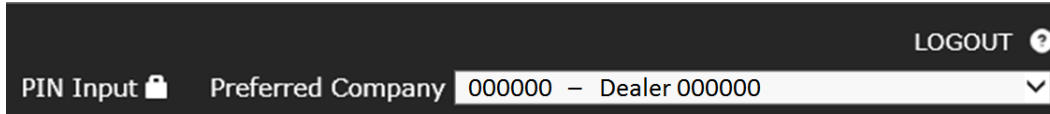


Establishing Your *earn*POWER Company Affiliation Through GlobalConnect

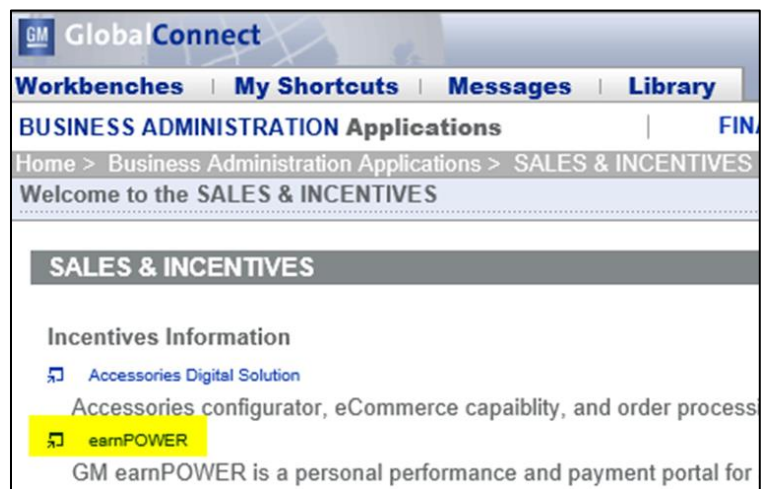
*earn*POWER now lists your affiliated companies (companies you work for) in two places:

- Your *earn*POWER profile
- The upper right corner of your *earn*POWER home page



If you are a Dealer trying to activate your PIN and your BAC is not listed in the dropdown (or no dropdown exists), you need to establish your company affiliation in the *earn*POWER system. To establish a company affiliation, follow these steps:

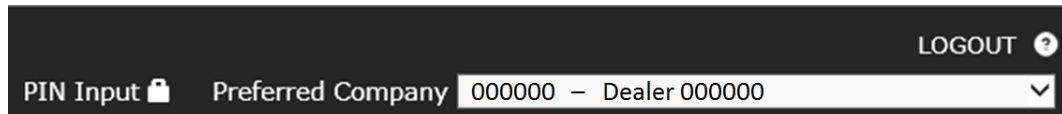
1. If you DO have a GlobalConnect login for the BAC you are activating a PIN for, log into GlobalConnect and skip to Step 4.
2. If you DO NOT have a GlobalConnect login for the BAC you are trying to activate a PIN for, ask your dealership Partner Security Coordinator (PSC) to create a GlobalConnect account for this BAC.
 - a. Once Step 3 is complete, log into GlobalConnect.
3. Click on Workbenches
 - a. Under Workbenches click on Business Administration
 - b. Then click Sales & Incentives
 - c. You should see a link for *earn*POWER
 - d. Click the *earn*POWER link



Now you are in *earn*POWER

4. If you DO have an *earn*POWER account and work for/own more than one dealership, you can select your preferred dealership:
 - a. Click Profile in the top banner and then click Company on the Profile screen.
 - b. Check the box next to the BAC/dealership you want to identify as your preferred BAC (this will be the default BAC when you first log in to *earn*POWER).
 - c. Click the Next button to page through your profile.
 - d. Click the "Finished" button.
5. If you DO NOT have an *earn*POWER account and work for/own more than one dealership:
 - a. You will be taken to the Profile section.
 - b. You must complete all required fields of your Profile.
 - c. Click Profile in the top banner and then click Company on the Profile screen.
 - d. When you get to the Company section, check the box next to the dealership you want as your preferred BAC (this will be the default BAC when you first log in to *earn*POWER).
 - e. Complete all required sections on your Profile pages and click the "Finished" button.

6. You will be taken to your **earn**POWER home page.
7. Click the PIN Input lock in the top banner on the right side.



- a. You should now see the BAC you are trying to activate the PIN for in the Preferred Company drop down.
- b. Select the BAC and enter your PIN. (**Note:** If you only work for or own one dealership that dealership will be displayed and no selection is required)

PIN Input ×

Pin input for Company: 000000 - Dealer 000000

If what is listed here is incorrect or missing, [click here](#) for instruction to make a change or add an additional company.

* Input PIN:

* My Role at the company is: Dealer Operator/Executive Manager
 Acting Administrator (for this PIN)

* = Required Fields

8. When the PIN is successfully entered, the Program Administration tile is displayed.

Establishing a Company Affiliation for an Employee

If you are trying to enroll a dealership employee in a program and you cannot find that employee when you do a search in the enrollment tool, chances are the employee has not established an affiliated company relationship with the dealership. Do the following:

1. Have the employee log in to **earn**POWER through GlobalConnect, making sure the GlobalConnect account they are logging into is linked to your Dealership.
 - a. See step 1 above if the employee's GlobalConnect account is not associated to your dealership.
2. Once the employee has successfully logged into **earn**POWER from GlobalConnect with the correct dealership association you will be able to enroll them in the program by using the search function in the enrollment tool.