

MANUAL SERVICECARDPORTAL

Registration for Customers

IMPRINT

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1. THE SERVICECARDPORTAL APPLICATION

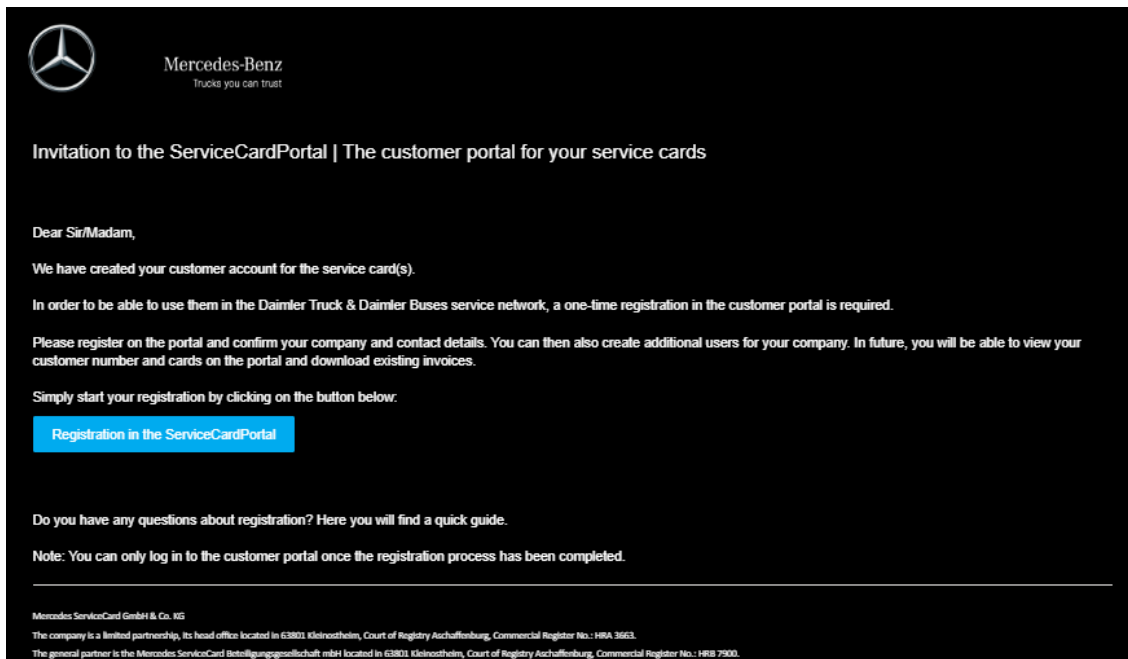
The ServiceCardPortal is an application that Mercedes ServiceCard GmbH & Co. KG offers to all of its customers as a self-service portal. Mercedes ServiceCard customers are invited to use the portal.

The following functions are available in the portal:

- View and download invoices and collective statements
- View the current credit balance
- Manage your cards
- FAQ
- Contact Mercedes ServiceCard
- User management
- Trigger master data changes

2. REGISTRATION

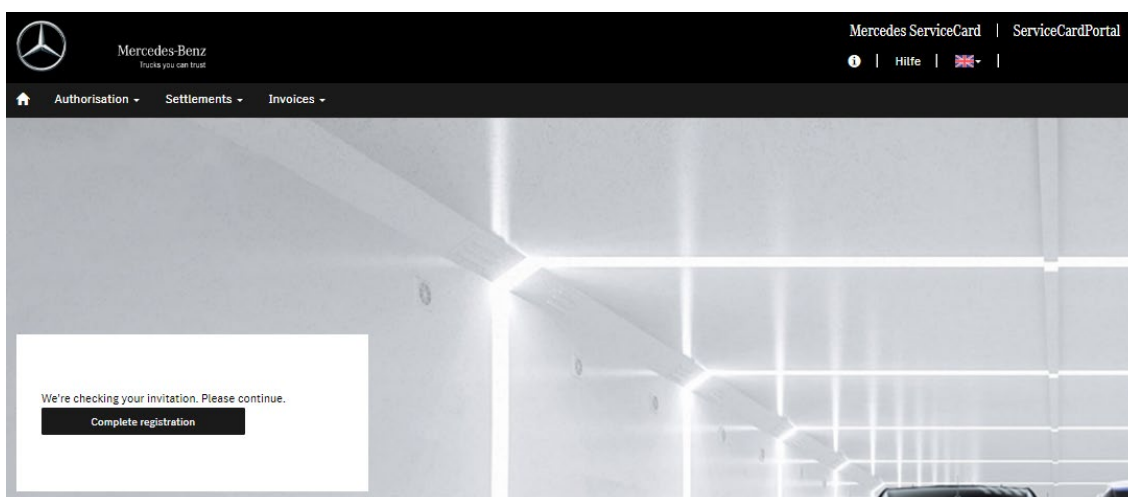
You received the following email from Mercedes ServiceCard as an invitation to register. This user is listed as an administrator in your account and has the rights to administrate the account and to create additional users.



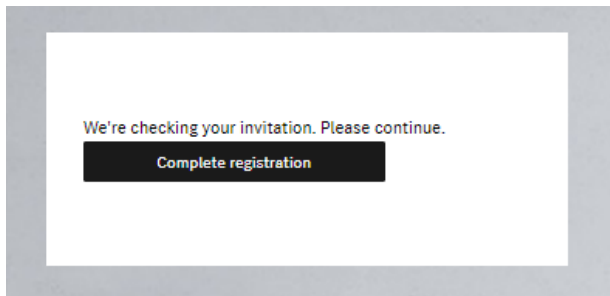
Please click on the button [Registration in the ServiceCardPortal].



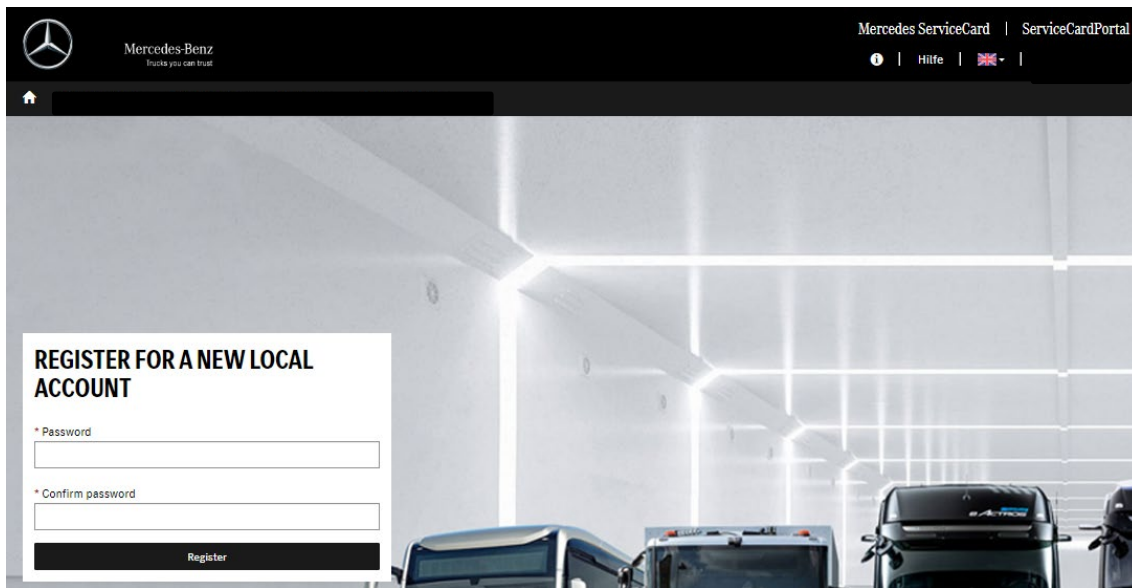
A browser and a window will open to complete the registration.



Please click the [Complete registration] button.



Then the following window opens.



Please enter a user name and password there and click on the [Register] button.

You can view your data and update it, if necessary. At the end, please click the [Update] button.

Mercedes-Benz
Trucks you can trust

Mercedes ServiceCard | ServiceCardPortal

Hilfe | | Kunde 01

Startseite > Profil

PROFIL

[Redacted Name]

Profil

Security

Change password

Change email

Allgemein

Bitte geben Sie Informationen über sich selbst an.

Der **Vorname** und der **Nachname**, den Sie angeben, werden neben Kommentaren, Forumsbeiträgen oder Ideen angezeigt, die Sie auf der Website eingeben.

Die **E-Mail-Adresse** und die **Telefon** nummer müssen angegeben werden, werden aber nicht auf der Website angezeigt.

Ihre **Organisation** ist erforderlich und eine **Position** ist optional. Sie werden mit Ihren Kommentaren und Forumsbeiträgen angezeigt.

Your email needs to be confirmed.

Your information

First Name *

Last Name *

Business Phone

Title

Preferred Language *

E-mail

Company Name

You can also change your password and your email address here. To do this, please click on the respective button.

Startseite > Profil

PROFIL

[Redacted Name]

Profil

Security

Change password

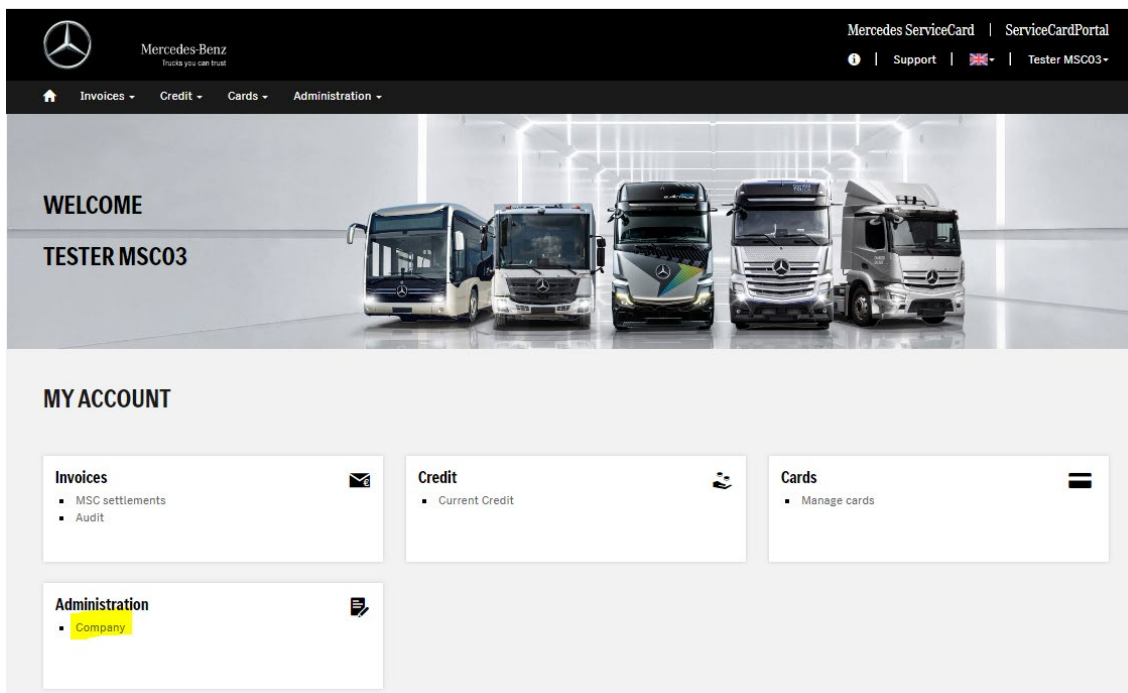
Change email

3. ADMINISTRATION

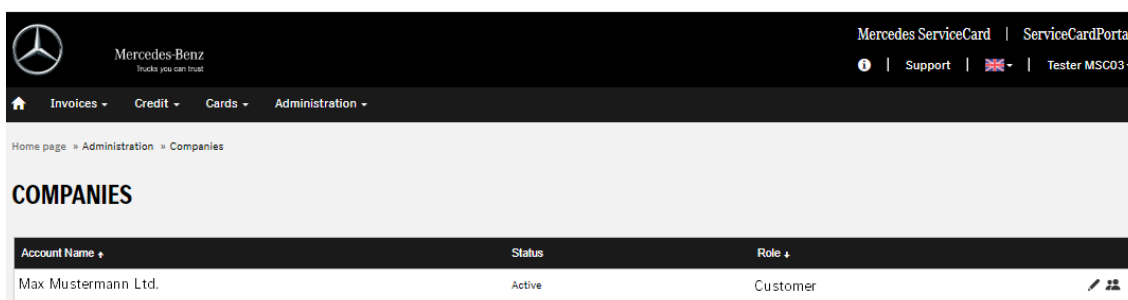
3.1 User Administration

According to the General Terms and Conditions for using the ServiceCardPortal, user administration is the task of the person responsible for the system (administrator) at a business location. He is also the first point of contact for all user questions and receives all information about the ServiceCardPortal, primarily via e-mail.


The function is called up in the main menu via the menu item [Administration] - [Company].

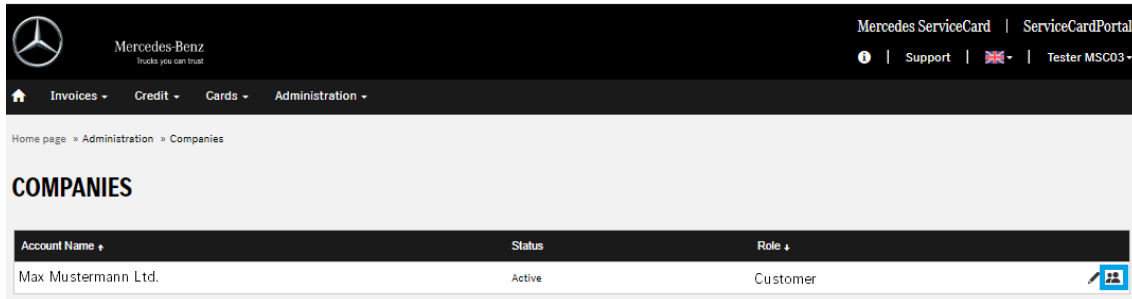


In the user administration, an overview of your own company is shown first.

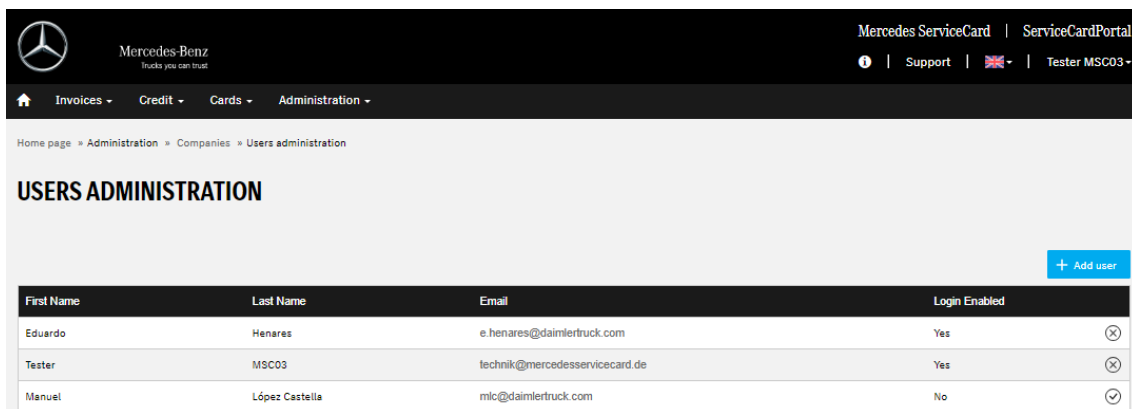


3.2 User Management


For managing new and existing users, click this  [Manage Users] button.

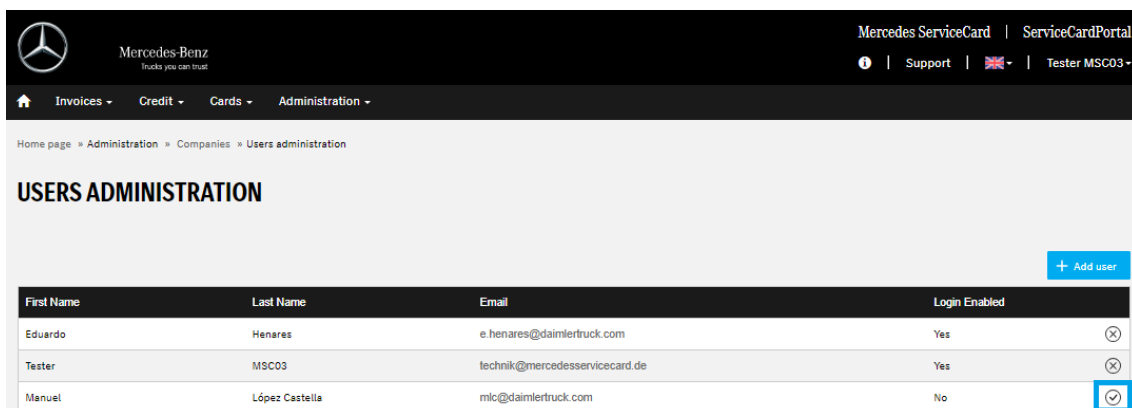


You can add new users or manage existing users.




Please make sure that the e-mail address is spelled correctly, as the new user will automatically receive the access data by e-mail. The e-mail address you defined and an automatically generated password are used as access data.

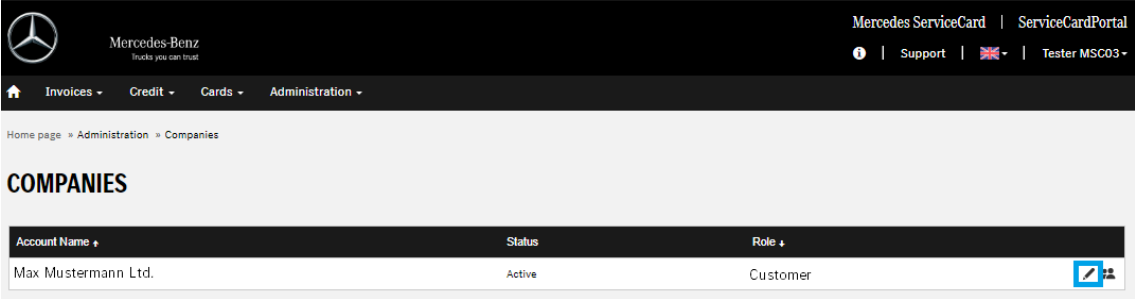
If you have added a new user, you still have to activate this user for portal access. Please click here .



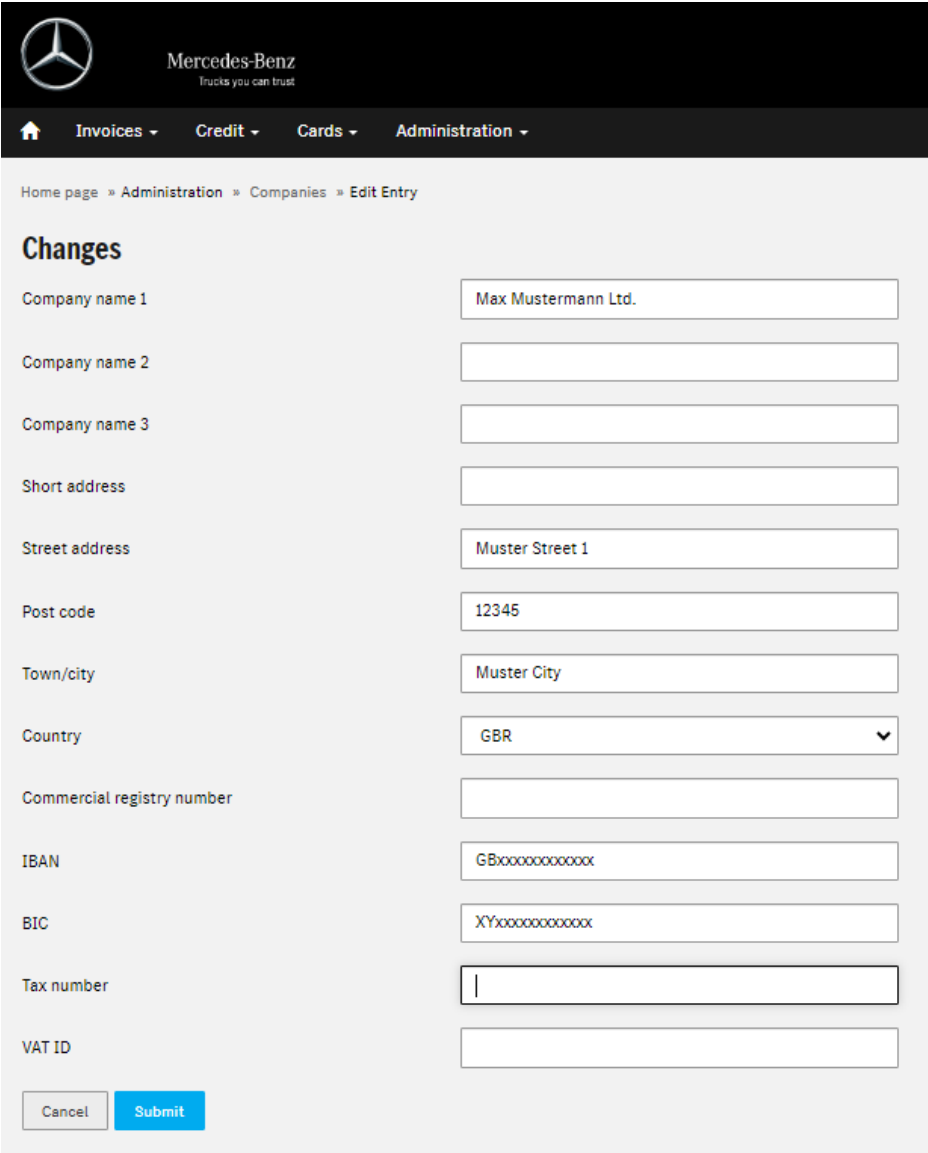
You can withdraw portal access by clicking on this button with the icon .

3.3 Manage own company

For managing your own company, please click on this  [Edit] button here.



Here you can change and save your account data.

The screenshot displays the 'Edit Entry' form for a company. The header shows the Mercedes-Benz logo and navigation links. The breadcrumb trail is: Home page » Administration » Companies » Edit Entry. The form is titled 'Changes' and contains several input fields for company details: Company name 1 (Max Mustermann Ltd.), Company name 2, Company name 3, Short address, Street address (Muster Street 1), Post code (12345), Town/city (Muster City), Country (GBR), Commercial registry number, IBAN (GBxxxxxxxxxx), BIC (XYxxxxxxxxxx), Tax number, and VAT ID. At the bottom, there are 'Cancel' and 'Submit' buttons.