Manage My Customers' in the toolkit and clicking 'Manage Permissions'.



'Manage My Customer' Permissions

Locate the dealership employee to assign or remove permissions for 'Manage My Customer'. Click the check box to add or remove the access. If a dealership employee is not present, the employee must sign on to **earnPOWER** through GlobalConnect first. Permissions for Reports cannot be managed here. Please contact your field representative for more information on reports access.

