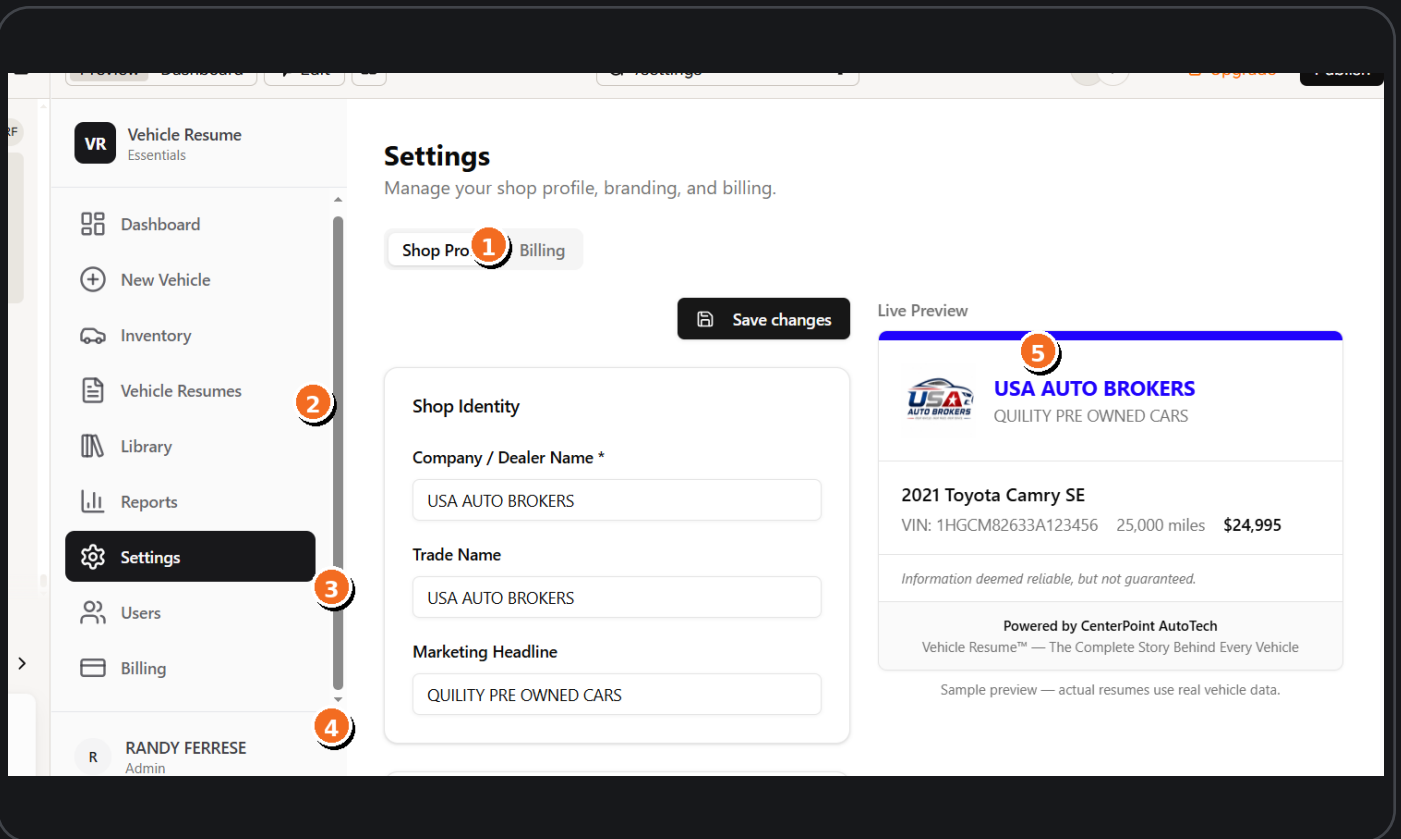


Shop Setup Quick Start Guide

Set up your shop profile, branding, default resume settings, and billing.



SHOP PROFILE

Enter your dealership information before creating your first Vehicle Resume.

BRANDING

Upload a logo, choose a brand color, and set the default contact information.

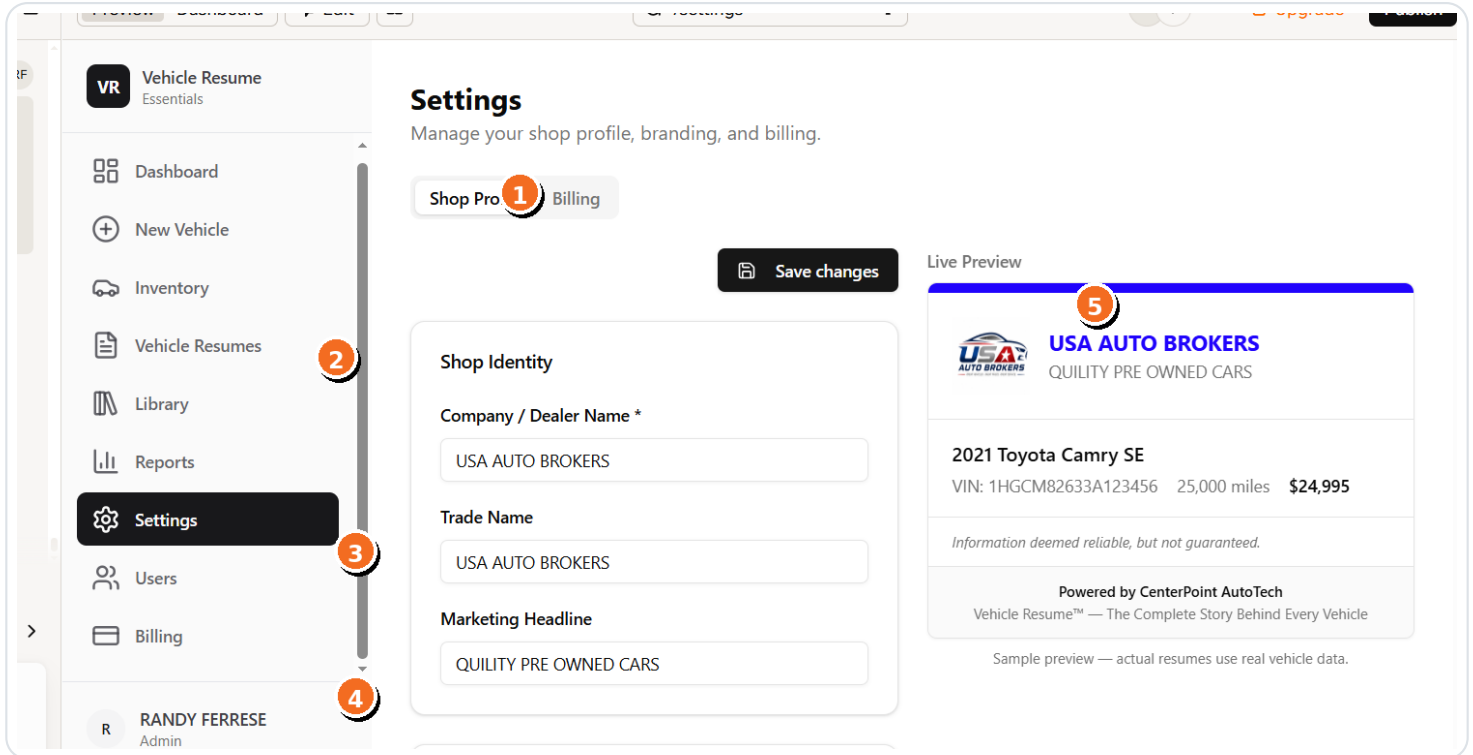
BILLING

Review payment details and manage your subscription from the Billing tab.

Complete this one-time setup first. You can return and edit these settings at any time.

1. Start in the Shop Profile Tab

This section stores your dealership information and powers the live Vehicle Resume preview.



1 Save Changes

After entering or updating your information, click Save Changes at the top.

3 Trade Name

If you use a trade name, enter it here.

5 Live Preview

Use the preview panel to see how your information will display on the resume.

2 Company / Dealer Name

Enter the main dealership or company name you want associated with the Vehicle Resume.

4 Marketing Headline

This optional line appears under the company name on the Vehicle Resume when you want a marketing message shown.

ACTION SUMMARY

Complete your shop setup before creating your first Vehicle Resume. This is a one-time setup, but it can be edited later at any time.



2. Add Your Branding and Contact Information

These settings personalize your resume and provide the contact details customers will see.

Logo & Branding

Logo
Fixed dimensions on documents — upload or replace only.

Brand Color
Applied to header accents and QR code color by default.

Contact Information

Business Address
27 mockingbird la

Phone
6095764244

Contact Email
ferresewv77@gmail.com

Live Preview

USA AUTO BROKERS
QUALITY PRE OWNED CARS

2021 Toyota Camry SE
VIN: 1HGCM82633AT23456 25,000 miles \$24,995

Information deemed reliable, but not guaranteed.

Powered by CenterPoint AutoTech
Vehicle Resume™ — The Complete Story Behind Every Vehicle

Sample preview — actual resumes use real vehicle data.

1 Logo

Upload the JPG image you want to display on the Vehicle Resume. Using a logo is optional.

2 Brand Color

Choose the highlight color used on the Vehicle Resume.

3 Business Address

Enter your dealership address.

4 Phone

Enter the phone number you want shown on your resume.

5 Contact Email

Enter the email address customers should use to contact you.

6 Website URL

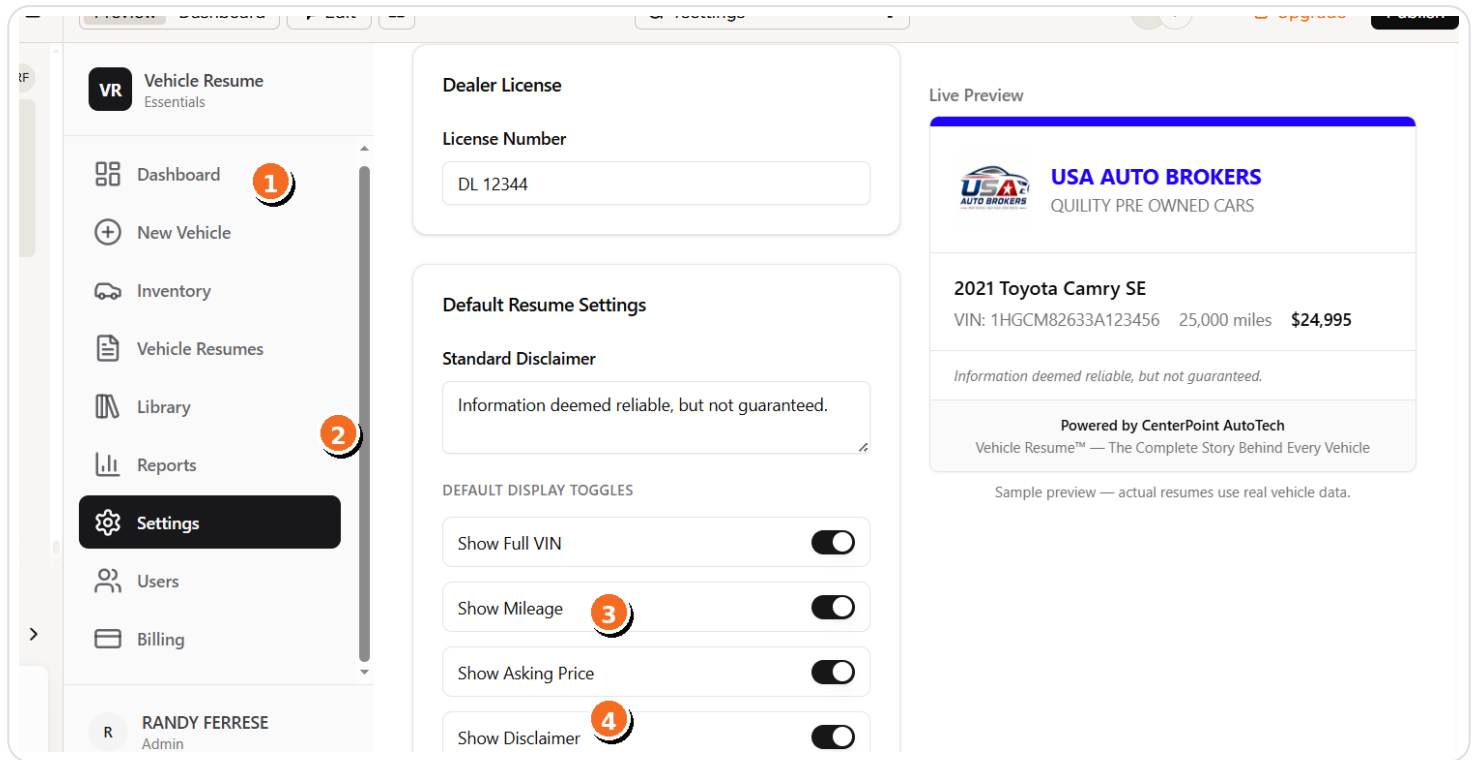
Enter your website address if you want it stored as part of your shop information.

7 Live Preview



3. Choose Your Default Resume Settings

Set your license information, disclaimer, and default display choices for all new resumes.



1 Dealer License

Enter the license number you want stored in settings.

2 Standard Disclaimer

Type the disclaimer text you want to appear on the Vehicle Resume.

3 Show Full VIN

Toggle on or off to control whether the full VIN appears by default.

4 Show Mileage

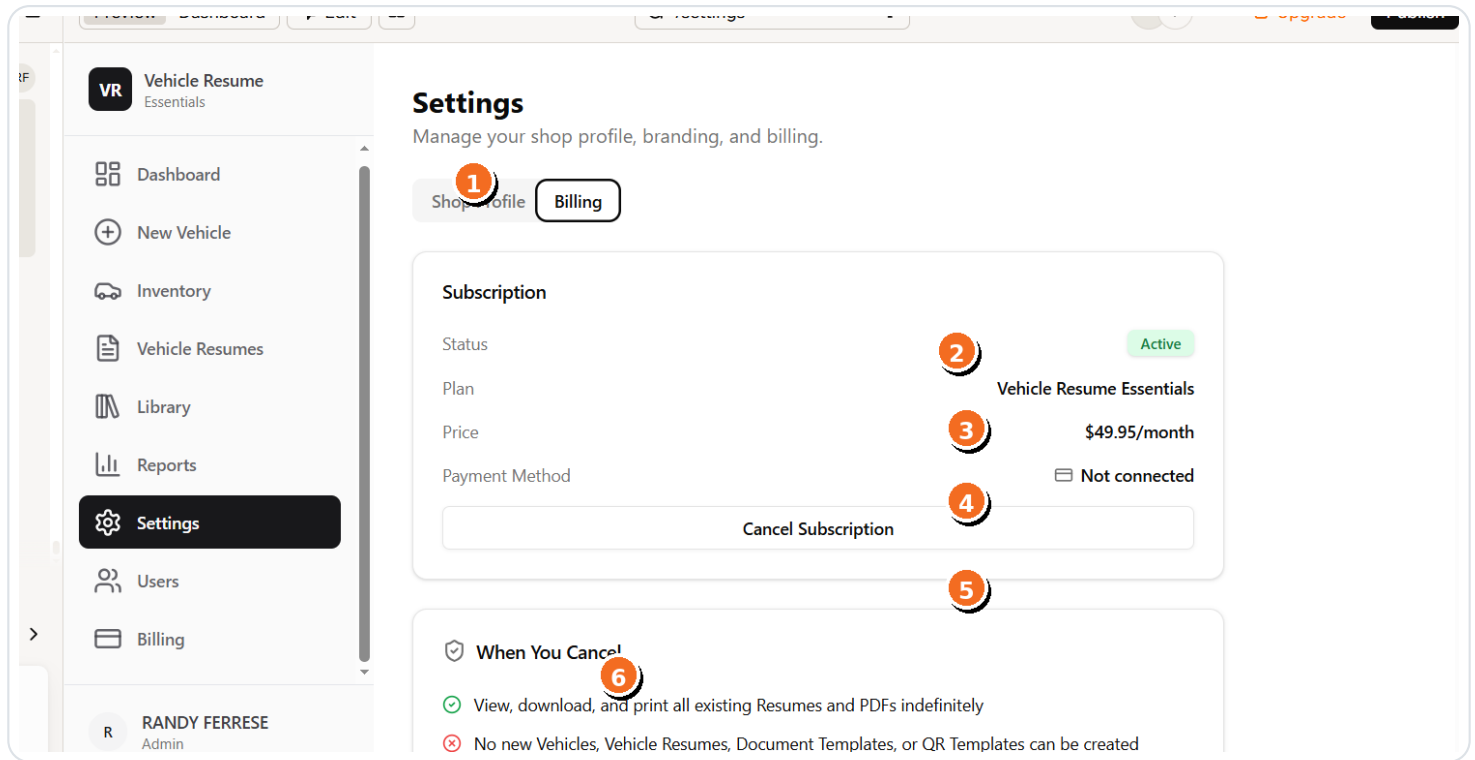
Toggle on or off to control the mileage display by default.

ACTION SUMMARY

These toggles become the starting state for every new Vehicle Resume, and they can still be adjusted later on an individual resume.

4. Review Subscription and Billing Information

Use the Billing tab to review your plan, payment status, and cancellation details.



1 Billing Tab

Open the Billing sub-tab to review subscription details.

2 Status

Confirms whether your subscription is active.

3 Plan

4 Price

Important Billing Note

If you cancel mid-month, you still keep access until the next billing cycle begins. After that, you can view existing items, but you will no longer be able to continue building new resumes.

7 When You Cancel

Review the billing notes to understand what remains



5. Setup Workflow and Completion Checklist

Use this page as a quick reference after you finish entering your information.

1**Open Settings**

Go to Settings before building your first resume.

2**Complete Shop Profile**

Enter your dealer name, trade name, and optional marketing headline.

3**Add Branding**

Upload an optional logo, choose a brand color, and enter contact information.

4**Set Defaults**

Add your disclaimer and choose the default display toggles.

Remember

This setup is designed to be completed once before your first Vehicle Resume is created. If you need to update your information later, simply return to Settings, make the change, and save again.

Completion Checklist

- ☐ Company / Dealer Name has been entered.
- ☐ Trade Name has been entered if used.
- ☐ Optional Marketing Headline has been entered if desired.
- ☐ Logo has been uploaded or intentionally left blank.
- ☐ Brand Color has been selected.
- ☐ Address, phone, and contact email have been entered.
- ☐ Disclaimer text has been entered if desired.
- ☐ Default display toggles have been reviewed.
- ☐ Save Changes has been clicked.
- ☐ Billing information and cancellation details have been reviewed.

SAVE IT ONCE. EDIT IT ANY TIME.

A complete shop setup helps every Vehicle Resume look professional and consistent from the start.