



FY23 | Dealership Account Update SoP

Table of Contents

DEALERSHIP ALREADY ENROLLED: 1

- Verify your information** 1
- Adding/Removing Additional Employee Accounts** 2
- Changing Primary Contact**..... 2

PASSWORD RECOVERY..... 2

NEW DEALERSHIP ENROLLMENT 3

ERRORS..... 4

DEALERSHIP ALREADY ENROLLED:

Verify your information

- Log-in to your dealership account. It is best to log-in from the same computer that has been used to manage your account in the past. If you log-in from a different device, you may be prompted with a two-step authentication instruction for verification.

- Once you have logged-in, you will be directed to the dealership dashboard. Please make sure all information is up-to-date, including Primary Point-of-Contact and ACH information so we can assure both correspondence and payment reaches the intended destination.

Adding/Removing Additional Employee Accounts

- To add an additional Point-of-Contact, select “Manage Employees” and enter in the employee’s email information.

Create Your Charge Up New Jersey Account for TestDealer Inbox x

Charge Up New Jersey <chargeupnj@energycenter.org>

to [REDACTED]

You have been invited to create an Employee Account by GMTTest Test, the primary contact for TestDealer. When creating your account, you will need to enter a unique dealership ID to connect your account with your dealership. **Your dealership’s unique ID is** [REDACTED]

[Create Account](#)

- The employee will receive an email containing the dealership’s unique ID, along with a link to create their own access to the dealership dashboard. Please note that only the Primary Point of Contact can make adjustments to ACH info and Employees on the dashboard.

Changing Primary Contact

- If you are needing to change the Primary Contact for an already enrolled dealership, please reach out to Charge Up New Jersey at (877) 426-2474 or at chargeupnj@energycenter.org.

PASSWORD RECOVERY

IMPORTANT: The Dealer Portal will lock after three unsuccessful login attempts

- If your login info, such as your password, has been denied twice, please reset your password by clicking “Forgot your password?” and entering your dealership’s email.

Update Account Password – Charge Up New Jersey Inbox x

Charge Up New Jersey <chargeupnj@energycenter.org>

to [REDACTED]

Dear GMTTest,

We received a request to reset your Charge Up New Jersey account password. Please click the link below to change your password. This link will expire in 24 hours.

IMPORTANT: If prompted to enter a username, your unique username for the program is

[REDACTED]

https://apply.chargeupnj.org/_nc_external/identity/ui/login/ForgotPasswordInterstitial?r=00D6g000000EASs0056g0000069HBR CjwKMwoPMD BENmcwMDAwMDBFQVnzEg8wMkc2ZzAwMDAwMDkxU3UaDzAwNTZnMDAwMDA2OUhCUhimgviymTASEJCT29DNVEQahn4l-6P-MVUaDMRBwZD3XfSA0Yrd9CI5jlxJ3cUVndctBZjDdVbZ44vKXQFFXJajO60MO9u_zlhxCOJjdXNZSWY0jySq50rv8gh0kgahuuUY&display=page&fpot=c31f02a7-40ba-4912-84b8-112dce6a0e525524087-b9ea-4206-b23d-8b6cac2d7820

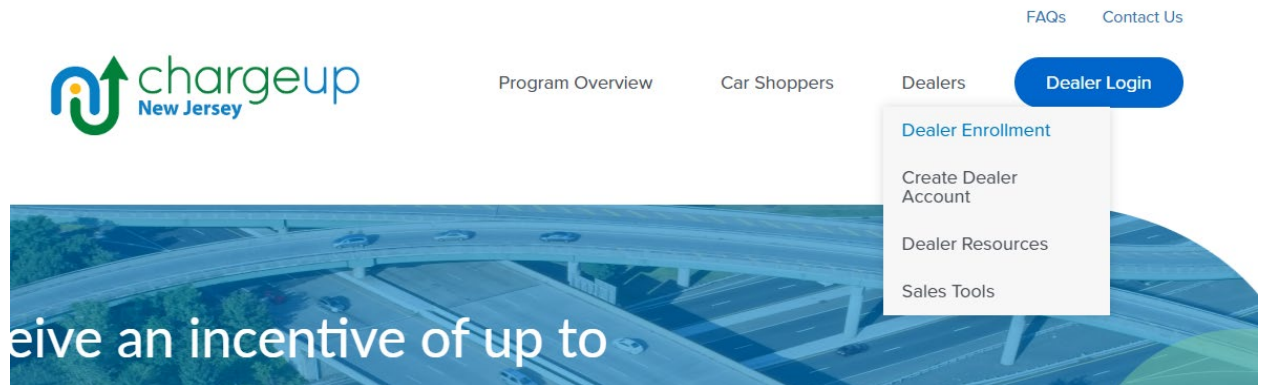
Please contact us if you did not request to update your password.

You will receive an “Update Account Password” email. Click the link provided and follow the directions to reset your password. Once your password is reset, you will be taken to the dealer dashboard.

NEW DEALERSHIP ENROLLMENT

Enroll Your Dealership

- New New Jersey dealerships wishing to enroll in the Charge Up New Jersey program should go to the Charge Up New Jersey [website](#).



- Under “Dealers,” select “Dealer Enrollment,” then “Enroll Dealership.” You will then enter all necessary information and click “Enroll Dealership” at the bottom. You will receive an email that confirms dealership enrollment, along with your Dealership ID and instructions to create your

account and set up ACH banking information.

Your Dealership Is Now Enrolled - Charge Up New Jersey Inbox x

Charge Up New Jersey <chargeupnj@energycenter.org>
to [REDACTED]

Dear William,

Congratulations! The enrollment form you submitted for TestDealer has been approved!

To set up your Charge Up New Jersey account and begin submitting incentive applications, click on the "Create Account" button below.

Your unique dealership ID: [REDACTED]

Once you finish creating your account, you will be directed to your dealership dashboard. **When you first log onto your dealership dashboard, please provide the ACH banking information to where the dealership incentive payments will be sent.** You will be unable to begin an incentive application until you have entered your ACH information.

TestDealer has been allocated three Charge Up New Jersey accounts for dealership employees. Once you create your account, there will be two remaining accounts available for additional dealership staff. Should you require additional accounts for your dealership, please reach out to the Center for Sustainable Energy via the contact information below.

[Create Account](#)

Sincerely,

Charge Up New Jersey Staff
Center for Sustainable Energy®
Office: (877) 426-2474
chargeupnj@energycenter.org
chargeup.njcleanenergy.com

ERRORS

- After 15 minutes of inactivity, the system may time-out. A common error message may look like this:



- This can be corrected by refreshing the page, or by logging out, then logging back into your account.