

**F&I Log & Market Analysis Program Access Request Form**

Phone: 1-800-561-3242

Fax: 1-888-767-4016

E-mail: [dealersupport@firstcanadian.ca](mailto:dealersupport@firstcanadian.ca)

<b>Dealership Name</b>		<b>Address</b>	
<b>Dealer Principal</b>		<b>City/Province</b>	
<b>Phone #</b>		<b>Fax # / E-mail</b>	

First & Last Name	Title/ Position	E-Mail Address	Access Level	Market Analysis Program		F&I Log	
				Access (Y/N)	Individual FSM Reports	Access (Y/N)	View ALL or OWN deals
Sample User	FSM	<a href="mailto:fsm@dealeremail.com">fsm@dealeremail.com</a>	03	Y	Y	Y	ALL

Access Levels	
<b>01</b> - Dealer Group Access (user has access to all stores within a dealer group)	<p><b>*Level 02</b> users who are FSM's may be "Y" for "Individual FSM Reports", or they can be "N" which will result in no available individual FSM reports. Their data will be combined in the overall dealer reports only.</p> <p><b>**Level 03</b> users must be "Y" for "Individual FSM Reports", otherwise they will have no individual data to view in the F&amp;I Log or Market Analysis Program, as they do not have access to view dealer reports</p>
<b>02</b> - Dealership Access (user has access to all reports within a dealership)*	
<b>03</b> - FSM - Individual access (user can only view own reports; must be "Y" for individual FSM Reports)**	
<b>04</b> - FSM – No access (set up for reporting purposes only, but no on-line access)	

**This signed agreement confirms our authorization for the above listed employees to have access to the First Canadian Group of Companies (FC) online Resource Center.**

\_\_\_\_\_/\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
**Email Address** - to be copied on all confidential login information emails for current and future access requests

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
**Email Address** - to receive monthly dealer reports (if different than above)

**To ensure security of confidential dealership data, please communicate all staff changes and access level changes immediately to [dealersupport@firstcanadian.ca](mailto:dealersupport@firstcanadian.ca)**