Instructions
Please fill out all information, select your DMS on page 7, provide 5 sample repair orders, sign last page and fax or email all pages (including 5 sample r.o.s) back to:

 Email: DealerEnroll@eJetCom.com Fax: 949-209-5255

Dealership Information

Dealership Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealership Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealership Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealership Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealership Contact Information

**Main Contact:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT/Systems:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective September 9, 2013
At JetCom, (including our parent company, Pacific Research Group, Inc.), we respect and protect the privacy of our customers and those who use our websites, products and services. This privacy statement provides details about how your personal information and or the personal information of your customers is collected and used. Personal information is any information that identifies you or your customers and would enable someone to contact you or them, such as names, email addresses, phone numbers and other non-public information that is associated with such information. This privacy statement applies to the eJetCom.com website, eSatSruv.com website, Request-Appointment.com, FriendlyReminder.com and any other sites owned or operated by eJetCom.com (the "Sites"). www.eJetCom.com. is located at 177 Riverside Ave. Newport Beach, CA 92663.

## Information Collection and Use by UsWe obtain any information from your dealer management system through reciprocal agreements with most major dealer management systems.

* We may generally use this information to provide you with communication services to tailored to your business needs,
* We acknowledge your ownership rights in your customer lists, content and phone numbers. We will never sell or rent this information without your permission, and will never use it for any purpose other than providing you with and improving our products and services or as described in this privacy statement.

## Security and PrivacyWe employ reasonable technical, administrative and physical safeguards to protect the confidentiality and security of your personal information and your customer data.

## Sharing of InformationWe will never sell or rent your personal information or your customer information to third parties for their use without your consent. We may share your contact and other information with courts, law enforcement and other relevant third parties.

## Choice/Opt-outYou always have the opportunity to opt-out or change preferences in our non-transactional email messages to you by following a link in the footer of all non-transactional email messages sent by us or by emailing us at support@eJetCom.com.

## Access to Personal Information

* You can update your JetCom account information by logging in to your account. If you would like to suspend or cancel your JetCom account or obtain further information about or access to your personal information or your customer data, you can do so by contacting JetCom customer support at support@eJetCom.com.
* We will retain and use your information for as long as your account is active or as needed to provide you services, as necessary to comply with our legal obligations, resolve disputes and enforce our agreements. Notwithstanding the foregoing, we may continue to disclose your storefront information to third parties in a manner that does not reveal personal information after you suspend or cancel your JetCom account unless you request otherwise.

## ChildrenOur Sites and our products and services are not directed to persons under 18. We do not knowingly collect personally identifiable information from children under 18.

## International UseWe are headquartered in the United States of America and you explicitly acknowledge and consent to the fact that personal information stored or processed in the United States will be subject to the laws of the United States.

## AccountabilityQuestions and inquiries concerning your privacy may be directed by email to privacy@eJetCom.com or write:

JetCom
177 Riverside Ave
Newport Beach, CA 92663
Attention: Privacy Manager

Notification of ChangesIf we decide to change this privacy statement in any material way, we will notify you here, by email, or by means of a notice on the JetCom website. For major changes in how we use personally identifying data, we will provide advance notice. In all cases, your continued use of any Site or our products and services constitutes consideration and your binding acceptance to any such changes.

## Information Collection, Use by Us And FeesWe are the sole manager of information collected from your dealer management system, except for contact lists and content that you provide to us in connection with your use of our products and services (such as your logo or storefront information). We collect information only as necessary to fulfill the purposes set forth in this privacy statement and we will not sell, share, or rent this information to others in ways different from what is disclosed here.

We may obtain information from you that you provide during any voluntary or mandatory registration process on our Sites (for example, registering for emails from us or signing up to evaluate our products or services) or when you call or email us (for support or otherwise). If you have signed up for future mailings and later wish to opt-out of receiving future mailings, you may do so at any time (see the "Choice/Opt-out" section below). We may use this information to provide you with requested information or products and services, to tailor the presentation of the Sites or products or services to you, to facilitate your movement through the Sites or your use of our products and services, to improve our products and services and do a better job of marketing them, or to communicate with you.

Our Sites also offer opportunities for you to purchase some of our products and services. Any payment information that you provide to us (on our Sites or otherwise), including credit card data, will only be used to facilitate payment for such products and services.

You acknowledge and expressly agree that we may obtain additional information about you that we collect from other sources, such as information you provide at seminars or to our partners, information that is publicly available or that you consent to us receiving from third parties. With your consent, we may also access information from third party social networking sites ("SNSs"). The information you allow us to access varies by SNS, and it is affected by the privacy settings you establish at the SNS. When you consent to the SNS sharing information with us, the SNS may know that you have a relationship with us. You can control and find out more about these privacy settings at the applicable SNS. We may use this information to provide you with our products and services, to improve our products and services and do a better job of marketing them, or to communicate with you.

We also keep track of activity on our Sites using log files stored on our web servers. We collect information that includes your IP address, browser type and version, geographic location, pages you view, how you got to our Sites and any links you click on to leave our Sites, and any device or other method of communication you use to interact with the Sites. We also gather aggregated tracking information regarding overall usage of the Sites and the products and services, including tallies of page views and click-through activity and the number of messages sent using our products or services. We may use this information to assist us in offering you a personalized experience, to assist you with technical support, to diagnose problems with our servers, in connection with our security program, to administer our Sites, to improve our products and services and do a better job of marketing them, or to tailor our product and service offerings to you.

We may monitor or record any of your telephone conversations with us for quality control purposes, for purposes of training our employees and for our own protection.

We will also obtain any information that you provide to us in connection with the use of our products and services, such as contact lists (including email addresses and phone numbers of your subscribers) and content (including storefront information). We acknowledge your ownership rights in such contact lists and content. We will never sell or rent your customer data, contact lists or content to anyone without your permission, and will never use your customer data, contact lists or content for any purpose other than providing or improving our products and services or as described here.

If you offer to sell your products and services to your subscribers and others in the form of various promotional deals or coupons (each, a "Deal"), you agree that any Deal-related content is non-confidential for all purposes and that we may make the Deal itself publicly available on one of our Sites.

There is a charge to use the basic DMS data collection services of $179 per month. Other services that you may elect to utilize have additional costs and are listed on our website.

## Security and PrivacyWe employ reasonable technical, administrative and physical safeguards to protect the confidentiality and security of your personal information. We use industry-recognized technical safeguards, such as firewalls, and have adopted and implemented security procedures to protect your information and customer data from loss, misuse or unauthorized alteration. When we collect financial account information, such as credit card numbers, we protect its transmission through the use of encryption such as the Secure Socket Layer (SSL) protocol. Notwithstanding our efforts, we cannot guarantee absolute or unqualified protection of this information given the open nature and resulting instability of the Internet and World Wide Web, and we make no representations or warranties as to the effectiveness of our security and assume no liability for security breaches or any failure in the security of your computer equipment, your internet service provider or other networks and communications providers.

## Sharing of Information DetailsWe will never sell or rent your personal information to third parties.

We may contact you with offers, services or products that may be of interest to you, and, if you consent, provide you with their products or services. If you are working with a partner and would like that partner to have full access to your account, we will provide access to just that partner upon your request.

We may also share non-personally identifying information in the aggregate with third parties, such as the media, industry observers, customers, potential customers or partners. For example, we may disclose mobile search trends, email open rates by industry, or the number of users that have been exposed to, or clicked on, our Sites or evaluated or purchased our products and services.

Lastly, we may disclose your personal information to courts, law enforcement authorities and/or other relevant third parties, such as internet service providers, when such disclosure is necessary or advisable, in our sole discretion, to conduct an investigation, respond to a third party or law enforcement subpoena or court order, bring legal action, prevent harm to others or pursue other relief when you or a third party are or may be: (a) violating our terms and conditions of use; (b) causing injury or other harm to, or otherwise violating our property or other legal rights, or those of other users or third parties; or (c) violating federal, state, local, or other applicable law. This disclosure may include transferring information to the U.S. and outside the European Economic Area. To the extent we are legally permitted to do so, we will take reasonable steps to notify you in the event that we are required to provide your personal information to third parties in connection with a subpoena.

## Cookies and Web BeaconsWe use a variety of technologies on our Sites. Among these are cookies: a text-only string of information that a website transfers to the cookie file of the browser on your computer so that the website can remember your browser in the future. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a unique number. When you visit our Sites, open our email, encounter our services online (including on one of our customer's websites), or click on one of our banner ads or videos, we or an authorized third party may send you a cookie.

Cookies may be used by us in many ways: they allow us to verify the login status of customers using products or services linked directly with our Sites, track point of entry to point of registration for those users participating in our affiliate signup programs, track and measure the success of a particular marketing campaign, provide you with improved customer service and provide you with more relevant content. Cookies also allow us to track overall site usage and determine areas users prefer, as well as enable us to make your visit to our website easier by recognizing you when you return and help to provide you with a customized experience.

Information gathered through usage of a cookie is not linked to any personal identifying information, unless you become a trial or paying customer. Once you submit personally identifiable information on our Sites (for example, by signing up to be a trial or paying customer or by signing up for a seminar or white paper), we may link such information with cookies or other identifiers that are associated with your visit(s) to our Sites. You have the ability to accept or decline cookies by modifying the settings in your browser. If you choose to disable cookies, you may still use our Sites; however, you may have limited access to some areas within our Sites or a different experience. For more information on how to manage cookies in your web browser, see http://www.aboutcookies.org. We also provide you with an option to opt-out of receiving certain cookies associated with our online advertising.

Some of our web pages, emails, and other online content may contain electronic images provided by us or authorized third parties known as web beacons, also known as single-pixel GIFs, which are invisible graphical images. These web beacons allow us to count users who have visited our Sites, seen our ads, or opened our email, and to track whether messages are shared using our social share features and, once shared, whether these messages are opened by the recipient. In addition, when you click on a link in an email, we record this individual response to allow us to customize our offerings to you. Web beacons collect only limited information, such as a cookie identifier, time and date of a page being viewed, and a description of the page on which the web beacon resides. Web beacons cannot be declined when delivered using a regular web page, but they can be refused when delivered by email. If you do not wish to receive web beacons by email, you will need to disable HTML images or refuse HTML (select Text only) emails via your email software.

We may share non-personally identifying information with third parties, such as the media, industry observers or potential customers or partners.

## Choice/Opt-outOur Anti-Spam Policy tolerates only permission-based email. You may choose to opt-out or select your email preferences when you sign-up for our email lists. You always have the opportunity to opt-out by following a link in the footer of all non-transactional email messages sent by us or by emailing us at support@eJetCom.com. In addition, anyone receiving emails from us on behalf of our customers always has the opportunity to opt-out of email messages from such customer by using the opt-out link included in the link in the footer of the message. If you believe that you have received an unsolicited commercial email from us on behalf of any of our customers, you may report it to us at support@eJetCom.com.

Some communications (for example, important account notifications and billing information) are considered transactional and are necessary for all of our customers. You must cancel your eJetCom account, as applicable, to unsubscribe from these communications. To cancel your eJetCom account, please email us at support@eJetCom.com.

To manage the information we receive about you from an SNS or any other third party, you will need to follow the instructions from that party for updating your information and changing your privacy settings. The information we collect is covered by this privacy statement and the information the third party collects is subject to such third party's privacy practices. Privacy choices you have made on any third party site will not apply to our use of the information we have collected directly through our applications.

## Refer a FriendIf you choose to use our referral service to tell a friend about our Sites or our products and services, we will ask you for your friend's email address. We will automatically send your friend a one-time email inviting him or her to visit our website. We retain this information for the sole purpose of sending this one-time email and tracking the success of our referral program. Such referrals may not be permissible in all situations or in all jurisdictions. You acknowledge and agree that you are solely responsible for compliance with any applicable laws in this regard. Your friend may contact us at support@eJetCom.com to request that we remove this information from our database.

## Third Party Links and Information Collection and Use by Our CustomersSome of our Sites provide links to third-party websites, such as those of our business partners, online advertising partners, SNSs and payment processors. While on these sites, we or these third parties may collect information about you. In addition, you may be asked to provide certain personal information or credit card information to our customers in connection with their use of our products and services, such as when you respond to a survey or register or pay for an event, or otherwise.

Because we do not control the information policies or practices of these third parties or our customers, you should review their privacy policies to learn more about how they collect and use personally identifiable information. We are not responsible

## Notification of ChangesWe reserve the right to modify this privacy statement at any time, so please review it frequently. If we decide to change this privacy statement in any material way, we will notify you here, by email, or by means of a notice on www.eJetCom.com so our users are always aware of what information we collect, how we use it and under what circumstances, if any, we disclose it. For major changes in how we use personally identifying data, we will provide advance notice. In all cases, your continued use of any Site or our products and services or constitutes consideration and your binding acceptance to any such changes.

DMS
*\*Please identify your dealership in-house DMS provider
\*Provide applicable DMS setup and access information based on your DMS*

|  |  |
| --- | --- |
| DMS System | Requirements |
| □ ADP ELITE | -ADP Elite Dealers will need to set up a Dealer Tire specific login and password (\*Please do not provide a current employee login). -Login will need to then be assigned access to the applicable Dealer Parts account area **(normally –I)** and will also need to be set up with **“ENG”** function access with the ability to **“Enter English Statement”**  |
| □ ERA(Reynolds & Reynolds) | -Installation of **SMART/SMART-R** -> dealer will need to install the IntegraLink **SMART/SMART-R** software if they do not already have the software established on a PC for their current server. **-Application Access to the desired parts area. Program access to (6910)** |
| □ AUTOMATE | -Dealer will need to sign the IntegraLink provided Automate Authorization form to be faxed to Automate.(Automate requires this for any newly established data extraction)-If Dealer does not have telnet access available, the dealer will need to install the IntegraLink SMART software if they do not already have the software established on a PC for their current server |
| □ ARKONA (Dealer Track) | FTP - Data export set up by dealer in dealers Arkona DMS  |
| □ ACS | FTP - Data export set up by ACS |
| □ UCS | FTP - Data export set up by dealer in dealers UCS system |
| □ PBS | FTP - Data export set up by PBS **\*PBS signed dealer authorization form is required prior to setup** |
| □ DEALERBUILT (Formally Lightyear) | FTP - Data export set up by dealer in dealers DealerBuilt System **\*DealerBuilt signed authorization form is required prior to setup** |
| □ ADPGRP1 (ADP Group1) | New ADPGRP1 enrollments are now being handled as automated collections. Dealer will enroll as ADPGRP1 IntegraLink will establish connection and collections through ADGRP1 support |
| □ AUTOSOFT | FTP - Data export set up by Autosoft **\*Autosoft signed dealer authorization form is required prior to set up** |
| □ Proceed | FTP - Data export is set up by the dealer in dealers Procede DMS |
| □ SelectQu. | FTP - Data export set up by Select Q |
| □ SERTI | FTP - Data export set up by SERTI **\*SERTI will contact the dealer for confirmation and there may be an additional annual maintenance fee for supporting the transfer.** |

DMS ACCESS
*\*Please provide the below information for connection access to your DMS system:*
***\* Information below is NOT needed for FTP based DMS dealers. If you are an FTP based dealer, please continue to the next step.***

|  |
| --- |
| **DMS Server IP address** |
|  |
|  **DMS - UserName** | **DMS - Password** |
|  |  |

Sample Data Service

Sample RO #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample RO Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample RO VIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Store/Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization

Dealers Authorizing - Name/Title/Date/Signature:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_