



## Dealer Portal Sub-Account Setup

Please follow the steps below to provide access to the dealer portal for additional users.

1. Login to your TTIFC account at <https://dealers.ttifloorcare.com/>
2. Click "My Account" then "Sub-Accounts" then "Create New Sub-Account"
3. Fields to enter & purpose:
  - a. **First Name:** First Name
  - b. **Last Name:** Last Name
  - c. **Email Address:** This will be the username to access the portal
  - d. **Password & Verify Password:** This will be the password to access the portal. Passwords must include at least 8 characters, including at least 1 uppercase character and 1 number.
  - e. **Manage Sites:** Please check any addresses the user needs access to (this is to submit claims, if necessary). One address must be selected to continue.
4. Click "Create Account"
5. The user will be able to use their sign on information, account number, email address and password, within 24 hours of completing the sub-account form. When the user signs in they will use the main account number.

If you have any questions, please email [dealer.support@ttifloorcare.com](mailto:dealer.support@ttifloorcare.com)

Thank you,

**The Warranty Department**

