# VOLKSWAGEN
### AKTIENGESELLSCHAFT

# Group Retail Portal Training

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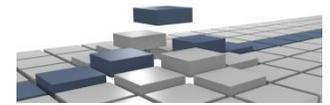
# Agenda

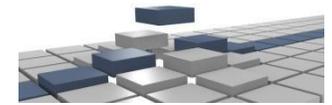| I | Introduction |
|---|---|
| II | Training Documents – User |

# Introduction
## What is Group Retail Portal?

- Group Retail Portal is a **web-based application** and the new **integration platform** for wholesale and retail applications in all markets. It increases efficiency through all sales and after sales business processes and will replace Dealer Portal.

- Group Retail Portal provides a **modern** and **user-friendly** portal frontend. Users in dealerships will get secure access to all **integrated applications**. Being an integration platform, Group Retail Portal allows the integration of **external applications** and offers easy integration of **local web-applications** through standard APIs.

- A key feature is the **Single-Sign-On/Off** module, that includes a **user self-administration**. The new **Roles and Rights administration** concept based on business roles is in line with Volkswagen Group IT-Security guidelines.

- Group Retail Portal supports an optional **Dealer Information Database (DID)** component with **automated KVPS interface (contract number)** to propagate updates.
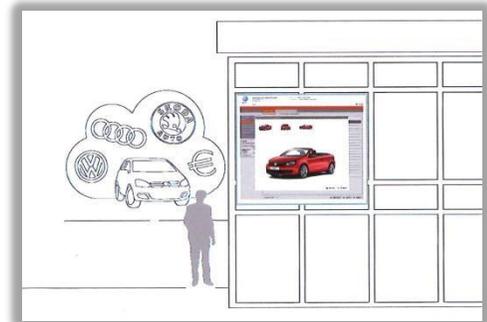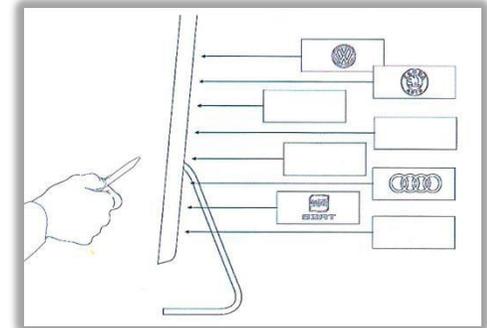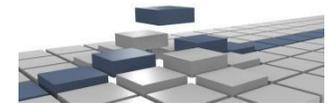
# Introduction
## Understand training materials

| | |
|---|---|
| | Colored boxes explain you the meaning of a certain button or what to insert into the respective field |
| **1** | Small numbers show you in which order you are supposed to perform different steps. They can appear in a textbox or only to show you where to click first. |
| | Framed boxes show you where to focus on, when reading a text like mentioned above. |
| } | Brackets outline the part of a text within the Group Retail Portal, which you need to take into consideration while performing a certain task or action. |
| Titel | Text boxes explain the functionality of certain pages. They give additional explanations about what to do and how to navigate the page. Overall they will help you to better understand the guidelines |

# Introduction
## Structure of Training Materials
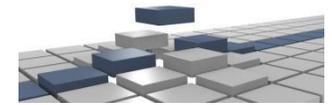
# Agenda

| I | Introduction |
|---|---|

| II | Training Documents – User |
|---|---|

- **Registration**

- **Login**

- **Start Page**

- **My Profile**
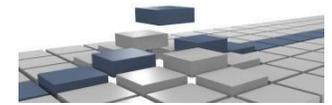
# Login
## Forgot or Wrong Password (1/2)

**VOLKSWAGEN**
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Welcome to the Group Retail Portal

| Password | Certificate | SecureID |
|---|---|---|

UserID or Email-Address

Password

PASSWORD LOGIN

**1**

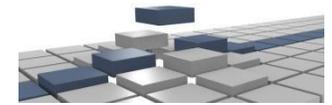Click here if you forgot
your password.
You will receive a new
one via email.

Forgot my Password?

Register

Help Logging in?

**FYI**

1. In case of entering the wrong password more than five times, your account will be locked for at least 3 minutes.
2. An administrator cannot reset the password. You need to use the "Forgot my Password?" functionality for recovery.

# Login
## Forgot or Wrong Password (2/2)

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**Forgot password.**

Please enter your registered email address or your Group Retail Portal user name. We will send you a link where you can change your password.

**2** Type in your Username (Global User ID or email address).

Username

**3** Type in the Text Verification.

6??? (↻)

**Text Verification ***

**4** Click here to submit.

Submit

Forgot Passwort Help

**FYI**

1. Please enter your registered email address or your associated Global User ID.
2. After submission, you will receive an email with a link that allows to create a new password.