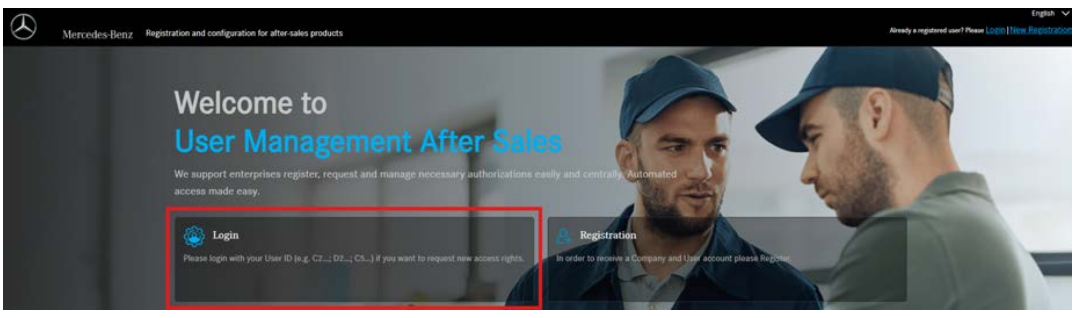
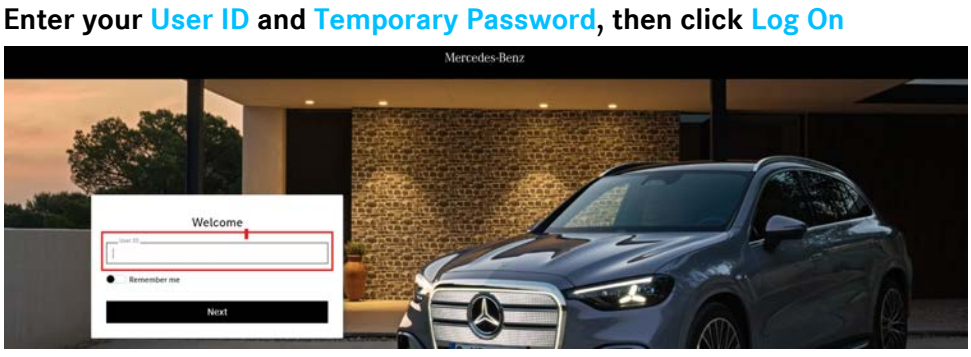
User Registration for Upfitter Portal

1 Establish Login Credentials

- Open email from no-reply@mercedes-benz.com and click the Confirm E-Mail link
- Open email from alice-noreply@mercedes-benz.com and record your User ID & Initial Password
- Navigate to the UMAS website (https://aftersales.mercedes-benz.com/spa/home/#/) and click Login

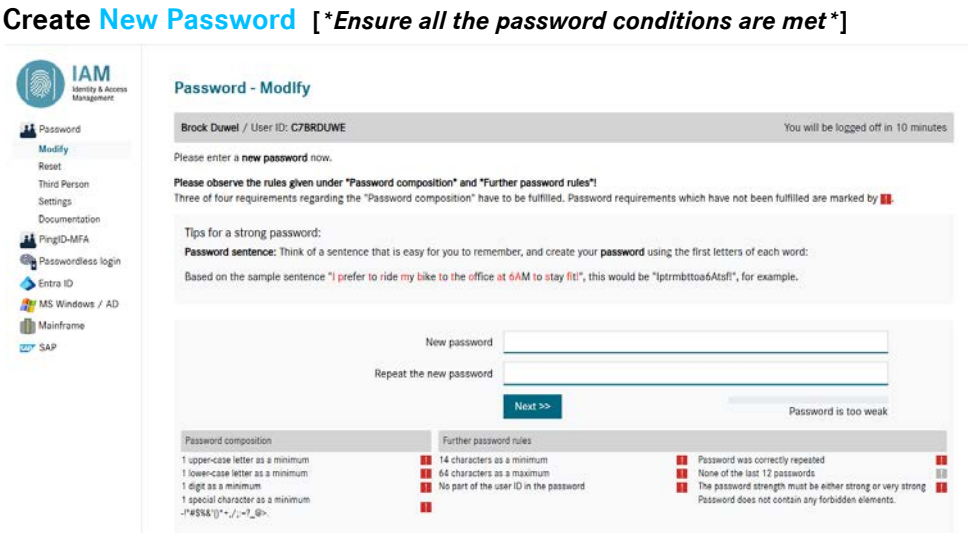


- Enter your User ID and Temporary Password, then click Log On

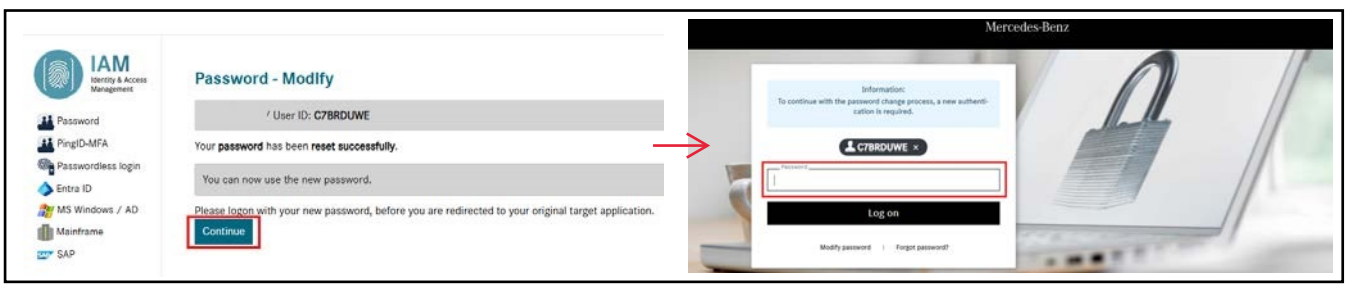


- Click Modify Password

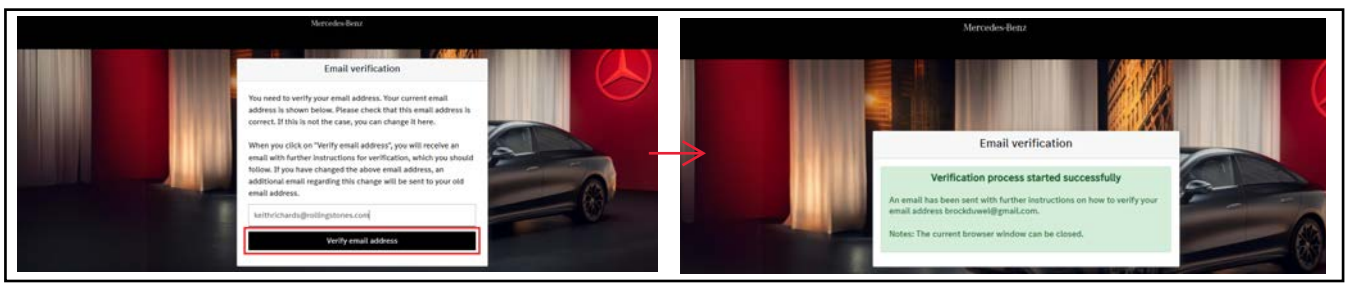
- Create New Password [*Ensure all the password conditions are met*]



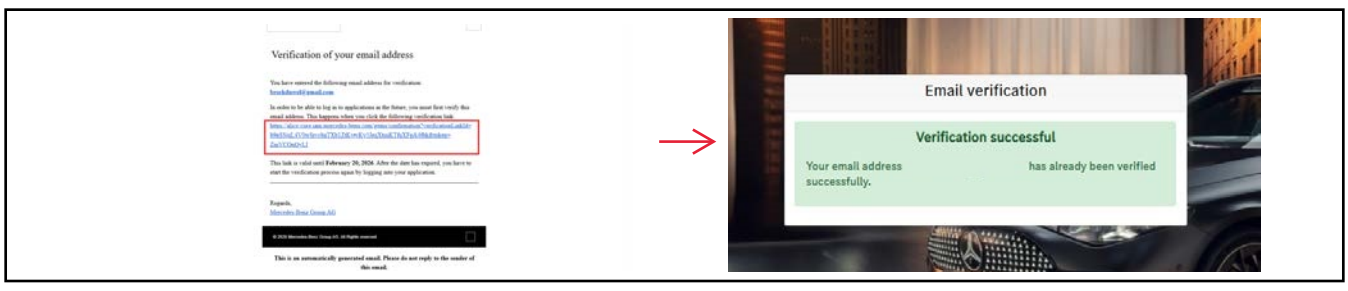
- Upon acceptance, click Continue and enter new password on subsequent screen, then click Log on



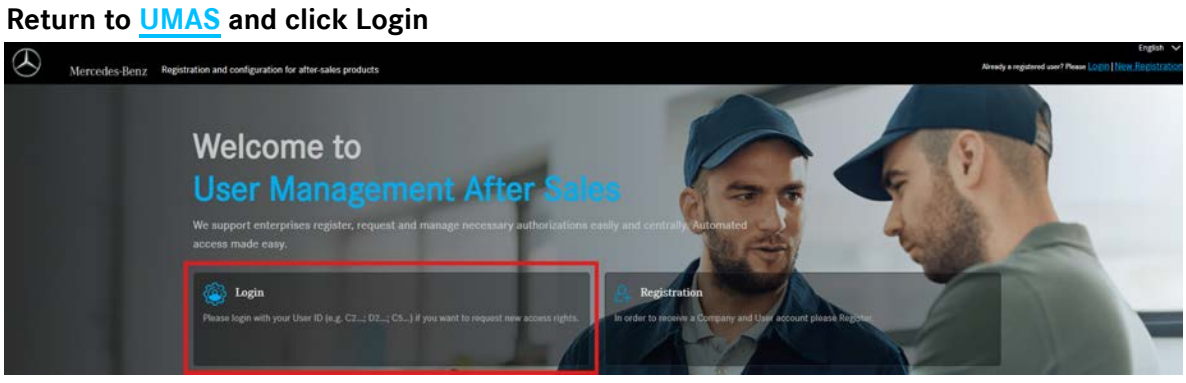
- Confirm correct email address, click Verify email address and return to your inbox



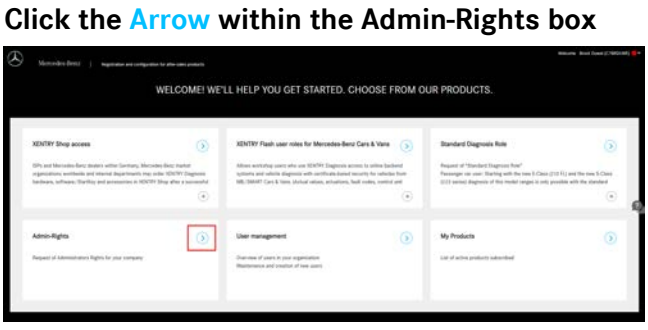
- Open email from alice-noreply@mercedes-benz.com and click the verification hyperlink



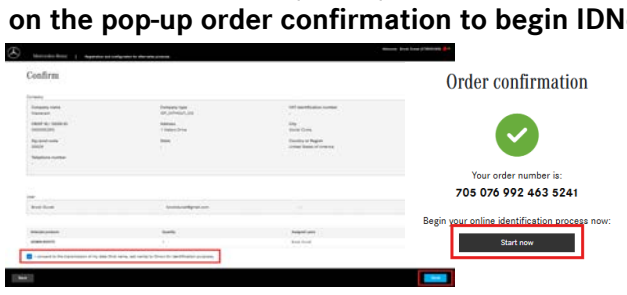
- Return to UMAS and click Login



- Click the Arrow within the Admin-Rights box



- Click the consent box, Send, then click Start Now on the pop-up order confirmation to begin IDNow

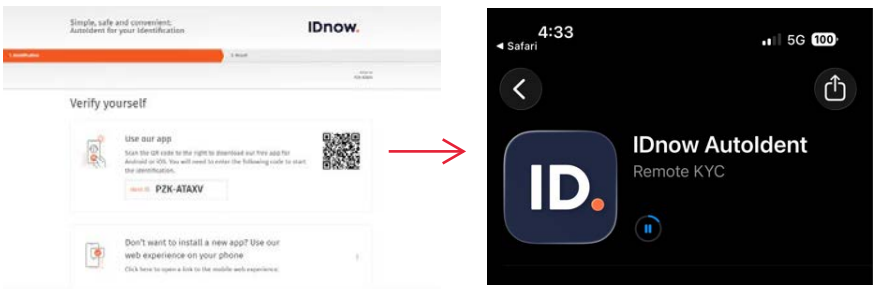


An IDnow link is sent via autogenerated email also

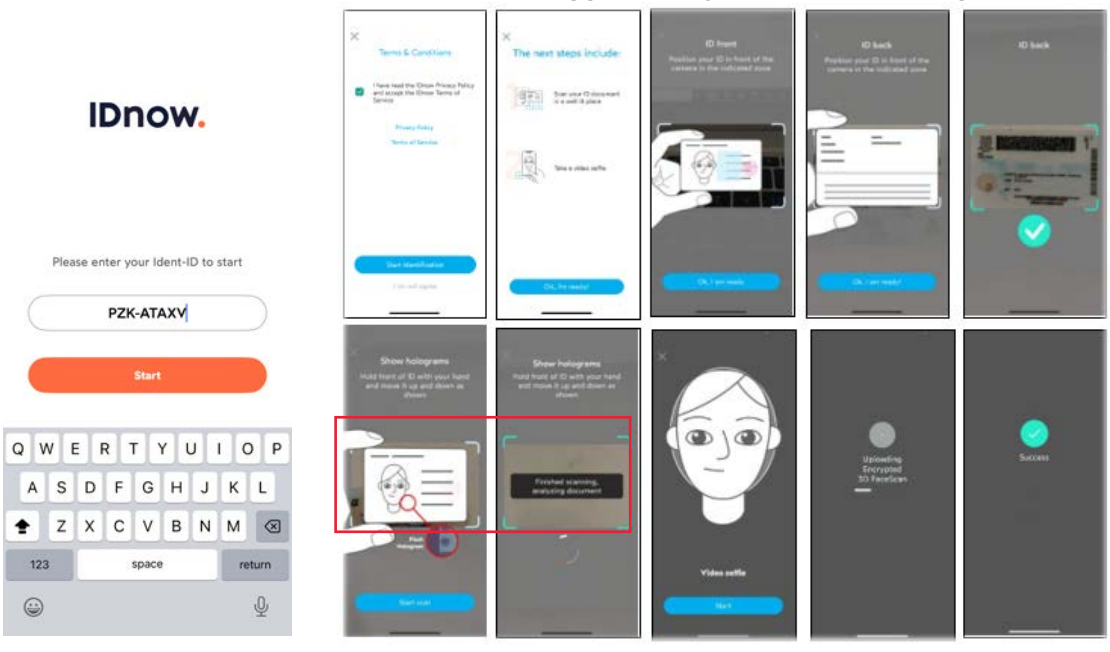
User Registration for Upfitter Portal

2 IDnow Registration

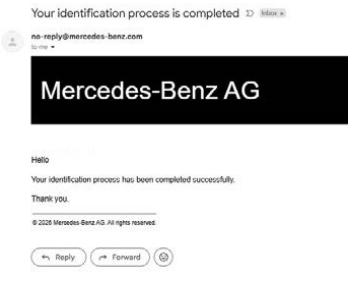
- Scan the QR Code shown in your new browser window to install the IDnow app



- Follow the instructions within the IDnow app. Enter your Ident ID from previous step

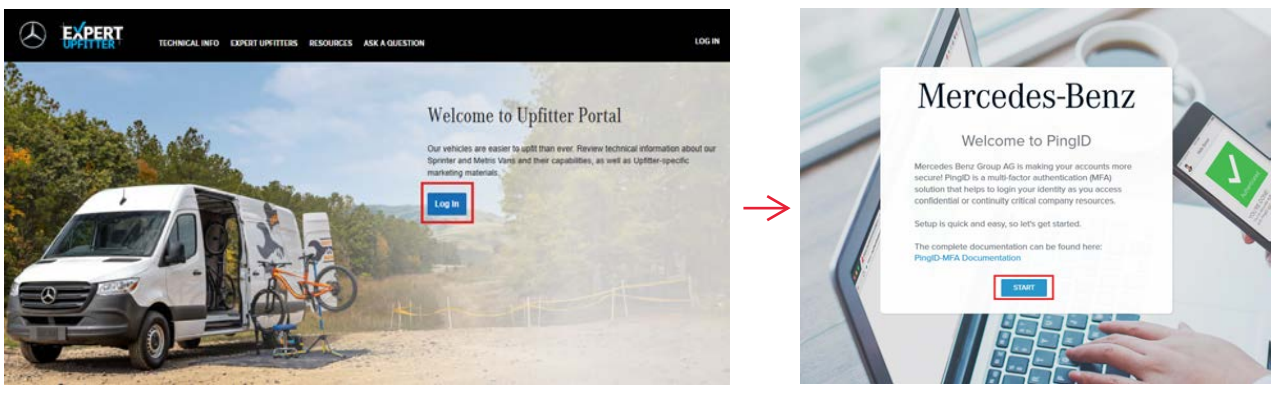


- When done, you will receive an email confirming your completion.

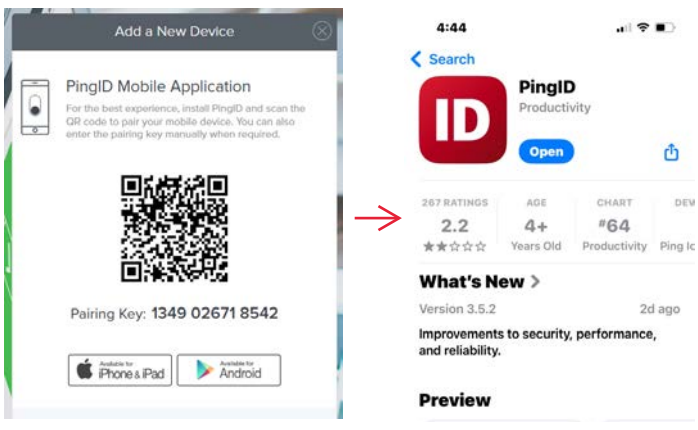


3 PingID Registration

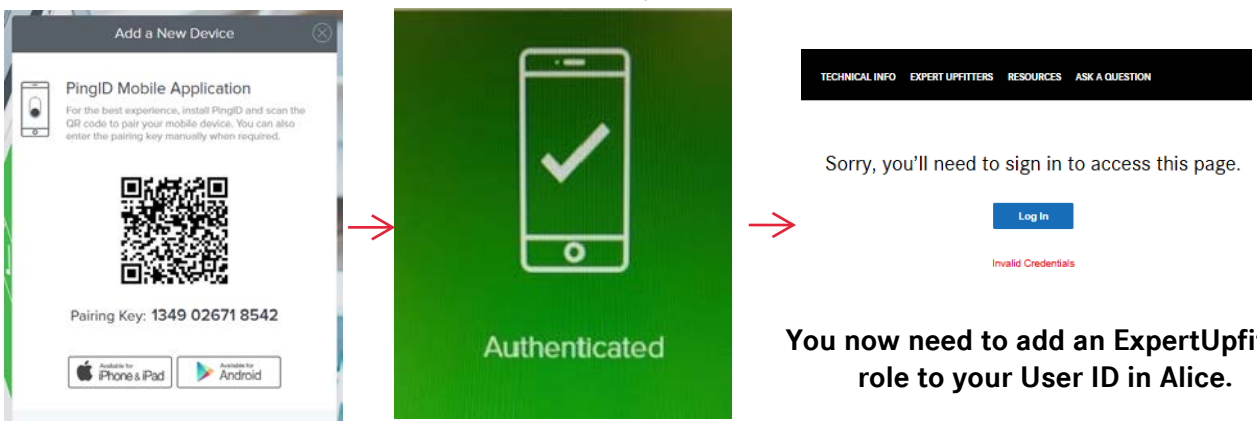
- Go to the Upfitter Portal (www.upfitterportal.com) and attempt to login. You will be redirected to begin your PingID registration. Click Start



- Scan the QR code with your phone to download the PingID app

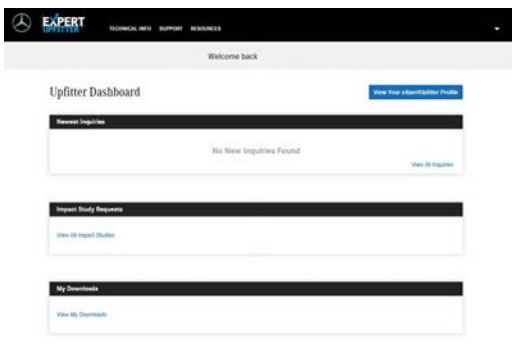


- Open the PingID and follow instructions. You will eventually scan the same QR code within the app for device pairing. When authenticated, the Upfitter Portal page will refresh.



You now need to add an ExpertUpfitter role to your User ID in Alice.

- Proceed to the instruction page below titled "Assign ExpertUpfitter Role"
  When complete, log back into the Upfitter Portal.



After PingID authentication, you should see this screen.
You are now successfully enrolled.

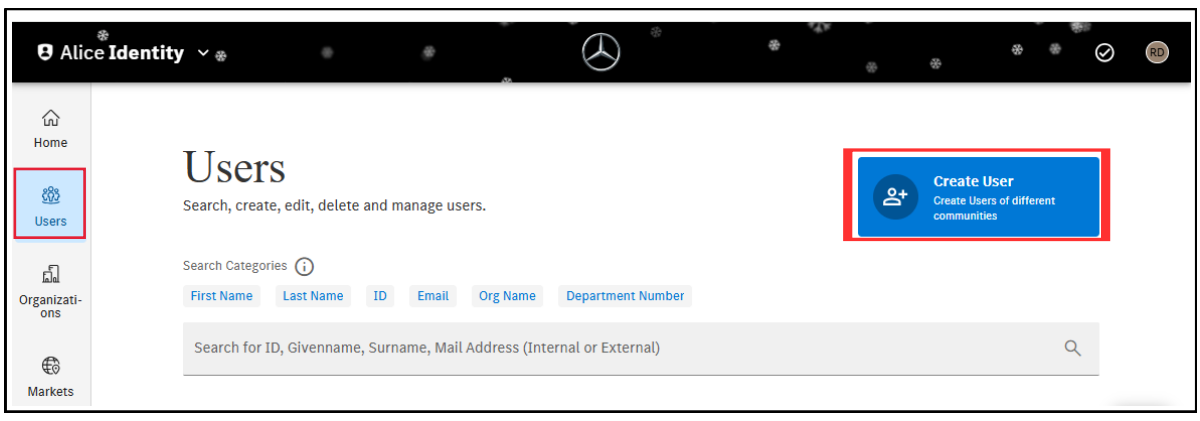
As Organizational Administrator, you can create User IDs for your coworkers by proceeding with the following steps

Create a New Upfitter Portal User

Navigate to Alice Identity and log in

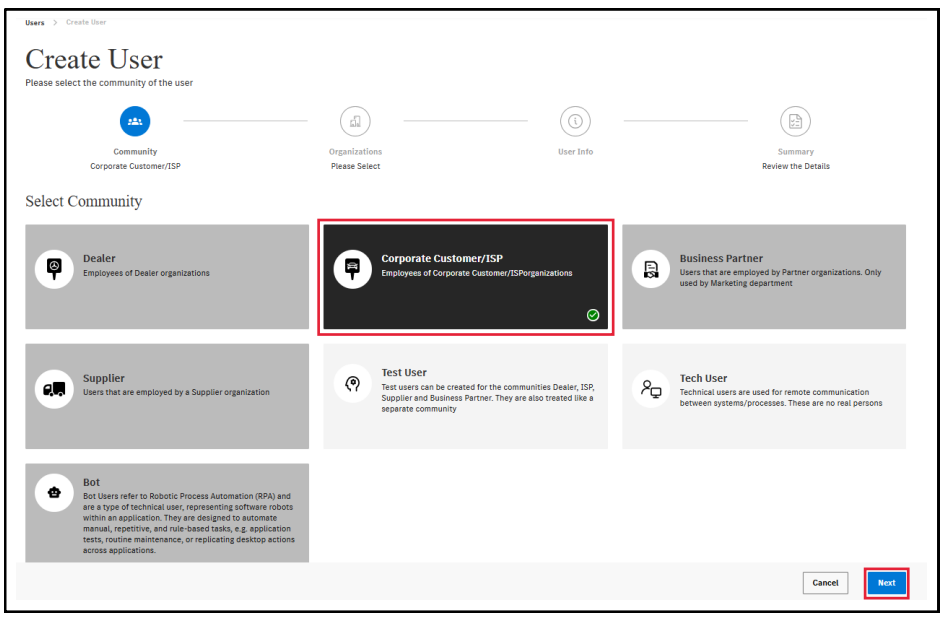
1

- **Click on the Users option in left side menu, then click Create User**



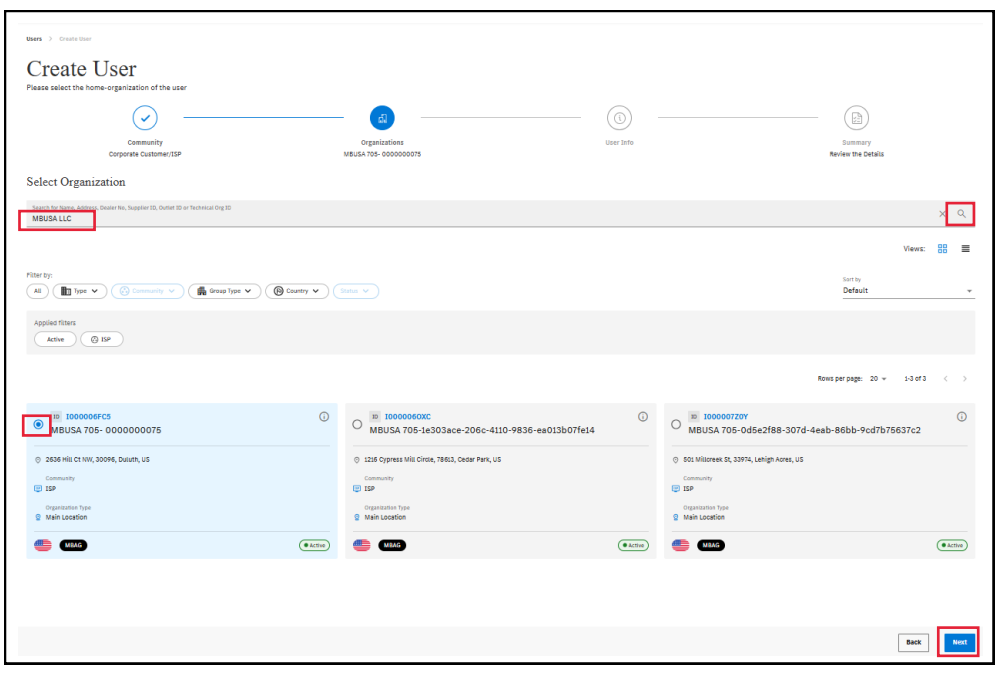
2

- **Choose the Corporate Customer/ISP option, then click on Next to proceed**



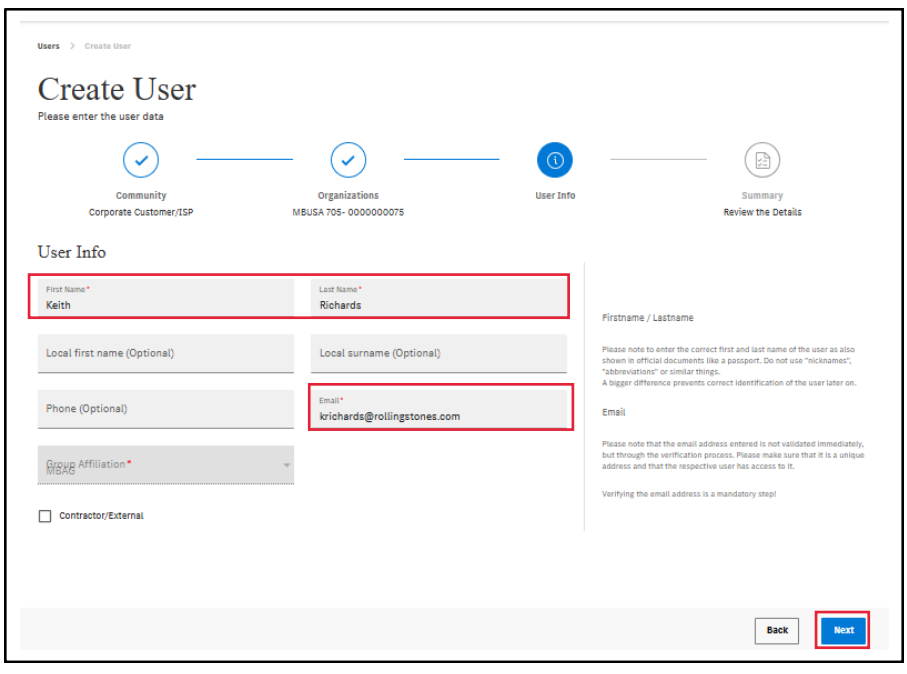
3

- **Enter your Company Name, then click the Search icon**
- **Click the bubble next to your organization, then click Next**



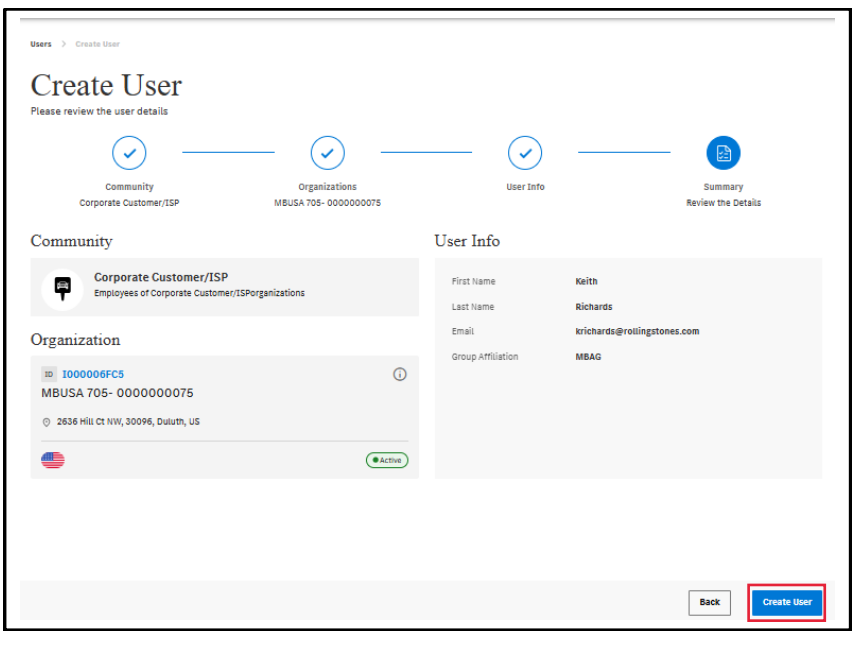
4

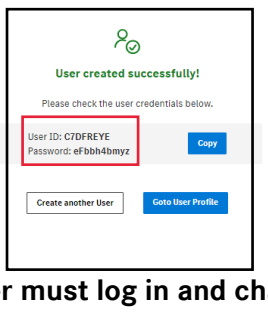
- **Enter user's legal name and email address, then click Next**



5

- **Verify the user's information is correct, then click Create User**
- **You will receive a "User created successfully" message. Record the User ID and temporary password (Needed for the next process).**



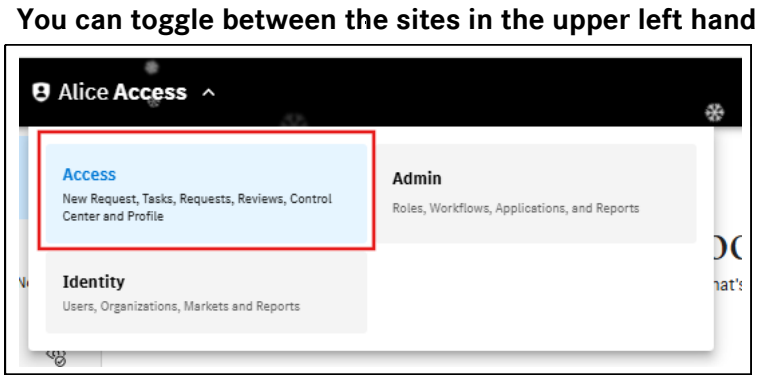


User must log in and change their password within 24 hours

Assign eXpertUpfitter Role

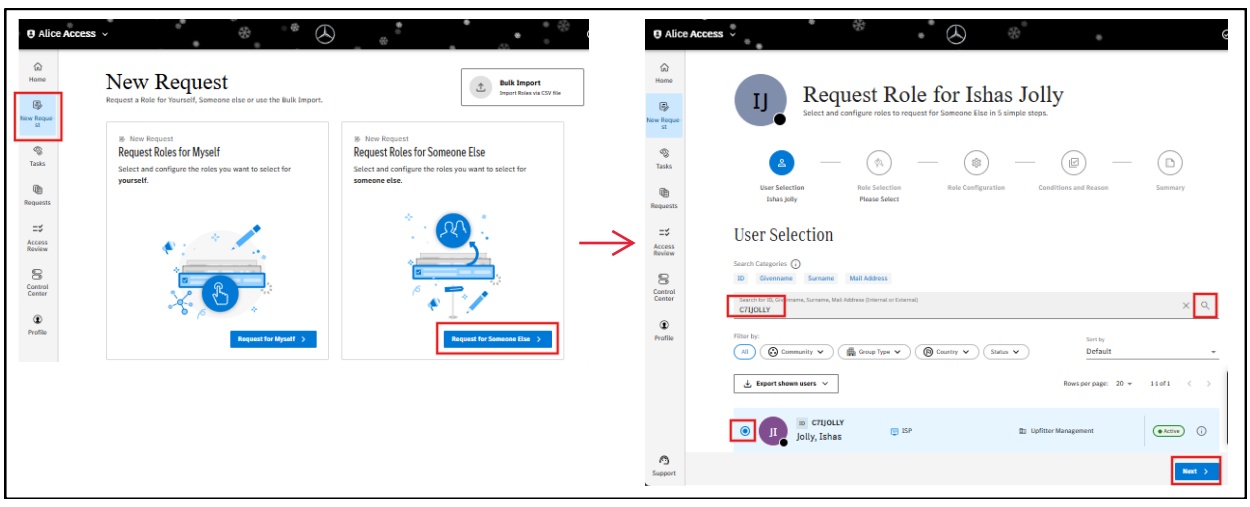
1

- **Navigate to Alice Access**
  You can toggle between the sites in the upper left hand corner dropdown menu



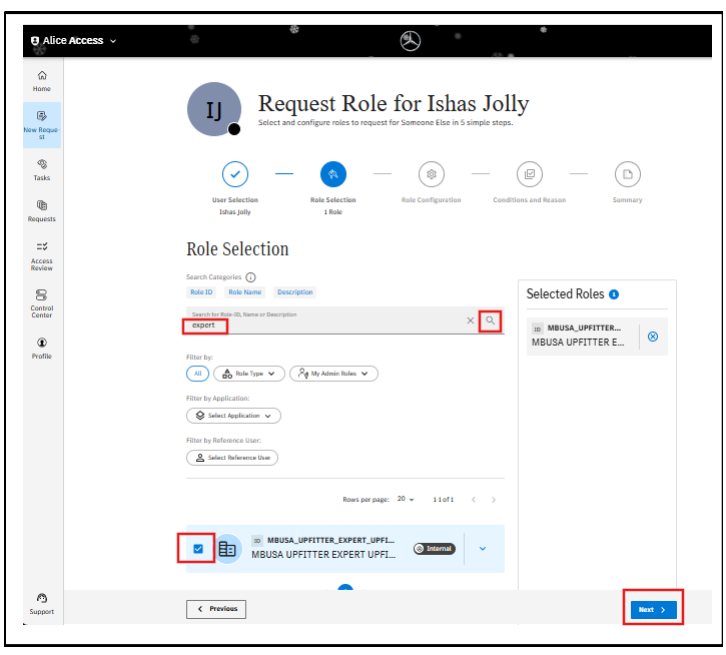
2

- **Select New Request, then click "Request for Someone Else" on the following page**
- **Enter the newly created User ID in search field and click the Search icon**
- **Click the bubble next to the user's name and click Next**



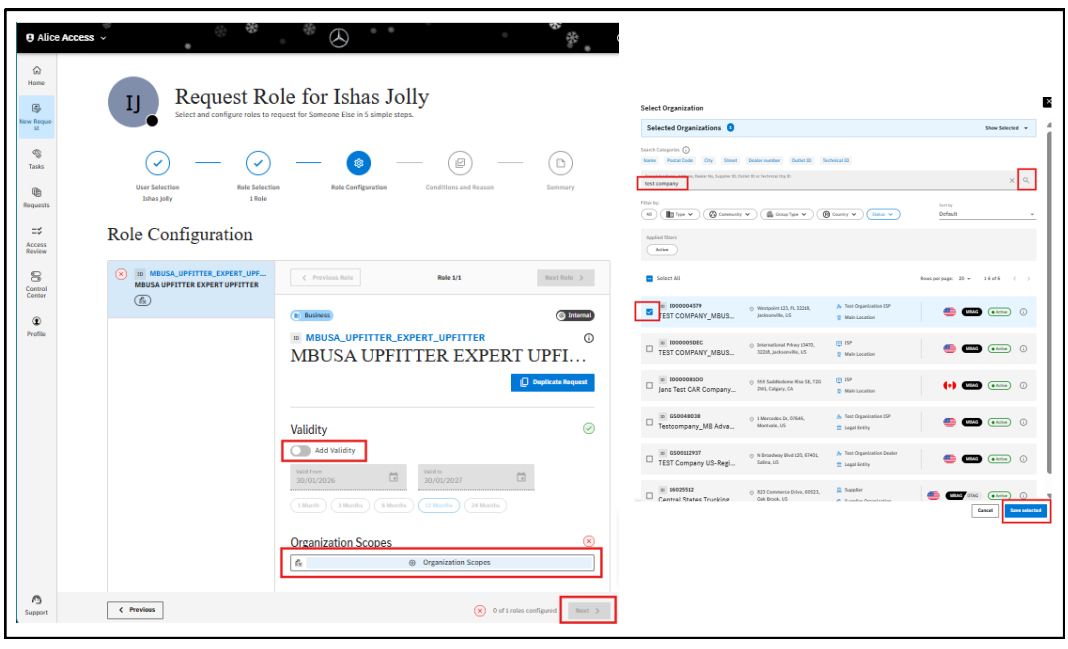
3

- **Enter Expert in the search field and click the Search icon**
- **Select MBUSA UPFITTER EXPERT UPFITTER role and click Next**



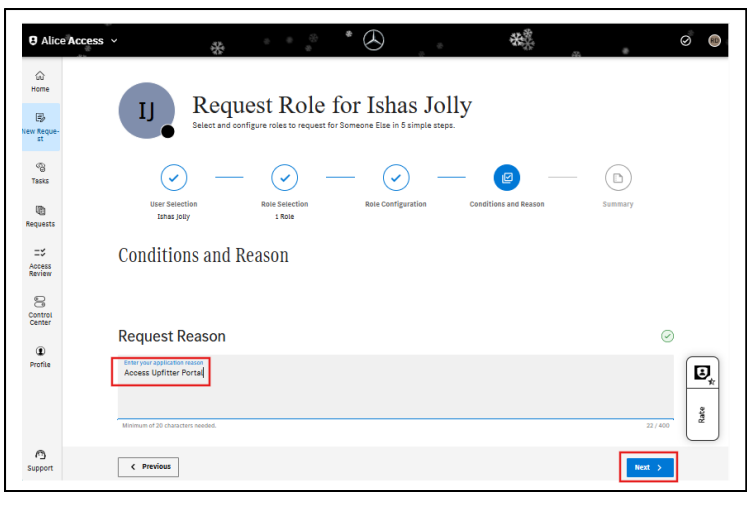
4

- **Turn off "Add Validity" toggle button, then click Organization Scopes**
- **Search for your company name in the pop-up window and click the Search icon**
- **Select the box next to your company name and click Save Selected**

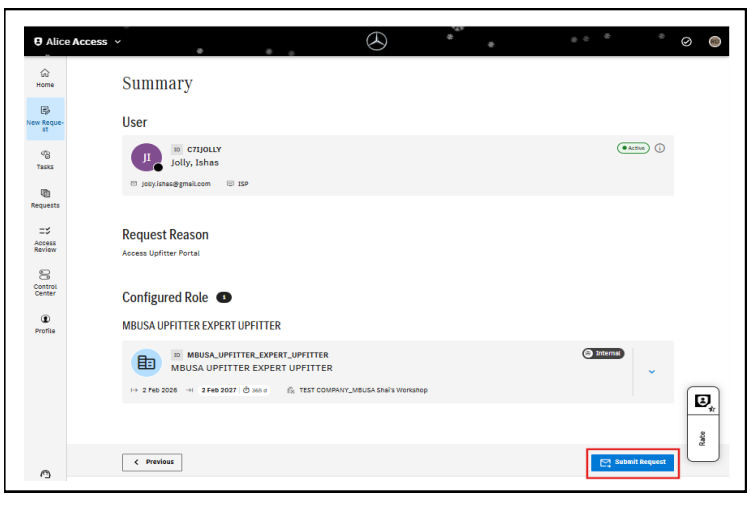


5

- **Enter "Access Upfitter Portal" in reason and click Next**



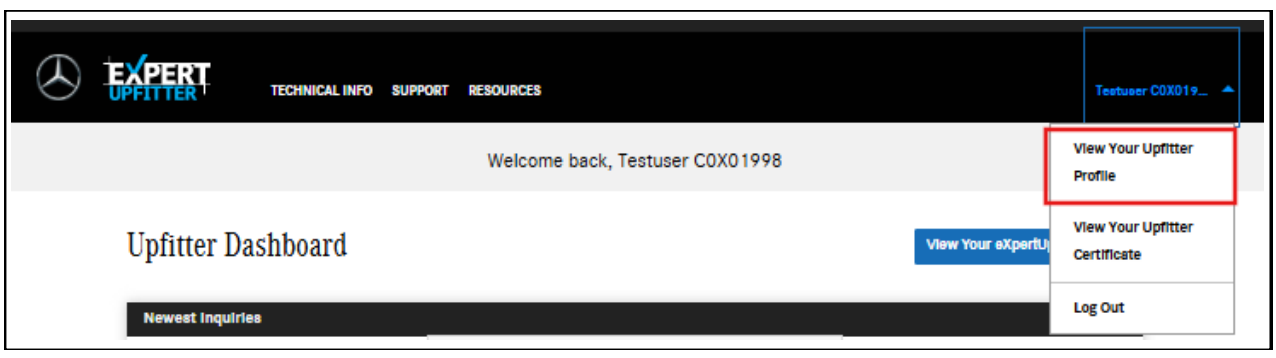
- **Review entries and click Submit Request**



Add User to Upfitter Portal Profile

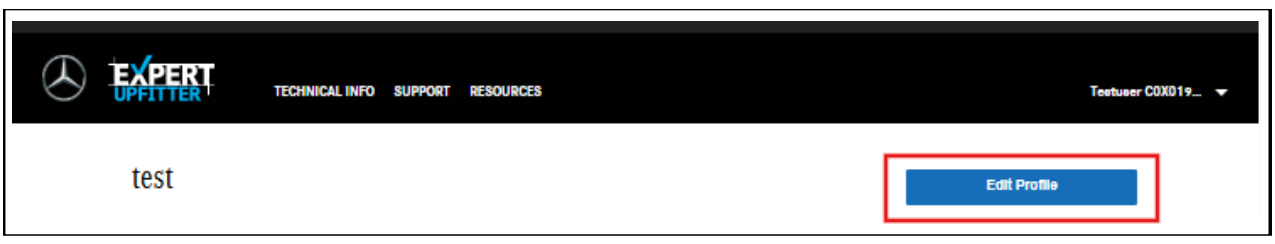
1

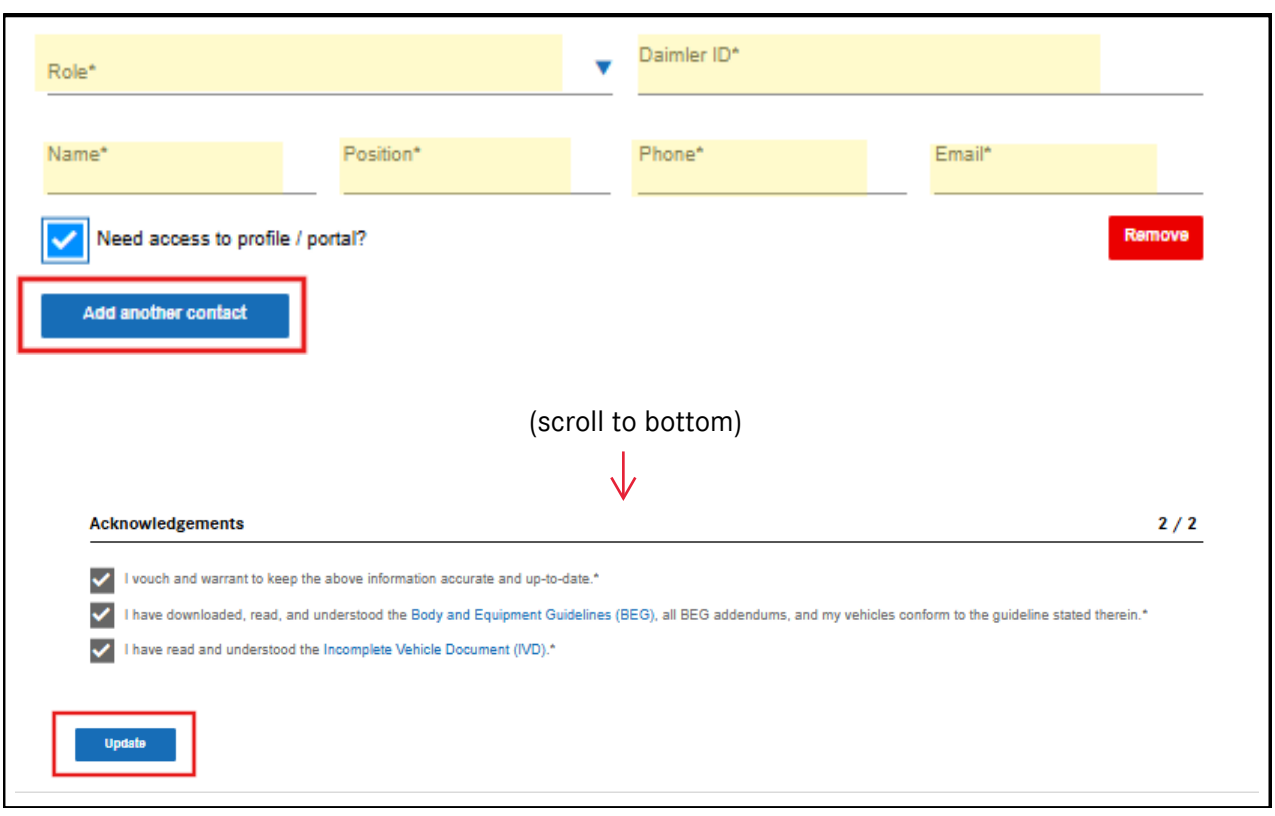
- **Log into the Upfitter Portal (upfitterportal.com) and select View Your Upfitter Profile in the dropdown menu under your User ID name in the top right corner**



2

- **Select Edit Profile**



3

- **Scroll to the Key Contacts section of your profile**
- **Select Add Another Contact**
- **Check the Needs Access to Profile/Portal**
- **Complete all contact fields (email must match the email used to create the Alice User ID)**
- **Paste Alice User ID in the Daimler ID field**
  Scroll to bottom and select Update to save changes