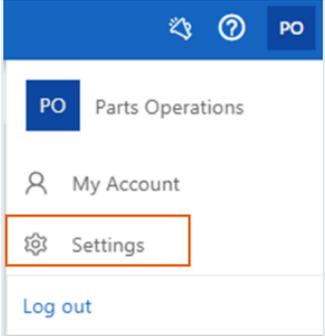
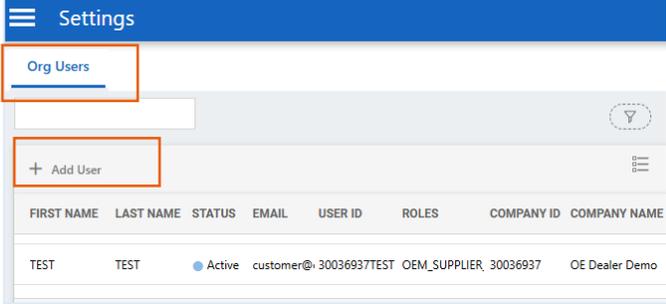


CCC® Parts – Creating and Configuring Users

Introduction This job aid reviews how to create and configure the user to receive email notifications for electronic purchase orders.

Creating Users Log into CCC® Parts using your login credentials.
<https://parts.cccis.com>

 If you cannot access CCC® Parts or to verify your Username, submit a support request here: [Parts Support Request](#).

| Step | Action |
|------|---|
| 1 |  <p>Expand the user icon on the top right to select Settings.</p> |
| 2 |  <p>Select Org Users tab and then select Add User. This tab is available only for Supplier Admin users.</p> <p> All Parts Portal users will be able to select the My Account link to access account details regardless of user role. Only users with the supplier admin roles (based on supplier type) will have the ability to modify user details from My Account.</p> |

Continued on next page

CCC® Parts – Creating and Configuring Users, Continued

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Org Users

← Back to All Users

USER

User ID * Prefix First Name * MI Last Name *

Counter Person ID Company ID *

Active

CONTACT INFORMATION

Email Address * Phone Number

ACCOUNT ACCESS

Available roles SELECT ALL

- DEALER_PROMO_ADMIN
- OEM_DEALER_INTEGRATION
- PART_SHR_USER

Selected roles SELECT ALL

- PROC_SUPPLIER_ADMIN

CANCEL SAVE

I. In the **User, Contact Information** and **Account Access** sections, enter all required information, indicated by a * red asterisk.

| | |
|----------------------------|---|
| User ID | This needs to be unique across all CCC products. |
| Company ID | Defaults to your company ID. |
| Email Address | User Email address. |
| Available Role Name | <p>This dropdown activates once you select the Company ID.</p> <p>Make sure to specify the supplier admin role as applicable. Only users with the supplier admin roles (based on supplier type) will have the ability to add/edit users belonging to their supported locations.</p> <ul style="list-style-type: none"> • OEM_SUPPLIER_ADMIN (OE Dealers) • ARO_SUPPLIER_ADMIN (Aftermarket Suppliers) • RPS_SUPPLIER_ADMIN (Recycle Suppliers) |

II. Select **SAVE**.

The confirmation window appears indicating a successful save.

The user you have created will display in the **Org Users** list. This user will also receive an Email with login credentials. The user will be able to change or reset password as needed.

LEARNING SERVICES

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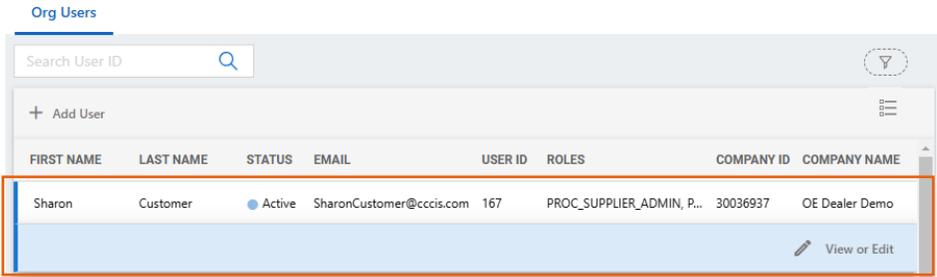
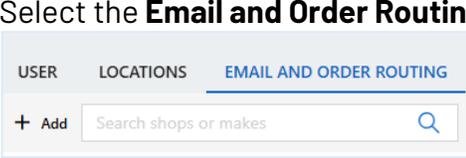
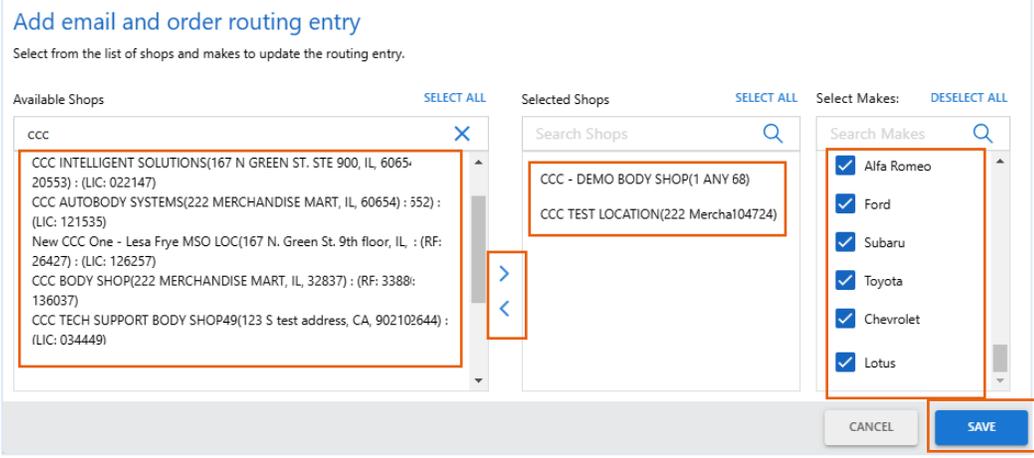
2

CCC® Parts – Creating and Configuring Users, Continued

Configuring User Emails for Routing Orders

You can configure Emails to notify users about the purchase orders that are placed.

To enable email notifications to the user, follow the steps below:

| | |
|---|---|
| |  |
| 1 | <p>Highlight the user you have created from the Org Users list and select View or Edit.</p> |
| 2 |  <p>If you are a parent supplier admin, use the Locations tab to specify a location prior configuring Email for routing orders.</p> |
| 3 |  |
| 4 | <p>Select all shops from the Available Shops section and select right arrow to move it to the Selected Shops section.</p> <p>You can also select individual shop (s) if you want the email order notifications for only selected shop(s).</p> |
| 5 | <p>Select Save.</p> <p>The user will receive notification for new purchase orders via Emails.</p> |