



Autoweb Registration Instructions CCX (Chrysler Intellectual Property Exchange)

Registration Preparation

Registering with Autoweb is easy. Customers should be prepared with a credit card or purchase order and have internet access. Telephone and fax access are preferred as well. The cost to subscribe to Autoweb's CCX application is \$995 for an annual subscription and \$300 per user license annually.

Chrysler Specific Information

Suppliers requesting registration with Autoweb must first contact their Chrysler "sponsor" or contact. The Chrysler sponsor will work with Barb Sergus at Chrysler to approve the supplier's Autoweb registration request as well as generate a mailbox and code that the supplier will need in order to complete Autoweb registration. In case of Chrysler approval questions, please contact Barb Sergus directly at (248) – 576 – 2084 or bas9@dcx.com.

On-line Registration

1. Customer receives email approval from Chrysler with Autoweb mailbox ID and code
2. Customer logs onto <https://adxi.autoweb.net>
 - a. Existing Autoweb customers log in with Autoweb ID and password and skip to step #8 (Subscription Management link).
3. If NEW customer, select the "New Subscribers Click Here" link
4. On the New User Sign-Up page, select "Register a new Company or Site" link
5. Fill in Company, Contact, and Billing information and then click on the "Register Site" button
6. Confirm information is correct and hit the "Register Site" button again
7. Customer will see "Your Registration with Autoweb is Complete" page, **PRINT this page** for customer records
8. Click on "Annual Subscriptions" link
9. On the **Subscription Management page**, enter the mailbox and code provided by Chrysler in the empty field next to the Chrysler File Exchange (CCX) option and hit the "Subscribe Now" button
10. On the Payment Screen, **select payment type (Credit Card OR Purchase Order)**.
 - a. If paying via Credit Card, **choose the credit card type and hit "Submit."** The next screen will request your credit card information.
 - b. If paying via Purchase Order, **fax your Purchase Order to Autoweb at 248-601-7177. Then, contact Autoweb's Customer Experience team at 248-601-7160 to receive the payment related authorization code.** Hit the "Submit" button.
11. Autoweb Enrollment is complete!

For NEW customers to Establish Security/Encryption Keys

- The first time customers log on to Autoweb's Main Menu page, they will be prompted to establish security/Encryption Keys and password. *The Encryption Key password is distinct from the Autoweb log on ID and password and is not recorded by Autoweb for security purposes. So, when choosing the Encryption/Security password, be sure it is a memorable password and documented in a safe place.*
- New customers will be required to verify Java software is downloaded. Links and instructions are automatically provided to download the Java software upon initial log in.

Autoweb Customer Service, Registration Support & Training

- Autoweb's Customer Experience team is available to assist with Registration or Security/Encryption Key set up. Please contact us via <http://autoweb.net/web2006/contactus-main.shtml> or call +1 248-601-7160, Monday - Friday 8:00 a.m. - 5:00 p.m. EST.
- Autoweb offers one hour on-line orientation sessions twice weekly (Tuesday's at 2:00 p.m. EST and Thursday's at 10:00 a.m. EST). To register for training, please submit a request to Webinars@AutoWeb.net with contact information and session preferences. Autoweb will reply with on-line meeting invitation information.

Welcome to Autoweb's Trading Partner Community! Autoweb provides secure and reliable services to 2,600 unique customer client and over 20,000+ users in 40 countries worldwide. Autoweb is pleased to have you as a customer.