

**RESOURCE CENTER ACCESS REQUEST FORM**

Please provide the following information:

DEALERSHIP			
Address		Franchise:	
City/Prov.		Postal Code	
Phone		Fax	
Dealer Principal		E-Mail Address	

FIRST & LAST NAME	TITLE/ POSITION	E-MAIL ADDRESS	RESOURCE CENTER		
			MARKET ANALYSIS PROGRAM		F&I LOG
			ACCESS LEVEL	INDIVIDUAL FSM REPORTS?	F&I LOG
Sample User	Fin.Serv.Mgr.	fsm@dealershipemail.ca	03	Y	Y

**MARKET ANALYSIS PROGRAM ACCESS LEVELS**

**01** - Dealer Group Access

**02** - Dealership Access (to all reports within a dealership)\*\*

**03** - FSM - individual access (can view and submit own report)\*

**04** - FSM – no access (set up for reports, but no on-line access)

\*Level 03 users must select 'Y' to receive "Individual FSM Reports", otherwise they will have no data to view in the Market Analysis Program.

\*\*Level 02 users who are FSM's may choose to select 'Y' to receive Individual FSM reports and Dealer Overall Reports, or they can select 'N' if they just want to receive a Dealer Overall report.

This signed agreement is to confirm our intention to allow the employees listed above access to dealership data and reports via FCIC's Resource Center.

\_\_\_\_\_  
Authorizing Dealership: Name/ Title/ Signature

\_\_\_\_\_  
Email Address (to receive all **Confidential** Login Information for current and future access request changes)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Email Address to receive Monthly Dealer Report (if different than above)

**NOTE: To ensure security – all changes to your staff and/or access must be reported to First Canadian –as soon as possible.**

Phone: 1-800-561-3242 or 780-410-4547

Fax: 780-467-4016

Email: [dealersupport@firstcanadian.ca](mailto:dealersupport@firstcanadian.ca)