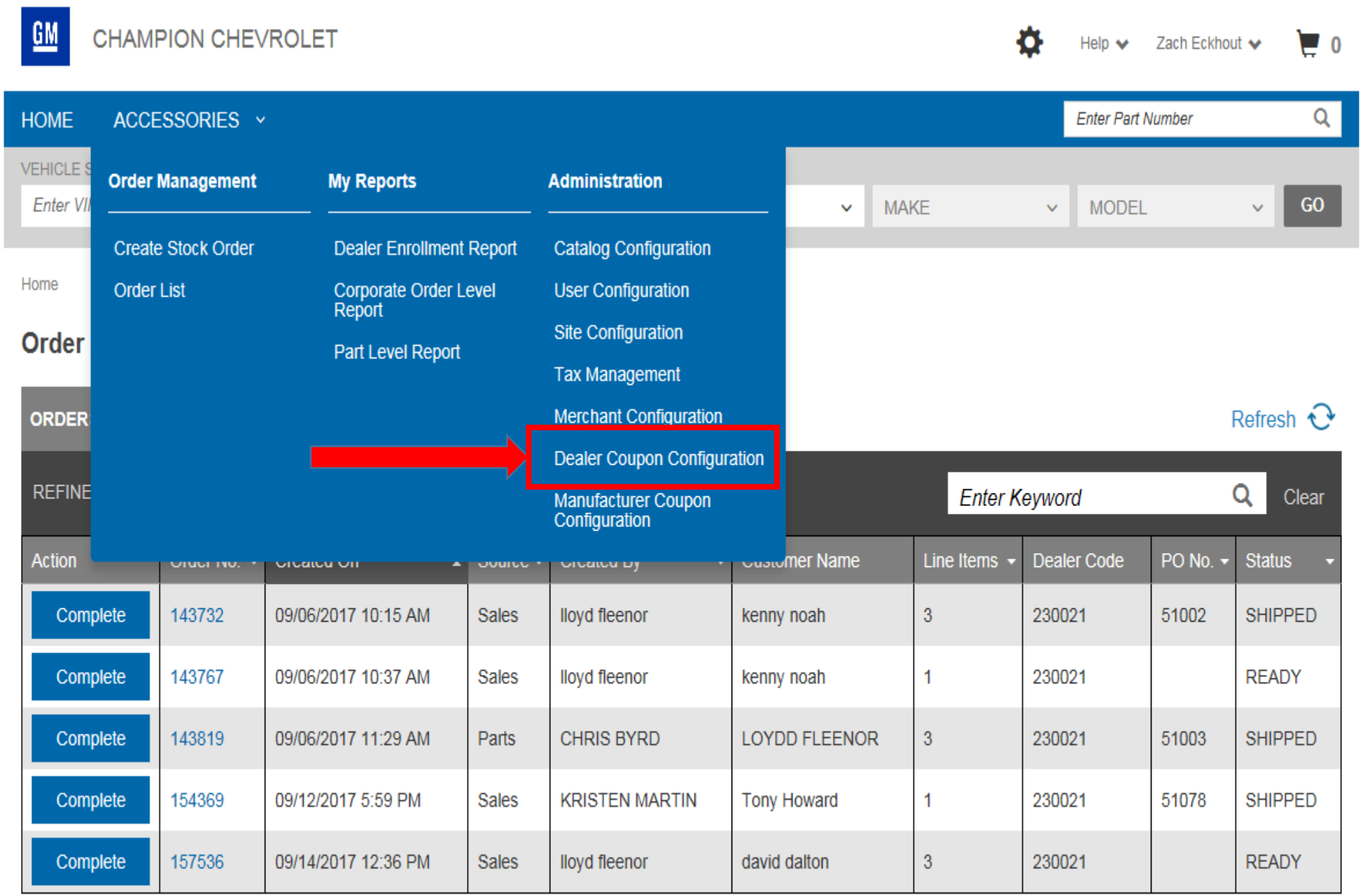
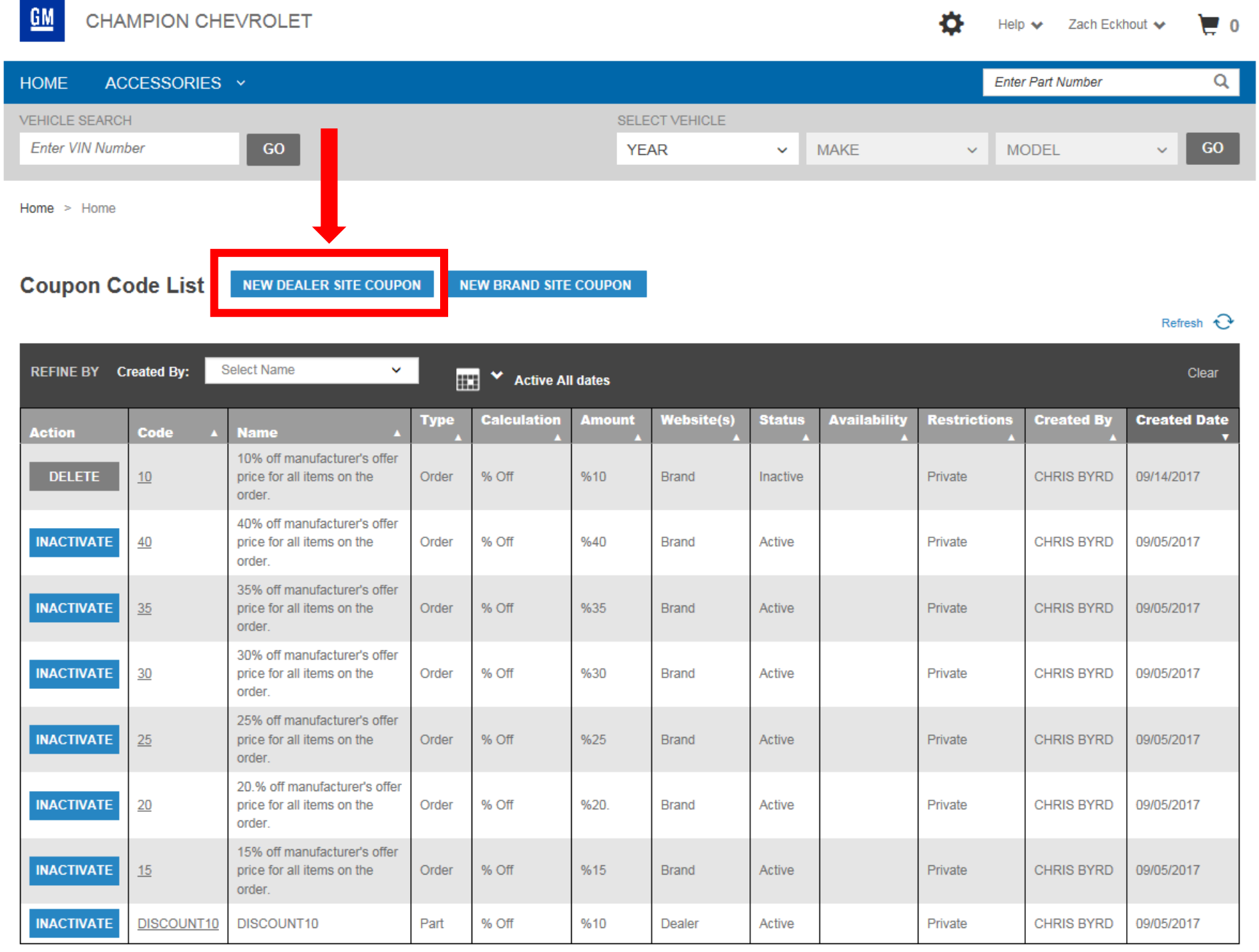
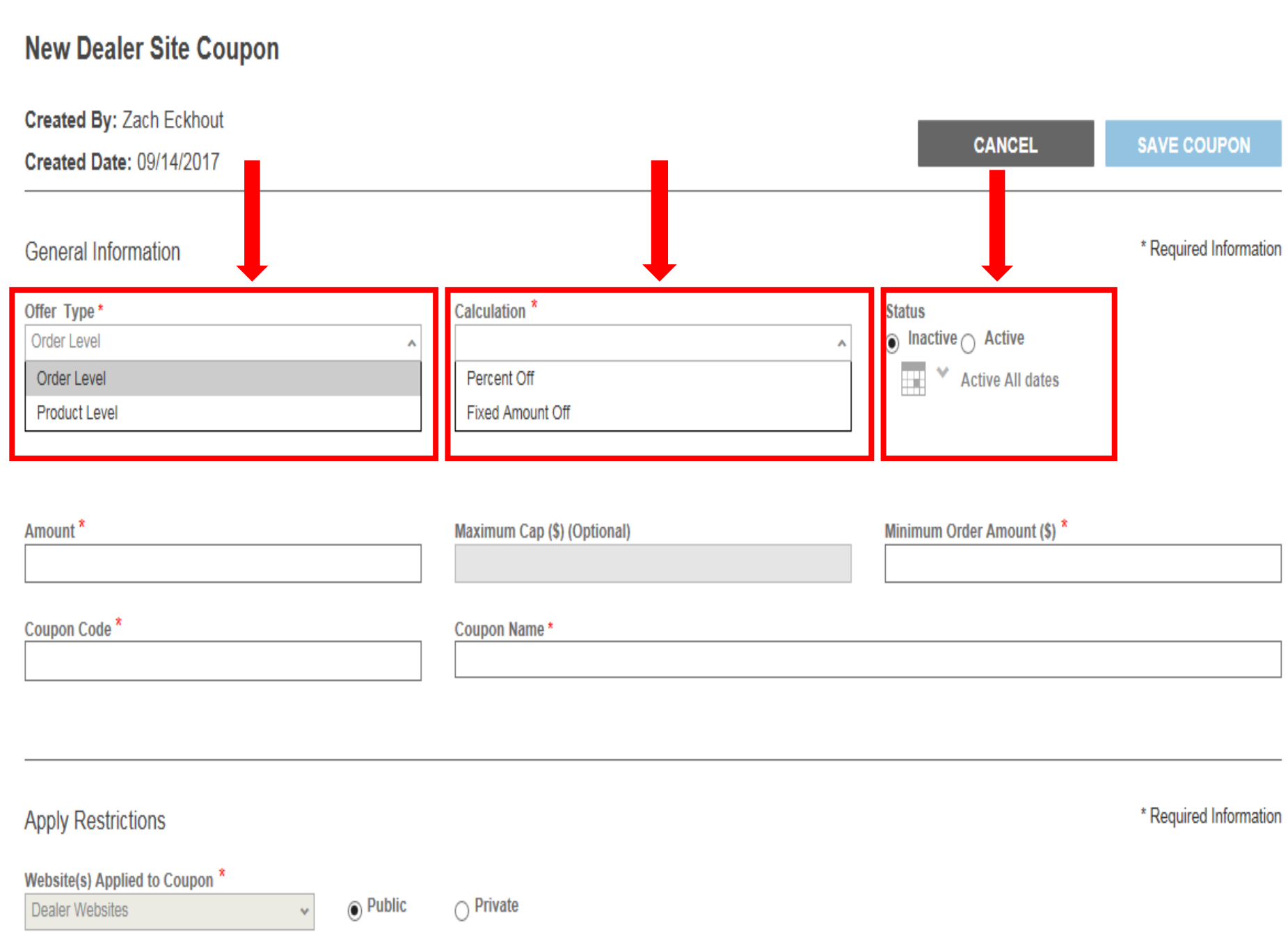


-Click the **ACCESSORIES** button at the top of the page

-Click **DEALER COUPON CONFIGURATION**



-Click **NEW DEALER SITE COUPON**



-Choose the **Offer Type**

→ Order Level: This is a coupon for an entire order

→ Product Level: This is a coupon only for a particular item/category of accessories

-Choose the **Calculation**

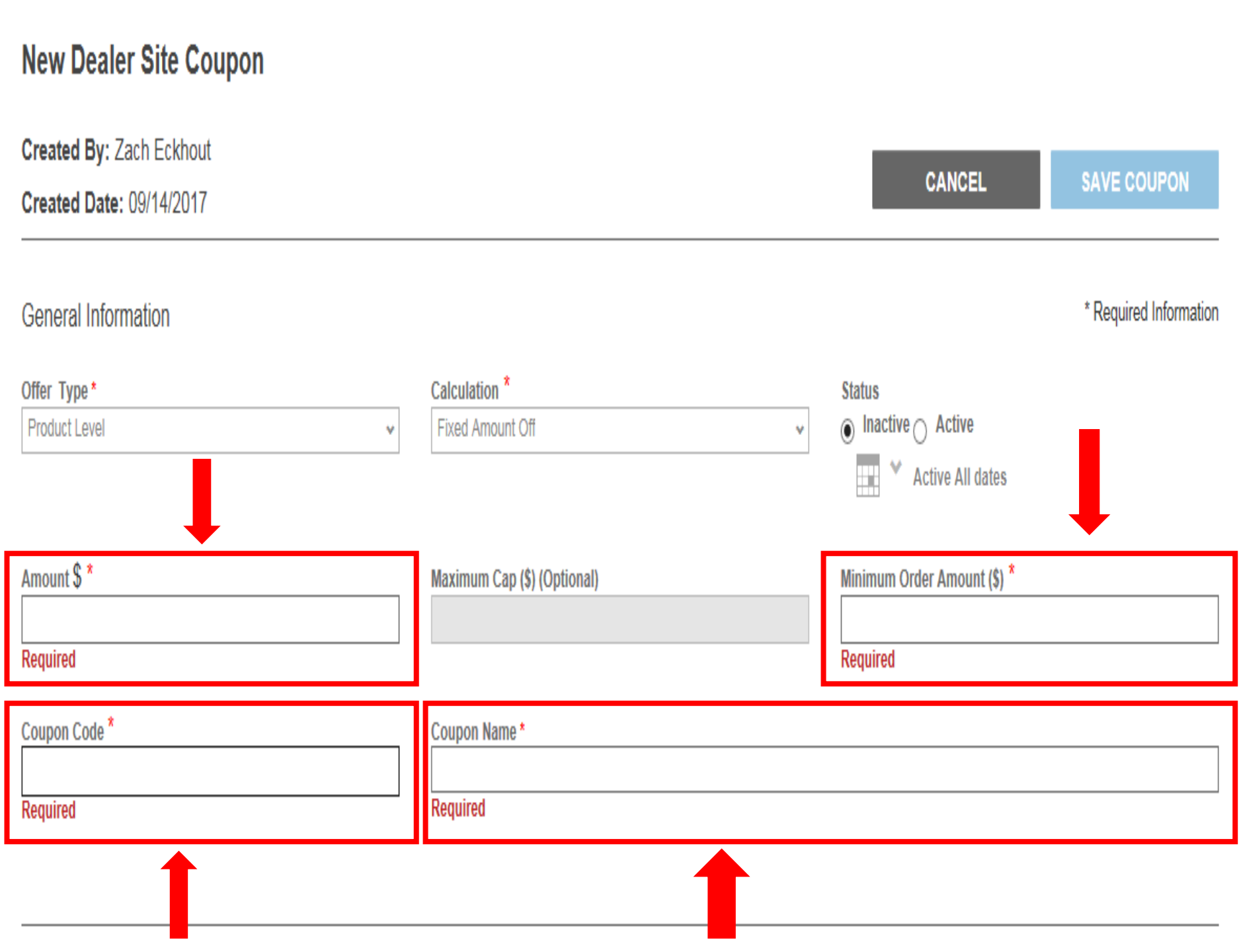
→ Percent Off: This is a percentage off the order

→ Fixed Amount Off: This is a specific dollar amount off the order

-Choose the **Status**

→Select Active

→Select the date range you want the coupon to be valid

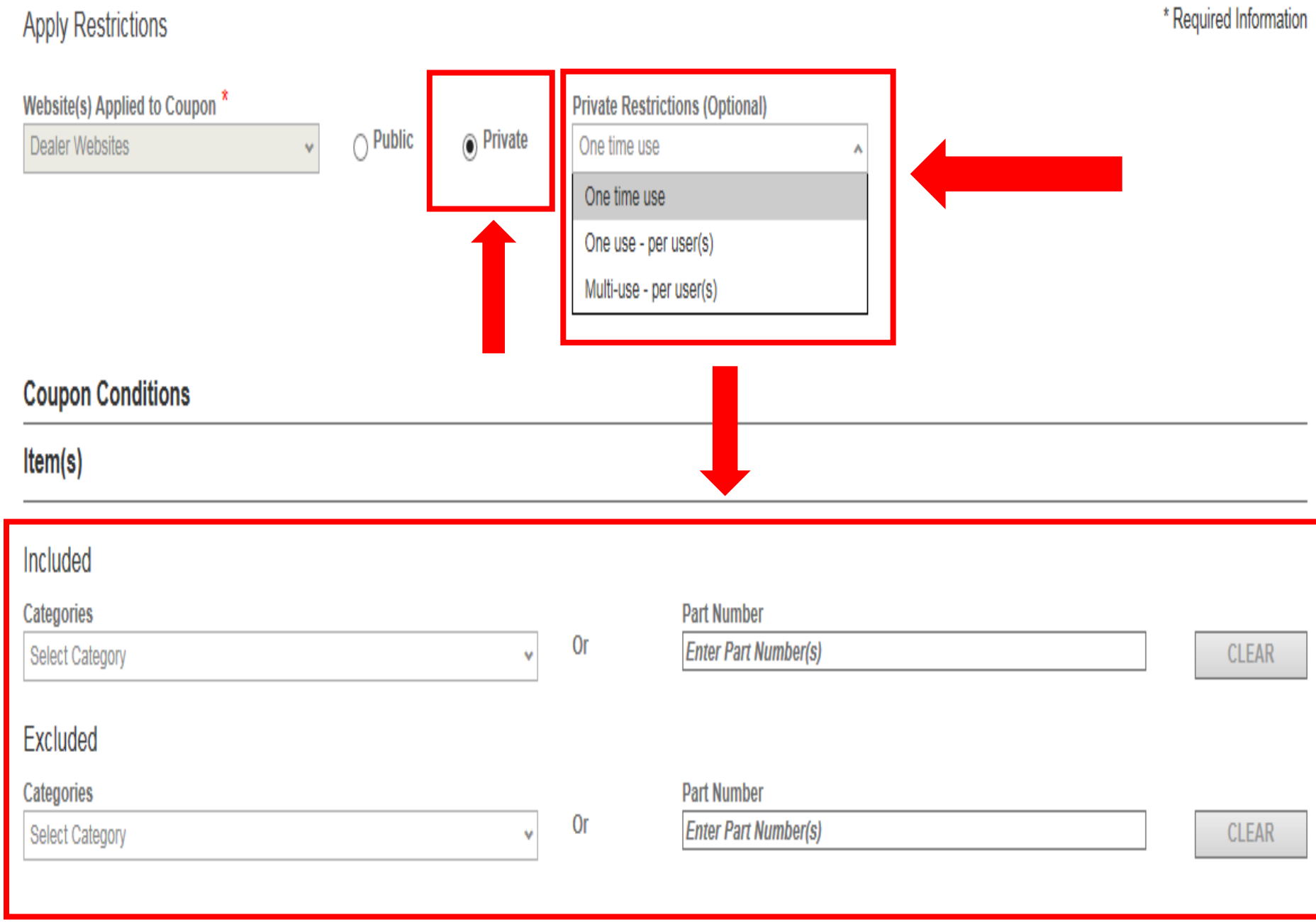


-Enter the dollar **Amount** or percentage off you would like to apply

-Enter the **Minimum Order Amount** (this is must be = or > than the Fixed Amount Off)

-Enter the **Coupon Code**. This is what will be applied to the order PRIOR to submitting the order

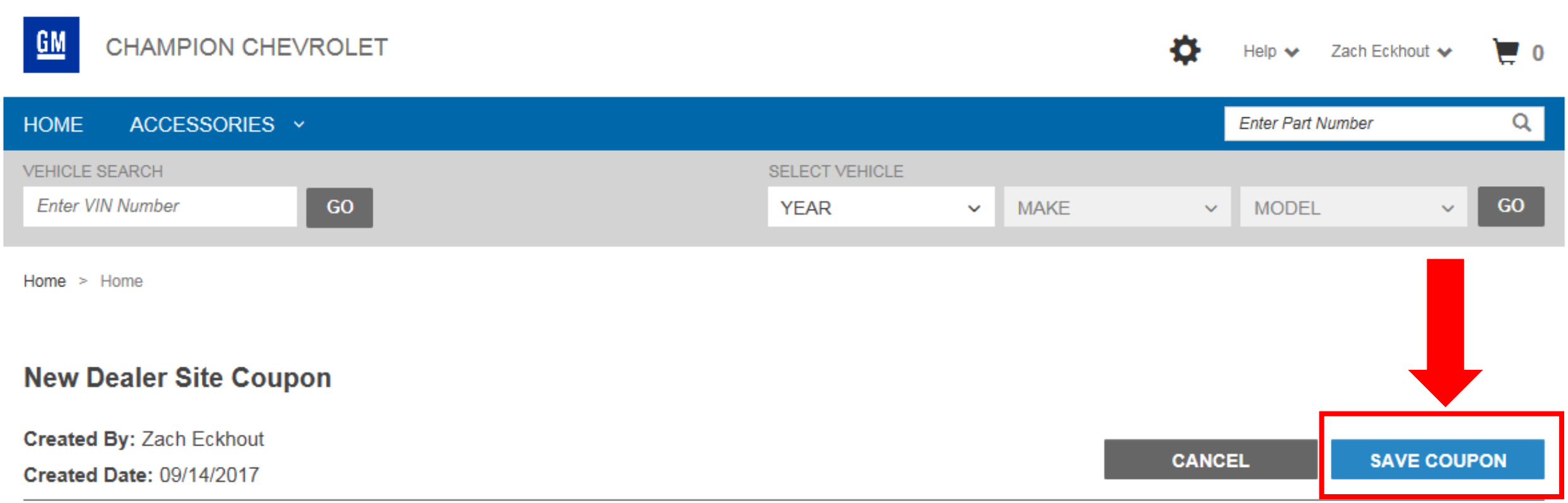
-Enter the **Coupon Name**. This is just a name for the coupon to reference



-Set the coupon to **Private**

-Set the restriction to **One Time Use**

-**Include** or **Exclude** Categories/Part Number(s)



-Make sure to click **SAVE COUPON** when done