



Car-Part ProTM

*Recycled auto parts market designed exclusively
for the professional repairer*

CREATING A NEW CAR-PART PRO ACCOUNT FOR CREF

STEP 1: CREATE ACCOUNT

At CarPartPro.com, find the **Login** box and click **New User?** Or **Create an account now!**

A screenshot of the Car-Part Pro login page. The page has a light blue background. At the top, the word "LOGIN" is centered in blue. Below it, there are two input fields: "Email:" and "Password:". A blue "Login" button is positioned below the password field. Underneath the button, there are two links: "New User?" and "Forgot User Name or Password?". Below these links, a line of text reads "By logging in you agree to [terms](#)". At the bottom of the page, the "Car-Part.com" logo is displayed. A red arrow points from the "New User?" link to the "Create an account now!" button shown in a separate callout box below the screenshot. The callout box is a dark blue rounded rectangle with a white right-pointing arrow and the text "Create an account now!".

LOGIN

Email:

Password:

Login

[New User?](#) • [Forgot User Name or Password?](#)

By logging in you agree to [terms](#)

Car-Part.com

▶ **Create an account now!**

The **Create an Account** page will open.

In the **Email** field, type your email address.

In the **Password** field, create a password for this account. Confirm this password by re-typing it in the **Confirm Password** field.

CREATE AN ACCOUNT

Email:

Password:

Confirm Password:

Please enter a personal question and answer. You will need to know this question and answer if you lose your password.
Example: What is your mother's name?

Security Question:

Security Answer:

necesse *uvstze*

Type the two words:

reCAPTCHA™
stop spam.
read books.

[Create Account](#)

[Return to Login](#)

If you ever forget your password in the future, part of the process of regaining it will be to answer a security question. Here, set your security question and answer. This should be a personal question that you know the answer to but would not be easy for someone else to guess.

Some examples of security questions are:

- What was your childhood nickname?
- In what city did you meet your spouse?
- What was the last name of your sixth grade teacher?
- In what city does your nearest sibling live?

CREATE AN ACCOUNT

Email:

Password:

Confirm Password:

Please enter a personal question and answer. You will need to know this question and answer if you lose your password.
Example: What is your mother's name?

Security Question:

Security Answer:

necesses *WISKEY*

Type the two words:

 **reCAPTCHA™**
stop spam.
read books.

[Create Account](#)

[Return to Login](#)

Lastly, we just have to confirm that you are human. Type the words you see in the RECAPTCHA box.

If you want to try new words, click the circling arrows icon.



If you would rather hear an audio clue, click the speaker icon.



When you have entered your answer, click **Create Account**.

CREATE AN ACCOUNT

Email:

Password:

Confirm Password:

Please enter a personal question and answer. You will need to know this question and answer if you lose your password.
Example: What is your mother's name?

Security Question:

Security Answer:

necesse *uirstae*

Type the two words:

 **reCAPTCHA™**
stop spam.
read books.

[Return to Login](#)

You will receive an email at the address you signed up with. When you receive this email, click the **Activate Account** link in the message.

Car-Part.com Account Registration: Please Activate Your Account

Thank you for signing up for an account on Car-Part.com. Please follow this link to activate your account: [Activate Account](#) 

When you click the **Activate Account** link, your browser will open to the **Activate Account** page. Here, enter the password you just created, your name, your postal code, and your phone number.

Select your buyer type (**Education, Student** or **Education, Instructor**). For **Company Name**, enter "CREF" and then your school name.

Review the Car-Part Pro User Agreement. If you agree with the terms, click the checkbox and then click **Activate**.

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ACTIVATE ACCOUNT

Password: [masked]

Name: John Smith

Postal Code: 41017

Phone Number: 555-555-5555

Business (Buyer) Type: [dropdown menu]

Company Name: [input field]

Collision Shop
Mechanical Shop
Rebuilder
Insurance
Independent Appraiser
Car-Part Gold Recycler
Education, Student
Education, Instructor

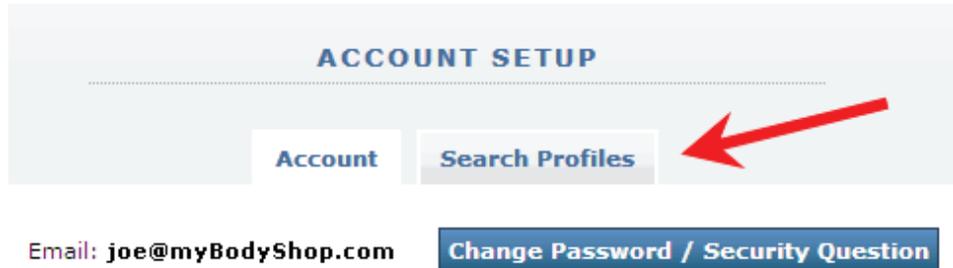
I agree to Pricing Terms and the Car-Part Pro User Agreement.

Activate

STEP 2: CREATE A SEARCH PROFILE (OPTIONAL)

When you click the **Activate** button, the **Account Setup** page will open. This is where you can modify your account. (After your original setup, you can find this page by hovering over your email address in the top right corner of the search page, then clicking **Settings**.)

Click the **Search Profiles** tab.



On the **Search Profiles** tab, you can create search profiles. Search profiles allow you to save your favorite search settings so you don't have to manually select the same options every time you want to perform a search.

To create a new search profile, type a name in the **New Profile** box. This is how you will identify this particular set of selections during your searches. After you type the profile name, use the drop-down boxes to select your search preferences for this profile.

Delivery Days – CREF students should plan to pick up any parts themselves, so leave this filter set to **Ignore Delivery**. Many part providers will also ship parts, so contact a part provider for more information about a specific part if you are unable to pick up a part yourself. If you set this filter to an option other than **Ignore Delivery**, it specifies how soon a part provider can deliver a part to a local shop, in business days. *This delivery information is usually not applicable to CREF students.*

Region – Leave this filter as **All Areas/Select Area** to include all parts regardless of location. You will be able to sort the search results page by distance. Otherwise, select the country, region, or state you would like to include in the search. Regions can be identified using the map available at <http://car-part.com/buyer.htm>.

Certification – Set this filter to **Collision Repair Education Foundation** in order to see only parts from parts providers who have pledged to support CREF. Otherwise, leave this selection as List Certifications to include all parts regardless of recycler certification. Applicable certification levels will be listed in the Dealer Info column of your search results page. You may also select a certification level to search only for parts sold by recyclers who hold at least that certification level. For example, if you select Car-Part Silver Certified Dealers, your results will include Car-Part Silver Certified Dealers as well as Car-Part Gold Certified Dealers.

Warranty – This filter specifies a minimum warranty. Your search results will include parts that are sold with a warranty that meets or exceeds your selection. For example, if you select 3 Year Warranty, your results will also include parts with a Lifetime Warranty and a 3 Year+Labor Warranty. Your warranty selection will be included in the prices displayed in the results.

Part Type – This filter allows you to narrow your search results by part type. Leave this selection as **All Part Types** to include all parts in your search. Otherwise, select one of the following:

- **Recycled-Graded w/VIN** – Includes only recycled parts that provide both a part grade and a VIN in the part listing.
- **All Parts exc. Aftermarket where known** – Excludes any parts that recyclers indicated are aftermarket parts; however, sometimes recyclers may not properly indicate that a part is an aftermarket part. This means it is possible that results may include aftermarket parts. Contact the seller to be sure.
- **Recycled-Graded w/VIN+Certified AM** – Includes recycled parts that provide both a part grade and a VIN in the part listing. Also includes aftermarket parts that have been certified by a third party program.
- **Recycled-Graded w/VIN+Cert+Validated AM** – Includes recycled parts that provide both a part grade and a VIN in the part listing. Also includes aftermarket parts that have been certified by a third party program, and/or have had service levels validated by a third party program.
- **Certified Aftermarket** – Includes only aftermarket parts that have been certified by a third party program.
- **Validated and Certified Aftermarket** – Includes only aftermarket parts that have been certified by a third party program, and/or have had service levels validated by a third party program.
- **All Aftermarket** – Includes all levels of aftermarket parts, including those that have been certified and/or validated by a third part program.

Part Grade – This filter selects a minimum part grade.

Limit Year – This filter allows you to specify if you want to include only **Same year or newer** parts.

Body Part Price Type – This filter specifies price type. Leave the selection as **Show Seller Default Pricing Type** to display body part prices in the way the seller has chosen. **Actual** displays the price the part provider is charging for this part. If the part has damage, estimates should include additional consideration for the time it will take to return this part to an undamaged state. *Most part providers use this pricing type.* **Undamaged Price** displays the amount that the part provider expects to be included on an estimate. *This price does not indicate that the part itself is undamaged.*

Primary Sort - This option allows you to specify the main characteristic you would like your results to be sorted by.

Secondary Sort - This option allows you to specify the secondary characteristic you would like to sort your parts by. For example, if your **Primary Sort** is set to sort your results by grade, then your **Secondary Sort** will specify how results with equal grades should be sorted.

When you are finished, click **save**.

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SEARCH PROFILES

Account Search Profiles

Select Profile:

New Profile:

Suppliers

Delivery Days:

Region:

Certification:

Parts

Warranty:

Part Type:

Part Grade:

Limit year:

Body Part Price Type:

Sort

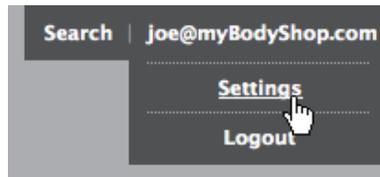
Primary Sort:

Secondary Sort:

save continue Cancel

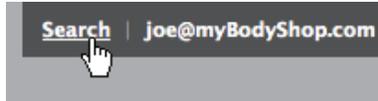
To modify an existing search profile, select it from the **Select Profile** drop-down box. Make your changes, then click **save**.

To access your **Account Setup** and **Search Profiles** pages in the future, hover your mouse over your email address in the top right corner. When the menu appears, click **Settings**.



STEP 3: PERFORM A SEARCH

From the **Account Setup** page, click **Search** in the top right corner to begin a search.



On the search page, enter the year and model of a vehicle in the first text field. Type the year and the model, separated by a comma (e.g., **03,Jetta** or **2009,Honda Accord**). When you are finished, press **Enter** to move to the next field.

While you are typing, fields may autofill. To accept a year or model that has autofilled, press **Enter**. You may also see a smartbox appear with several alternate suggestions. You can use your mouse or the arrows on your keyboard to pick the appropriate selection.



In the **Enter Part** field, type the name of the part(s) you would like to search for. This field may also autofill or provide you with a smartbox.

You may search for several parts at once. When you have selected a part, a new **Enter Another Part** field will appear until you have met the maximum number of parts.

In the last drop-down box before the **Search** button, you may select a search profile if you created the search profile(s) in Step 2. If you do not wish to search using a search profile, click the **More Search Options** button to open all the customizable search options. Using the drop-down boxes, make your selections. When you are finished, click **Search**. The results page will return all parts and sellers that meet or exceed your selections.

The screenshot displays the Car-Part Pro search interface. At the top, the Car-Part Pro logo is shown with the tagline "130 Million Car Parts". Below this, there are four input fields for search criteria: "2003,Honda Accord" (with a "use dropdowns" link), "Engine" (with a red 'x' icon and a "use dropdowns" link), "Enter Another Part" (with a "use dropdowns" link), and "Car-Part Search Options Profile" (a dropdown menu). A blue "SEARCH" button is centered below these fields. Below the search button is a button labeled "« Hide Search Options".

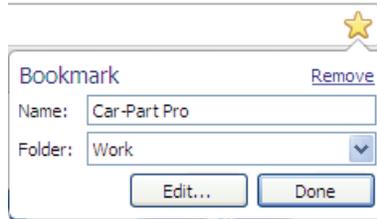
The "Suppliers" section contains several filter options: "Zip/Postal Code: 41017", "Delivery Days: 3 Business Days Delivery", "Region: USA", and "Certification: List Certifications". A dropdown menu is open for the "Certification" field, showing a list of options: "List Certifications", "Service Level Certifications", "Car-Part Gold Certified Dealers" (highlighted with a mouse cursor), "Car-Part Silver Certified Dealers", "Car-Part Bronze Certified Dealers", "ARA Gold Seal Certified Dealers", "ARM Mi-Car Plus", "URG Certified", "URG 8000", and "URG 7000".

Below the "Suppliers" section are fields for "Warranty:", "Part Type:", "Part Grade:", "Limit Year:", and "Body Part Price Type:". The "Sort" section at the bottom has two rows of dropdown menus: "Primary Sort: Part Grade" and "Ascending", and "Secondary Sort: Distance" and "Ascending".

At the bottom center, the Car-Part.com logo is displayed.

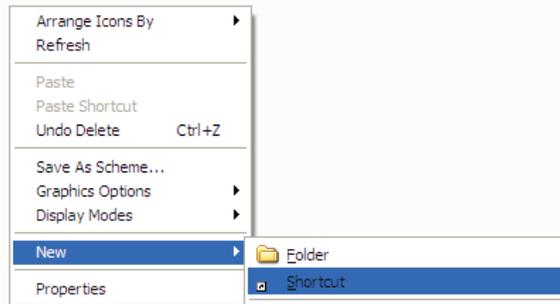
STEP 4: BOOKMARK

Bookmarking Car-Part Pro gives you a way to save this web address so you can access it quickly and easily the next time you need to search for a part. To bookmark Car-Part Pro, navigate to <http://CarPartPro.com> (the search page). To bookmark in most major browsers (such as Internet Explorer, Google Chrome, and Mozilla Firefox), press **Ctrl+D** (Mac: **⌘+D**) on your keyboard. In some browsers, this will automatically save the link to your bookmarks or favorites. Others will prompt you to confirm that you would like to bookmark pro.car-part.com.

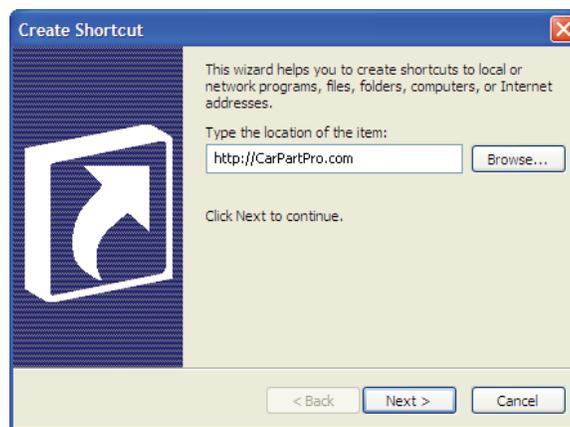


Adding an icon to your desktop makes it even *easier* to access Car-Part Pro.

To add an icon to your desktop in Windows, right-click on your Desktop and go to **New>Shortcut**.



In the window that opens, set the location to <http://CarPartPro.com> and click Next.



When prompted, name the shortcut **Car-Part Pro Search** and click **Finish**. Now, you can access Car-Part Pro simply by double-clicking on this desktop icon.

To add an icon to your desktop in Mac OS X, open your browser and navigate to <http://CarPartPro.com>. Select the entire address in the address bar at the top of the browser. Click and drag the address onto your desktop. Now, you can access Car-Part Pro simply by double-clicking on this desktop icon.

If you need more help, call Car-Part.com at 859-344-1925.