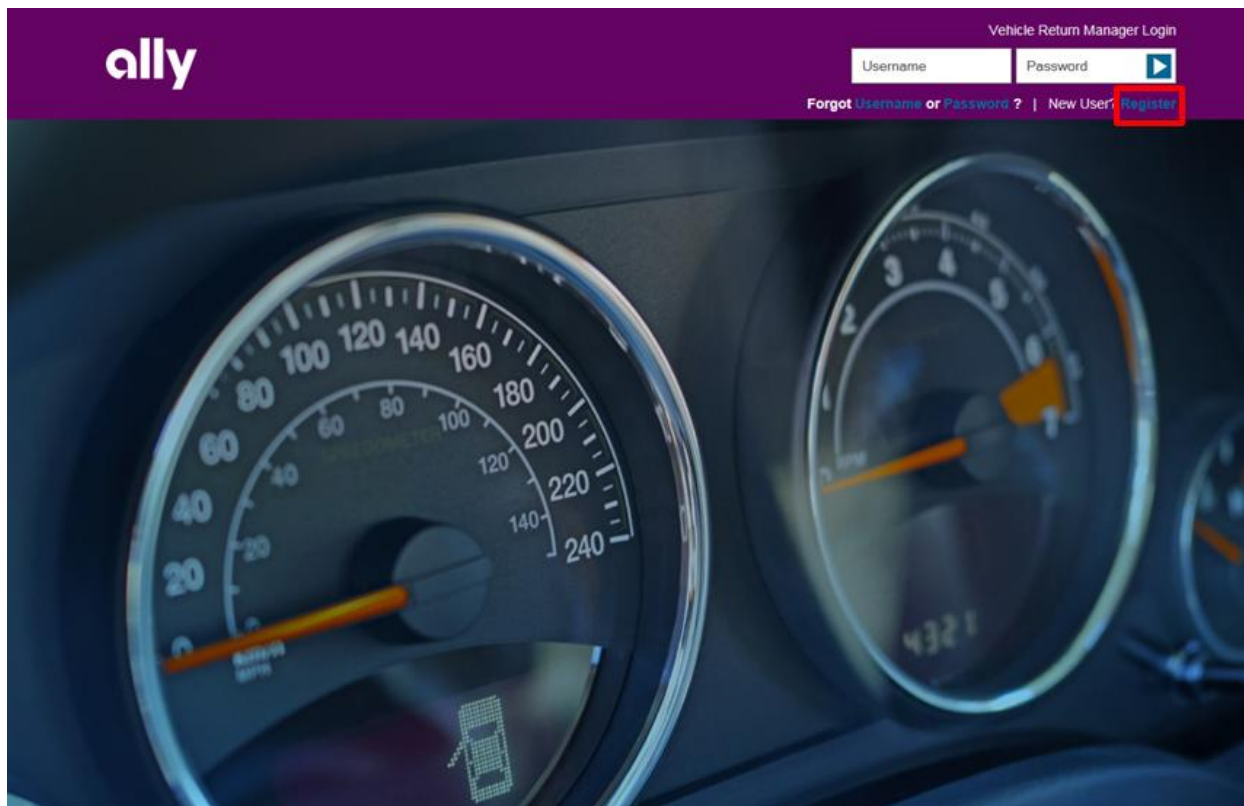**DEALER SELF-REGISTRATION PROCESS**

1. Type **www.allyvehiclereturnmanager.com** in your desktop URL. The Ally Vehicle Return Manager entry page will display.

2. Click on **Register** next to **New User?** in the upper right corner. The Ally Vehicle Return Manager registration page will display.

3. Complete the **Provide User Information** section.

Ally Vehicle Return Manager – Dealer Self-Registration

4. Complete the **Provide Dealership Information** section.

5. Click **Submit**.

6. Once the registration has been submitted to OPENLANE, the dealership-approved authorizer will provide approval and OPENLANE will email the dealer back with a dealer user ID and password within 48 hours.

7. Once the dealer is granted access to the Ally Vehicle Return Manager, the user will receive either an existing ADESA OPENLANE user ID email notification or a new user email notification.
   - **Dealers with an existing ADESA OPENLANE ID:**
     - If users have an existing ID with other ADESA OPENLANE applications (e.g., ADESA.com), they will receive one email with their existing user ID indicating they have access to the application and a link to the Ally Vehicle Return Manager. They will need to remember the password associated to that user ID to log in.
     - If they do not remember the password, they will need to select the **Forgot Username or Password?** link in the upper right corner of the Ally Vehicle Return Manager. They will receive an email to reset their password.

EXISTING USER EMAIL:

Email Subject: Ally Vehicle Return Manager

Hello [Name],

We're pleased to welcome you as a new user of the Ally Vehicle Return Manager.

Your existing user id: [User ID] has been updated to allow access to Ally Vehicle Return Manager.

Log in with your existing user id and password at www.Allyvehiclereturnmanager.com

You'll be able to:

- *Obtain payoff quotes on retail and SmartLease accounts*
- *Ground or Purchase SmartLease vehicles*

- **Dealers without an existing ADESA OPENLANE ID:**
  - If dealers are new user to ADESA OPENLANE, they will receive two emails:
    1) Email with their new user ID
    2) Email with a Create Password link. Dealers will be asked to click on the link to create their password and challenge question.

    Note: The Create Password link expires within 24 hours, so users must log in. If they don't log in within 24 hours, they will need to call the OPENLANE Help Desk at 844-318-7859 and request a new password email be resent.

NEW USER EMAIL:

Email Subject: Ally Vehicle Return Manager

Hello [Name],

We're pleased to welcome you as a new user of the Ally Vehicle Return Manager.

Here's your permanent user ID: [User ID]

*A separate email has been sent with a temporary password link. Select **Create Password** button and complete the registration process.*

Log in with the credentials you created during registration. You'll be able to:

- *Obtain payoff quotes on retail and SmartLease accounts*
- *Ground or Purchase SmartLease vehicles*

8. Once users have established their user ID and password on the Ally Vehicle Return Manager desktop application, then they can download the app onto their mobile device:
   - For an IOS device, search in the Apple App Store for Ally Vehicle Return Manager.
   - For an Android device, search in the Google Play Store for apps under OPENLANE, then Ally Vehicle Return Manager.
   - Once the app is selected, download onto your mobile device.