




Your performance plus.

Daimler Truck Service Cards
GmbH & Co. KG

Service Card Portal

Registration for OMNIplus ServiceCard customers

Table of contents

1. The Service Card Portal	3
2. Registration	4
3. Administration	8
1.1 Account and user management	8
1.2 Manage your own dealership	9
1.3 Manage Users	10
To manage new and existing users, click the  [User management] icon.....	10
4. Manage profile.....	12

Imprint

Daimler Truck Service Card GmbH & Co. KG, TE/SCX
Mainparkstr. 2 | 63801 Kleinostheim | Germany
servicecards-info@daimlertruck.com
www.servicecards.daimlertruck.com

1. The Service Card Portal

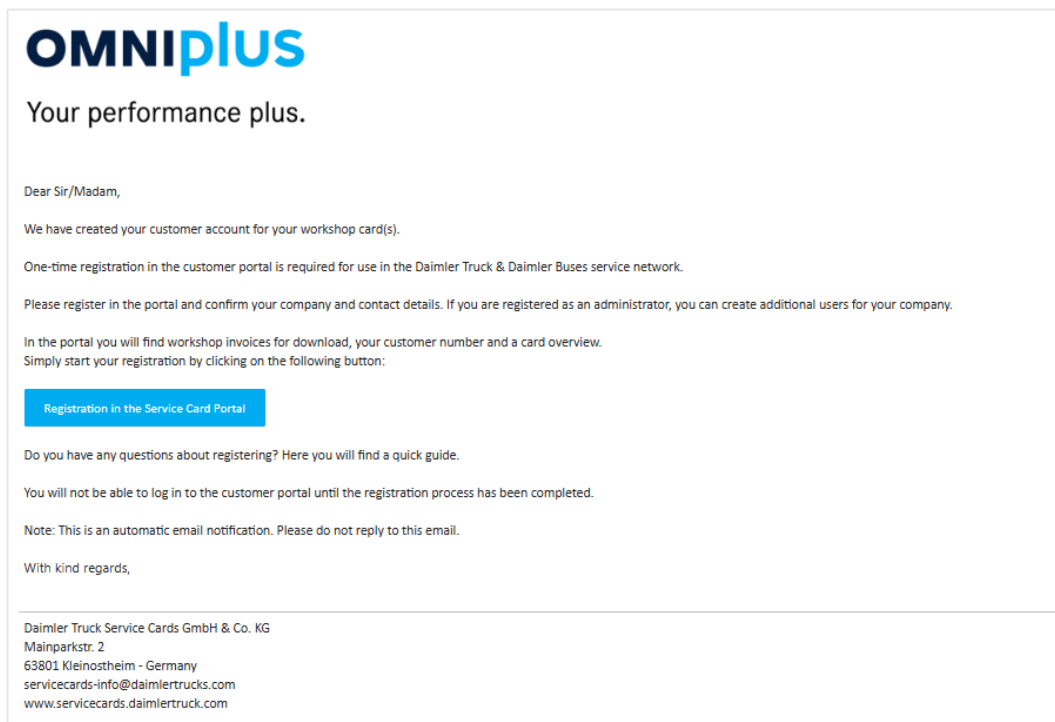
The Service Card Portal is an online platform that Daimler Truck Service Cards GmbH & Co. KG makes available to its customers as a self-service portal for card management and administration. Daimler Truck Service Cards customers are invited to use the portal.

Following functions are available:

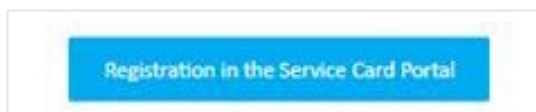
- View and download DTSC statements and associated workshop invoices.
- View your current credit balance.
- Manage service card.
- View frequently asked questions.
- Contact with Daimler Truck Service Cards.
- Manage account and users.
- Initiate master data changes.

2. Registration

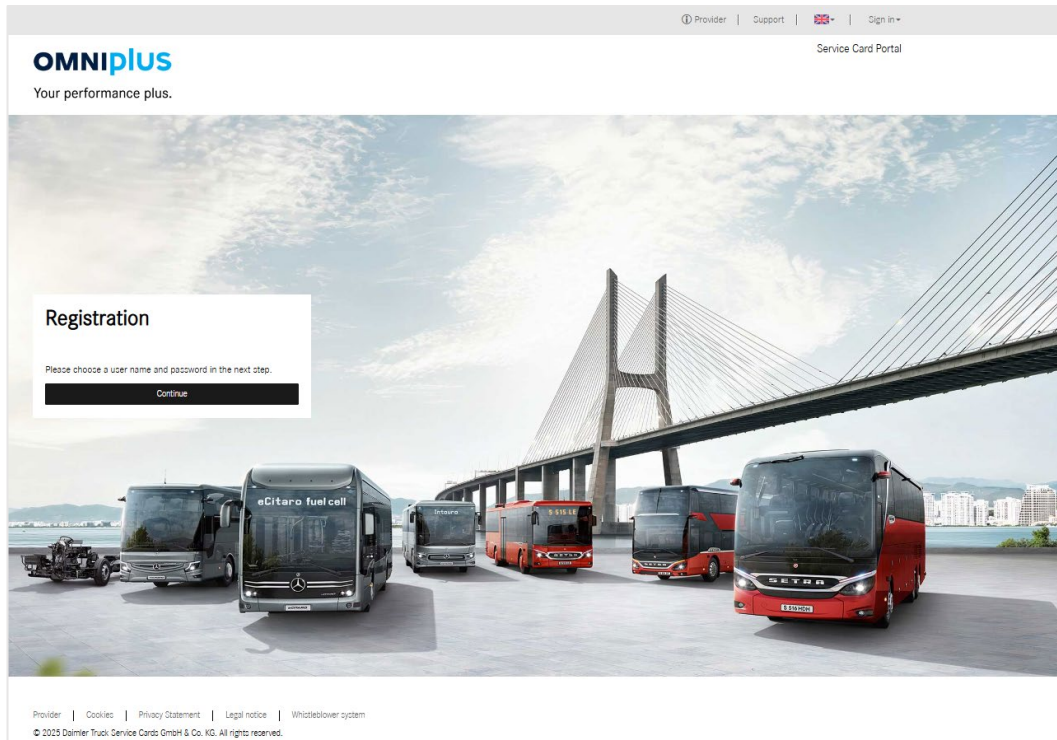
You will receive the following e-mail from Daimler Truck Service Cards as an invitation to register in the Service Card Portal. The e-mail recipient (e-mail address) is maintained in your account as an administrator and has the right to administer your service operation in the Service Card Portal and to create additional users.



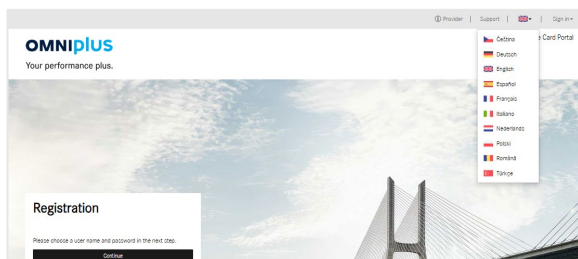
Please start the registration process by clicking on the [Registration in the Service Card Portal] button.



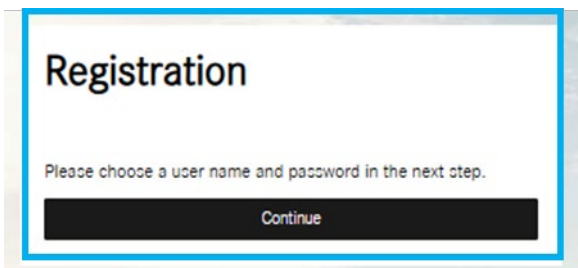
In the next step, a browser and a window open to complete the registration.



Choose the desired language by selecting the corresponding country flag in the header navigation at the top right.



Please click the [Continue] button.



Assign yourself a user name and password and complete your portal registration [Complete registration].

Please do not use e-mail addresses as user names.

Your password must consist of 8 characters with at least one number, one uppercase letter, one lowercase letter and one special character.

Your "PROFILE" then opens, where you can edit your user data such as name, telephone number and language.
Finally, confirm with the [Update] button.

The screenshot shows the OMNIplus user interface. At the top, there is a navigation bar with the OMNIplus logo and the tagline "Your performance plus.". Below the logo, there are several menu items: Cards, Invoices, Credit, Notifications, and Administration. The user's name "John Doe" is displayed in the top right corner. The main content area is titled "Profile" and contains two sections: "Your information" and "Security". The "Your information" section includes fields for User Name (Bus01), First Name (John), Last Name (Doe), Business Phone (Provide a telephone number), Title, Preferred language (English), Email (sebastian.aufmuth@mercedes-servicecard.com), and Company Name (TestXpert GmbH). A blue "Update" button is located at the bottom of this section. The "Security" section has a "Change password" button.

You can always change your password in your PROFILE.
To do so, please click on the [Change password] button afterwards.

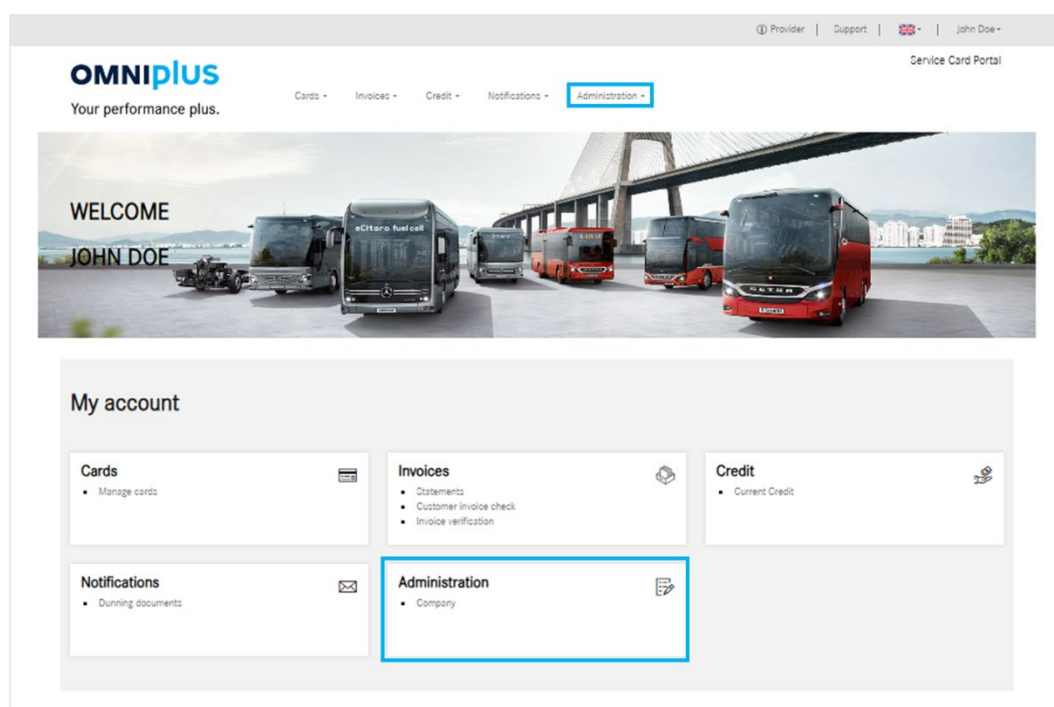
This is a close-up screenshot of the "Profile" page. It shows the "Profile" header, a user profile card for "John Doe", and the "Security" section. The "Change password" button is highlighted with a red rectangular box.

3. Administration

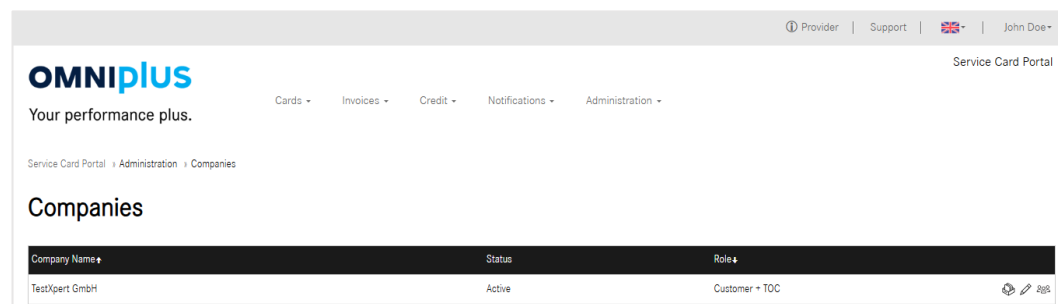
1.1 Account and user management

In accordance with the General Terms and Conditions for the use of the Service Card Portal, account and user administration is the task of the system manager (administrator) of a dealership. They are also the first point of contact for all questions from users and receive all information about the Service Card Portal, primarily by e-mail.


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

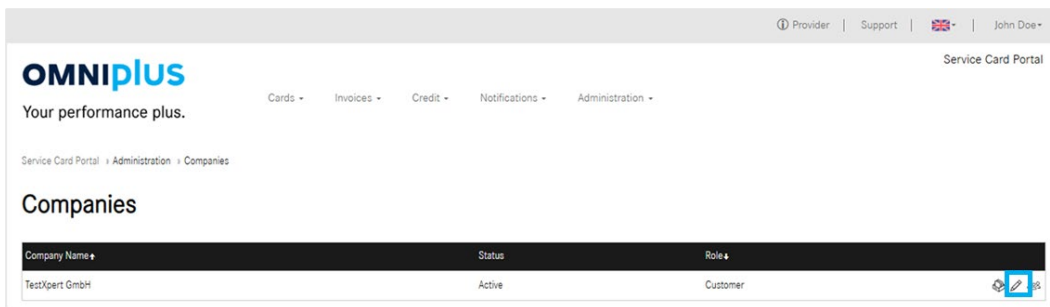


An overview of your own dealership is initially shown in the account and user administration.

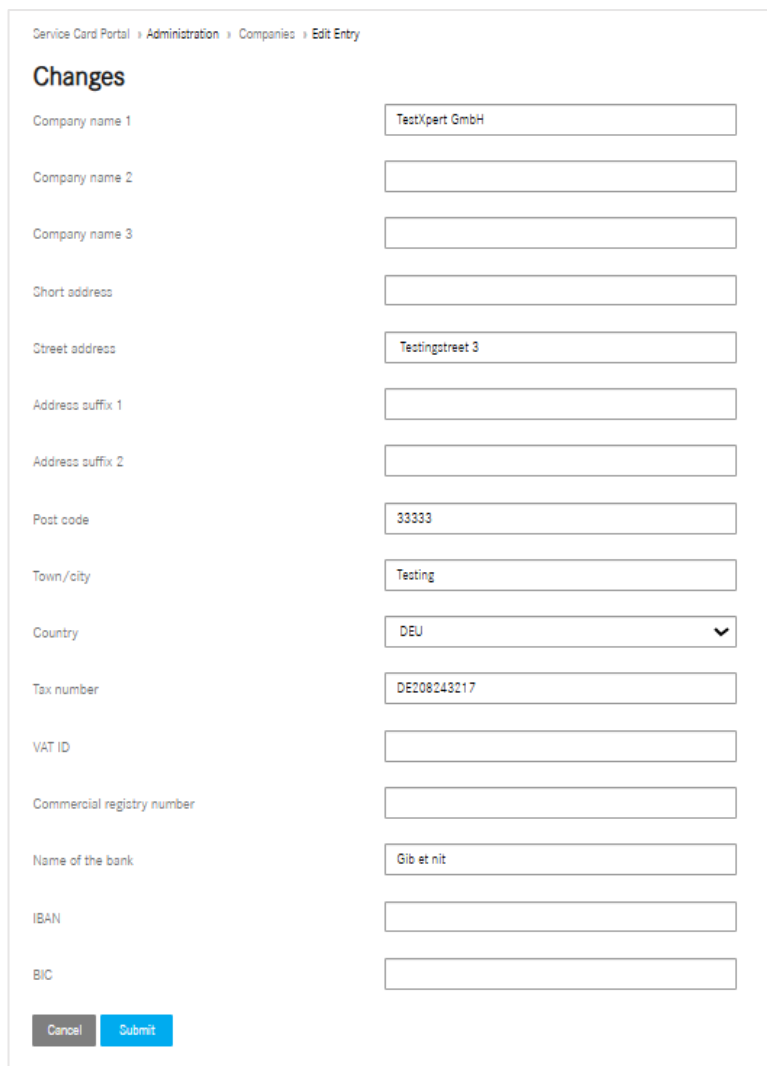


1.2 Manage your own dealership

To manage your company data, please click  on the [Edit] icon.



Please confirm the change to your company data with [Submit].




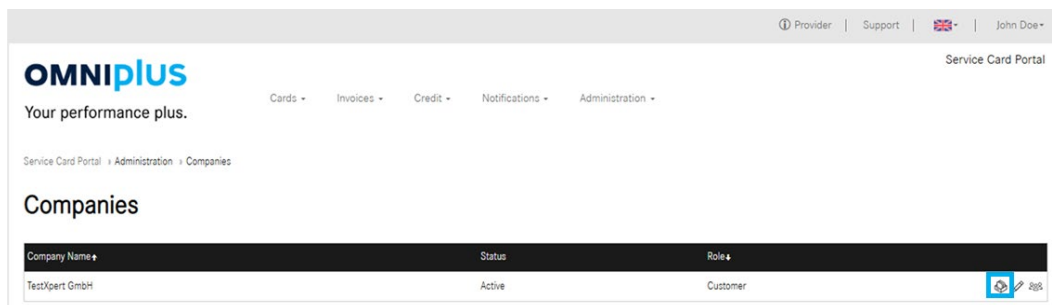
The screenshot shows the "Changes" form for editing company data. The form is titled "Changes" and is located under the path "Service Card Portal > Administration > Companies > Edit Entry". The form contains several input fields for company information:

- Company name 1: TestKpert GmbH
- Company name 2: (empty)
- Company name 3: (empty)
- Short address: (empty)
- Street address: Testingstreet 3
- Address suffix 1: (empty)
- Address suffix 2: (empty)
- Post code: 33333
- Town/city: Testing
- Country: DEU (dropdown menu)
- Tax number: DE208243217
- VAT ID: (empty)
- Commercial registry number: (empty)
- Name of the bank: Gib et nit
- IBAN: (empty)
- BIC: (empty)

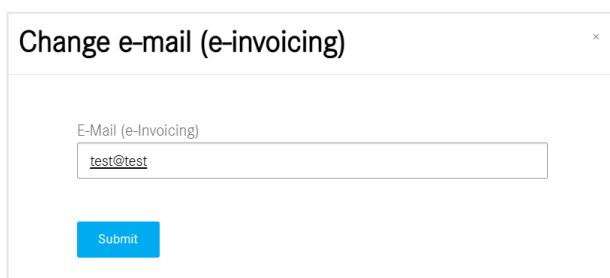
At the bottom of the form, there are two buttons: "Cancel" and "Submit".

If necessary, you can change the e-mail address for e-invoicing. All messages you receive in connection with a service card statement will be sent to this e-mail address. This may include payment reminders and dunning notices.

If you want to change the e-mail address for e-invoicing, please click on this icon .



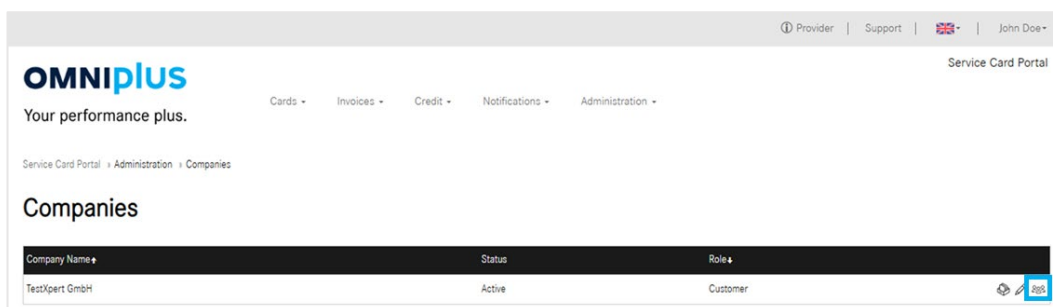
In the following pop-up window, you can enter the desired new e-mail address for sending the invoice and confirm with the [Submit] button.



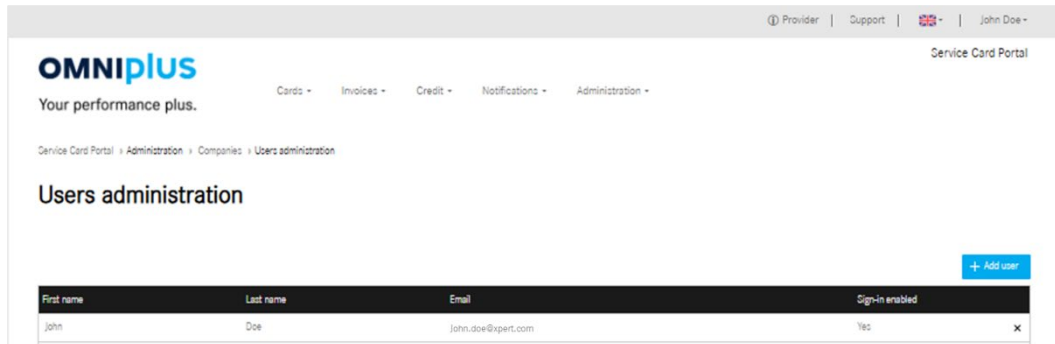
The screenshot shows a pop-up window titled "Change e-mail (e-invoicing)". It contains a text input field labeled "E-Mail (e-Invoicing)" with the value "test@test" entered. Below the input field is a blue "Submit" button.

1.3 Manage Users

To manage new and existing users, click the  [User management] icon.



In the following screen, you can edit new [+ add users] or existing users.



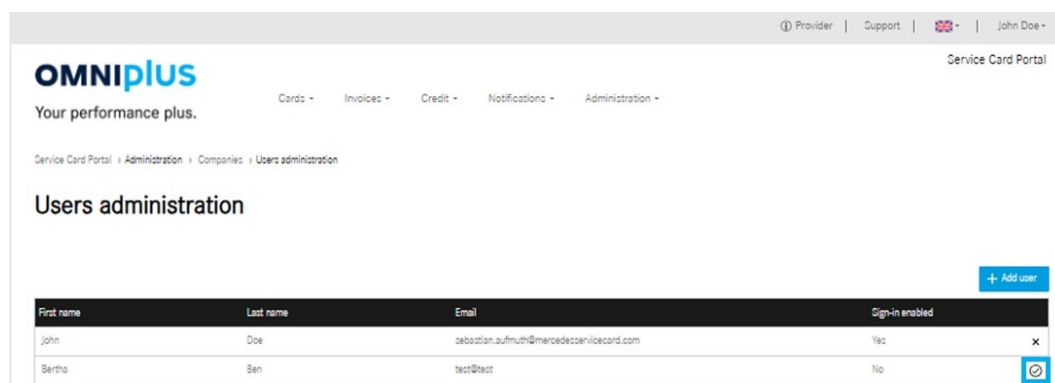
Please pay particular attention to the correct spelling of the e-mail address when creating new users, as the new user will receive a registration link by e-mail.

The 'Create' form contains the following fields:

- First Name *
- Last Name *
- Preferred Language * (dropdown menu with 'Select' and a downward arrow)
- Email *

A 'Submit' button is located at the bottom left of the form.

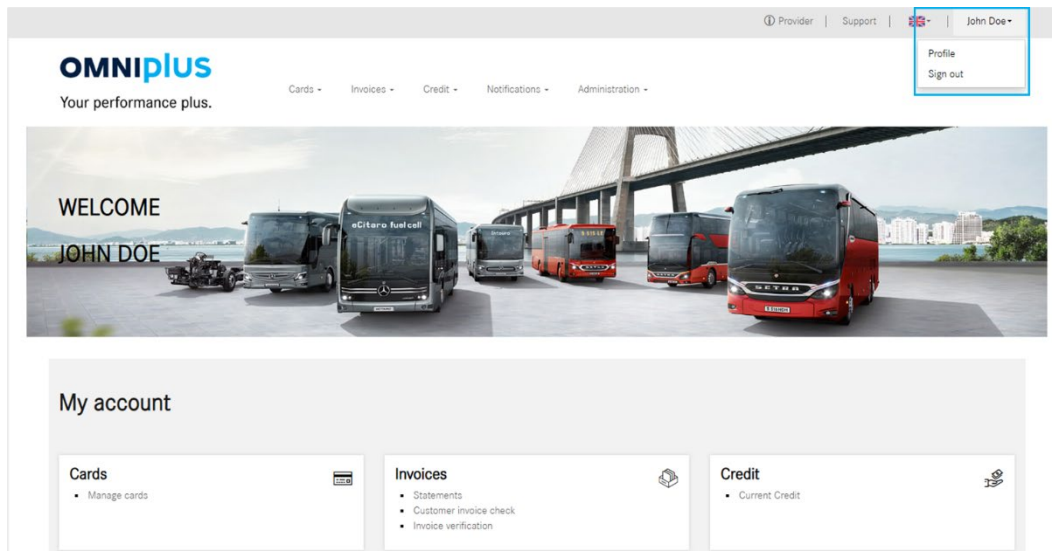
As soon as the new user has registered via the link and successfully logged in, this will also be shown to you in the users administration: ✓



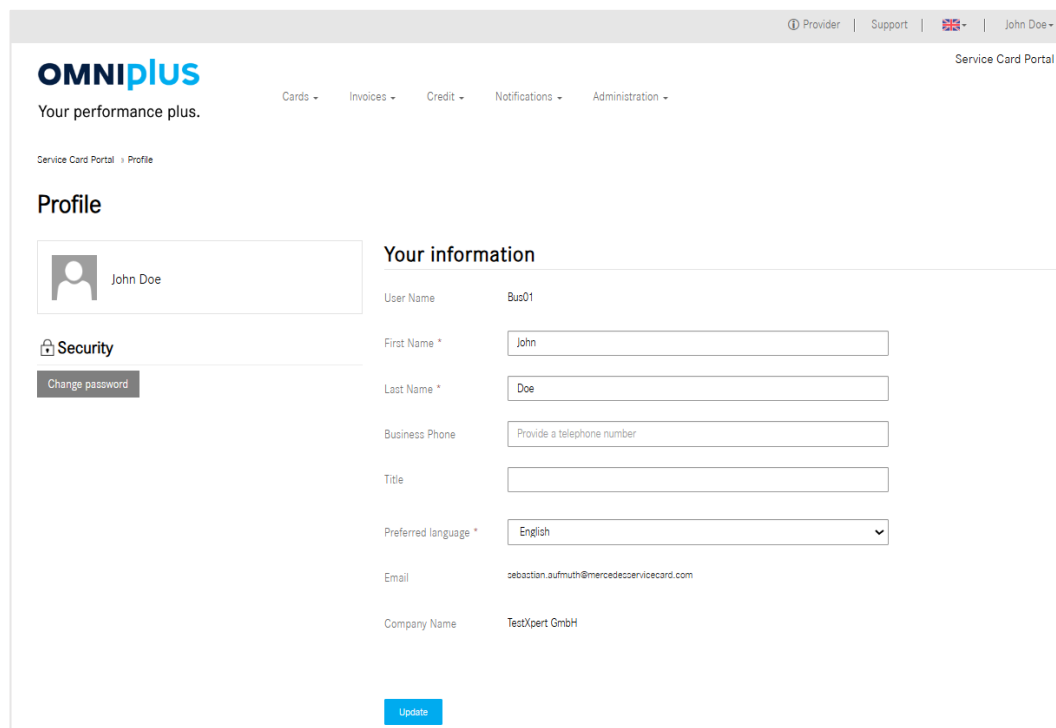
You can revoke portal access by clicking on the icon ✗.

4. Manage profile

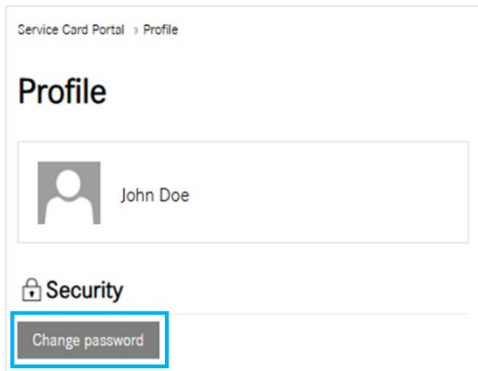
You can access your individual user profile via your name in the preheader by clicking on [Profile].



In the next step, you can edit your user data such as name, telephone number and preferred language in PROFILE. The changes are only accepted bindingly by clicking [Update].



In the left area, you can also use the [Change password] button to change your password.



In the following window, you can change your password and confirm it by clicking on the blue button.

