

# 2017 CONTACTS UPDATE FORM

**\*\*MANDATORY\*\***



By updating key employee contacts and web information, you enhance the ability of the Association to:

- Provide relevant and timely communications on important issues.
- Update members with urgent Dealer Bulletins and News.
- Allow members to register for events like training seminars, workshops, Auto Show etc.

This form provides us with the information to keep our website current. These are the contacts we are required to have on file for your dealership. Please fill out the contact information below (please ensure changes are legible) and return back to us.

Once we receive this information, we will set your profile in our online system and provide login credentials to your billing rep to access to the Members section of our website. You can login to your account by visiting <http://business.newcardealers.ca/login> to update your staff contacts, make online payments, register for events and update your company profile. These changes can be made under Account Settings > Company Information or Personal Information.

If you have trouble signing in on the NCD A website or have questions about this form, please contact Eleonor McGarry at [accounting@newcardealers.ca](mailto:accounting@newcardealers.ca) or 604-214-9964.

*Form completed by:* \_\_\_\_\_

*I confirm there are no changes to the contacts listed below (if applicable).*

Dealership	
Corporation	
Dealer Group Affiliation	
Franchise	
Address	
Phone, Fax & Website	
General Email	

Dealer Principal	
Email Address	
General Manager	
Email Address	
General Sales Manager	
Email Address	
Controller	
Email Address	
HR Manager	
Email Address	
Privacy Officer	
Email Address	

<b>Marketing Manager</b>	
Email Address	
<b>Internet Sales Manager</b>	
Email Address	
<b>IT Manager</b>	
Email Address	
<b>Fixed Operations Mgr.</b>	
Email Address	
<b>Service Manager</b>	
Email Address	
<b>Parts Manager</b>	
Email Address	
<b>Body Shop on Location</b>	<b>Details:</b>
<b>Body Shop Manager</b>	
Email Address	

Would you like to receive more than one copy of Signals? Please indicate number of *extra* copies. QTY: \_\_\_\_