

Step-by-step guide

ADESA[®].COM

Buy and sell—in lane and online

REGISTER



ADESA[®].COM



NOTE: In section I: Eligible participant, fields in red are required information for the dealership.

NOTE: In section II: Authorized users, fields in red are required information for the user.

2. SUBMIT REGISTRATION

- Click the SUBMIT REGISTRATION button when complete.



3. RECEIVE CONFIRMATION EMAIL

- After you have completed the online registration form, an automated email will be sent to you.
- Check your email for submission confirmation.

Your registration request has been submitted successfully. ADESA will contact you within 1 business day to provide you with access to the site and walk you through how to improve your wholesale process. For questions or concerns please contact Customer Connection at (888) 526-7326 or email us at customerconnection@adesa.com.

Please note that your registration will not be processed until ADESA has received all the required documents listed in this web page: <http://www.adesa.com/dealer-regn-forms>

4. COMPLETE REGISTRATION

- Customer Connection will then contact you to complete your registration information.



FOR AN EXISTING ACCOUNT: ADD OR REMOVE USERS

1. ACCESS THE CHANGE SUBMISSION FORM

- Click on the **CLICK HERE AND COMPLETE THE FORM** link.



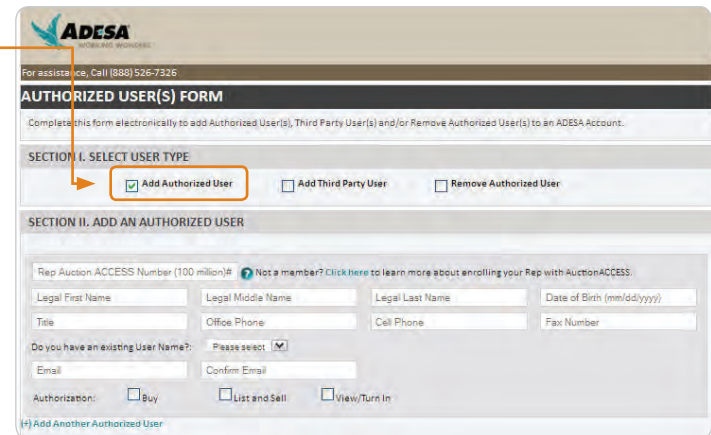
REGISTRATION FORM STEP 1 STEP 2

To add or remove users from an existing ADESA account, please **click here and complete the form**.
I am registering a Business with address located in

USA International For Canadian Registrations, please click here to register with ADESA.ca

2. ADD AN INDIVIDUAL USER

- Click the **ADD AUTHORIZED USER** radio button.
- Fill in all required fields.
- Click submit button when complete.



ADESA WORKING WONDERS

For assistance, Call (888) 526-7326

AUTHORIZED USER(S) FORM

Complete this form electronically to add Authorized User(s), Third Party User(s) and/or Remove Authorized User(s) to an ADESA Account.

SECTION I. SELECT USER TYPE

Add Authorized User Add Third Party User Remove Authorized User

SECTION II. ADD AN AUTHORIZED USER

Rep Auction ACCESS Number (100 million)# [Not a member? Click here to learn more about enrolling your Rep with AuctionACCESS.](#)

Legal First Name Legal Middle Name Legal Last Name Date of Birth (mm/dd/yyyy)

Title Office Phone Cell Phone Fax Number

Do you have an existing User Name? Please select: Yes No

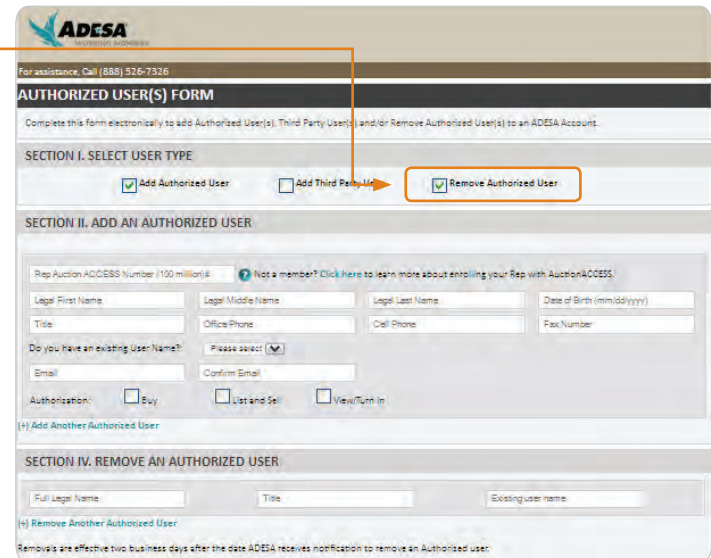
Email Confirm Email

Authorization: Buy List and Sell View/Turn In

(+) Add Another Authorized User

3. REMOVE AN INDIVIDUAL USER

- Click the **REMOVE AUTHORIZED USER** radio button.
- Fill in all required fields.
- Click submit button when complete.



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Rep Auction ACCESS Number (100 million)# [Not a member? Click here to learn more about enrolling your Rep with AuctionACCESS.](#)

Legal First Name Legal Middle Name Legal Last Name Date of Birth (mm/dd/yyyy)

Title Office Phone Cell Phone Fax Number

Do you have an existing User Name? Please select: Yes No

Email Confirm Email

Authorization: Buy List and Sell View/Turn In

(+) Add Another Authorized User

SECTION IV. REMOVE AN AUTHORIZED USER

Full Legal Name Title Existing user name

(-) Remove Another Authorized User

Removals are effective two business days after the date ADESA receives notification to remove an Authorized user.

4. COMPLETE REGISTRATION

- Customer Connection will then contact you to complete your registration information.

FOR MORE INFORMATION

For more information, please visit the ADESA help site at www.help.ADESA.com

QUESTIONS?

CALL: Customer Connection at 888-526-7326

EMAIL: customerconnection@adesa.com

CHAT: Live on www.ADESA.com

GET HELP: help.ADESA.com