

# **GENESIS WEBDCS USER MANUAL**

## **FIRST LOG ON INSTRUCTIONS**

**Last Updated: 6/8/2021**

**Author: Genesis Motor America**



## 1. When you log on to WEBDCS

- 1) If you know your **GENESIS ID**, **Password**, and **Dealer Code**, click [here](#)
- 2) If you know your **GENESIS ID** and **email address**, click [here](#)
- 3) If you know your **email address**, click [here](#)
- 4) If you have never worked with GENESIS before, click [here](#)
- 5) If you have an existing HMA ID, click [here](#)
- 6) Call the **Service Desk** at 1-866-4-DEALER (1-866-433-2537) :
  - If you know only your **GENESIS ID**, or
  - If you don't remember your information but you worked for GENESIS before




GENESIS

- ❖ If you know your **GENESIS ID**, **Password**, and **Dealer Code**, please enter your **GENESIS ID**, **Password**, and **Dealer Code** and then click the **LOG ON** button.

GENESIS Dealer Portal URL : <https://www.genesisdealerusa.com>

Genesis Dealer Log On

  
GENESIS

→ [First Time Logon Process](#)  
→ [Self Registration User Manual](#)  
● [WebDCS Terms of Use](#)  
● [Retailer Employee Privacy Notice](#)

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**LOG ON**

Dealer Code  
 (eg.XXxxx)

User ID  
  
(eg.HMAxxxxxxxx, DLRxxxxxxxx)

Password  
 [Login Assistance?](#)

Remember me  
 Update My Profile

**LOG ON** **Create an Account**



After you log on, the **My Profile Information** screen appears. Review the **Alert** message and click the **Close** button.

The screenshot shows the 'My Profile Information' page with an 'Alert' dialog box overlaid. The alert message reads: 'The "Terms of Use" have been changed. Before you can proceed you must read and accept the new Terms of Use.' A red box highlights the 'Close' button in the dialog. The background page is dimmed and contains the following sections:

- Contact Information:** Fields for Title (MR.), U.S. Military Veteran (Select), First Name / MI (UAT / ), Last Name (CASE ONE A), Email (UAT\_CASE1-A@MAILINATOR.COM), Confirm Email (UAT\_CASE1-A@MAILINATOR.COM), Security Question (What is the name of your favorite childhood friend?), and Your Answer (test).
- Terms of Use:** A checkbox for 'I Agree To the Terms of Use'.
- Change Password:** Fields for New Password and Confirm Password.
- Personnel Enrollment for STAR Payments:** A checked checkbox and fields for Hire Date, Address (224 N WILKINSON ST), City (DAYTON), State (OH : Ohio), Mobile (763-465-2625), ZIP Code (45402), and W-9 File (checked).
- Dealer Access:** A dropdown for 'Select Dealer(S)' and a 'Dealer' button.
- Buttons:** 'Verify', 'Submit', and 'Exit' buttons at the bottom right.

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Select a question from the **Security Questions** drop-down list, and then provide the answer in the **Your Answer** field.

Check the **I Agree To the Terms and Conditions** checkbox. The **Terms and Conditions** window appears. Review the terms and conditions, then click the **Accept** button.



## GENESIS WEBDCS TERMS OF USE

**Effective Date: April 27, 2020**

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Accept

Finally, click the **Verify** button to verify your information. After the system gives you a confirmation message, click the **Submit** button. Click the **Pass** button to go to genesisdealerusa.com main screen.

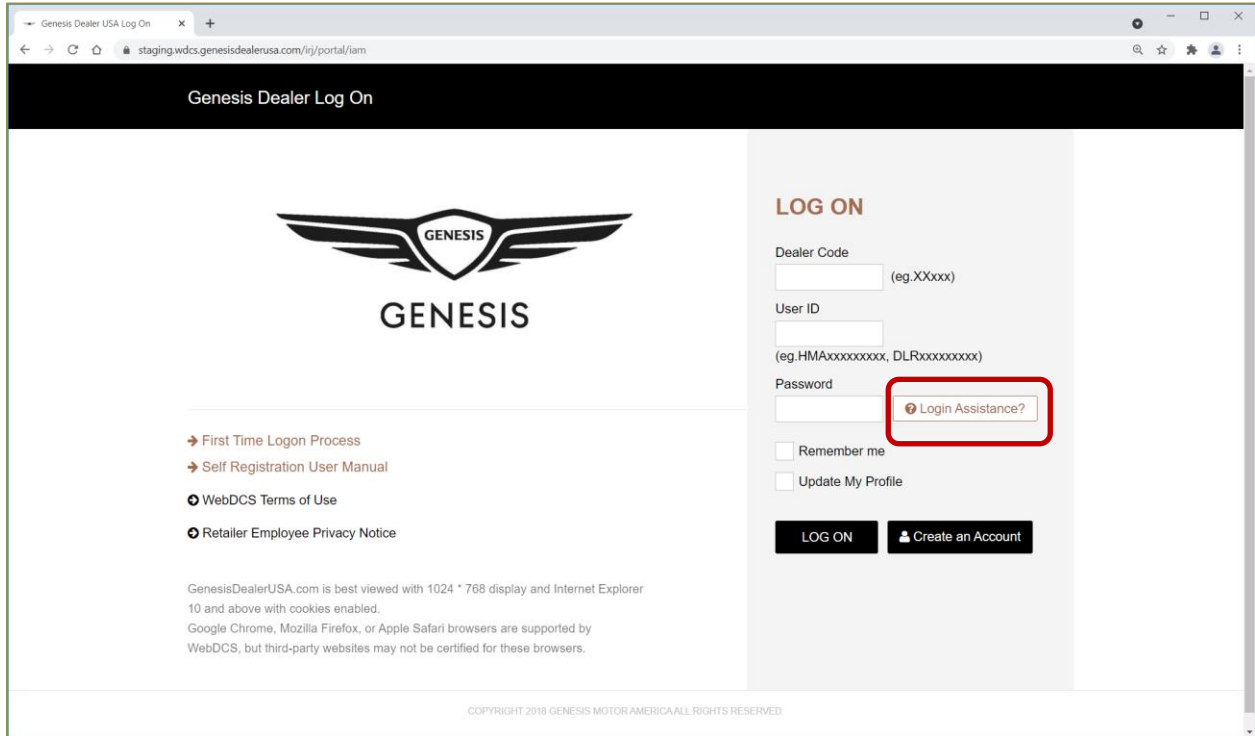


GENESIS

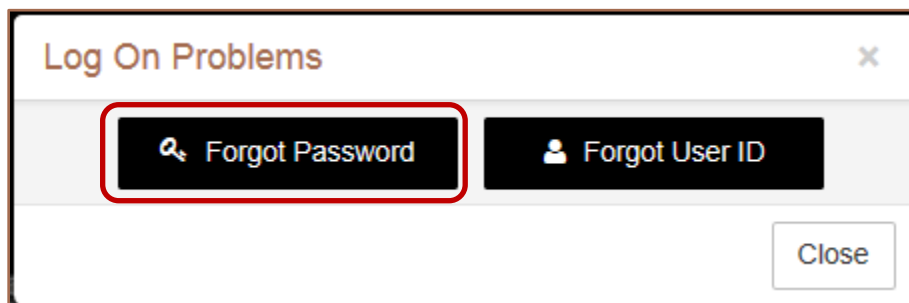
Genesis WEBDCS First Logon Instruction

❖ If you know your **GENESIS ID** and your **Email address**, click the **Login Assistance?** button.

GENESIS Dealer Portal URL : <https://www.genesisdealerusa.com>



WEBDCS displays the **Login Assistance?** screen.. Click the **Forgot Password** button.





The **Forgot Password** screen appears. Enter your **GENESIS ID** and your **email address**, then click the **Submit** button. After the system gives you a confirmation message, WEBDCS sends a temporary password to your email address.

**Forgot Password** x

\* User ID

\* Email

x Cancel ✓ Submit

The email message contains your temporary password.

GENESIS

You are receiving this email because you have requested a new password.  
Please use the Temporary Password shown below to reset your password.

**System Access Information**

Genesisdealer.com URL	<a href="http://www.genesisdealerusa.com">www.genesisdealerusa.com</a>
Temporary Password	%9Thhxysy

**Do you have any questions?**

If you have a question, please contact Service Desk at 1-866-4-DEALER (1-866-433-2537) or GMA Field Representative.  
[ServiceDesk-GMA@gma.com](mailto:ServiceDesk-GMA@gma.com)



Log on to WEBDCS with your **GENESIS ID**, your temporary **Password**, and your **Dealer Code**. WEBDCS displays the **Change Password** screen. Enter your new password, then click the **Change** button.

**GENESIS**

## Change Password

**i Password Requirements:**  
New password requirements require all passwords be a minimum of 8 characters with one upper case letter, one lower case letter, one number and one special character.

Present Password  
.....

New Password  
.....

Confirm Password  
.....

**Change** Cancel



The **My Profile Information** screen appears. Review the **Alert** message, then click the **Close** button.

The screenshot shows the 'My Profile Information' screen with an 'Alert' dialog box. The alert message reads: 'The "Terms of Use" have been changed. Before you can proceed you must read and accept the new Terms of Use.' A red box highlights the 'Close' button in the alert dialog. The background form is dimmed and contains the following sections:

- Contact Information:** Fields for Title (MR.), U.S. Military Veteran (Select), First Name / MI (UAT), Last Name (CASE ONE A), Email (UAT\_CASE1-A@MAILINATOR.COM), Confirm Email (UAT\_CASE1-A@MAILINATOR.COM), Security Question (What is the name of your favorite childhood friend?), and Your Answer (test).
- Terms of Use:** A checkbox for 'I Agree To the Terms of Use' and a 'Change Password' section with 'New Password' and 'Confirm Password' fields.
- Personnel Enrollment for STAR Payments:** A checked checkbox and fields for Hire Date, Address (224 N WILKINSON ST), City (DAYTON), State (OH: Ohio), Mobile (763-465-2625), ZIP Code (45402), and W-9 File (checked).
- Dealer Access:** A 'Select Dealer(S)' dropdown and a 'Dealer' button.

At the bottom right, there are buttons for 'Verify', 'Submit', and 'Exit'. The footer text reads: 'COPYRIGHT 2018 GENESIS MOTOR AMERICA ALL RIGHTS RESERVED.'

Select a question from the **Security Questions** drop-down list, and then provide the answer in the **Your Answer** field.



Check the **I Agree To the Terms and Conditions** checkbox. The **Terms and Conditions** window appears. Review the terms and conditions, then click the **Accept** button.

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Accept

Finally, click the **Verify** button to verify your information. After the system gives you a confirmation message, click the **Submit** button. Click the **Pass** button to go to genesisdealerusa.com main screen.

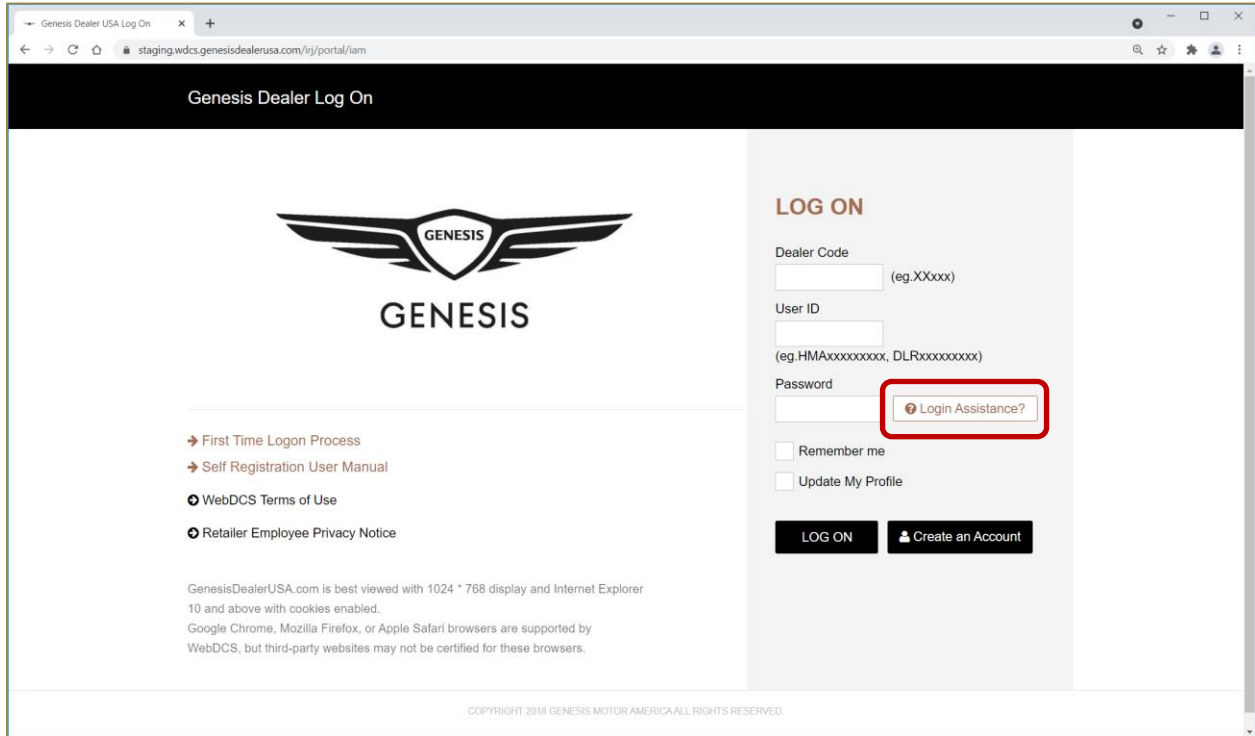


GENESIS

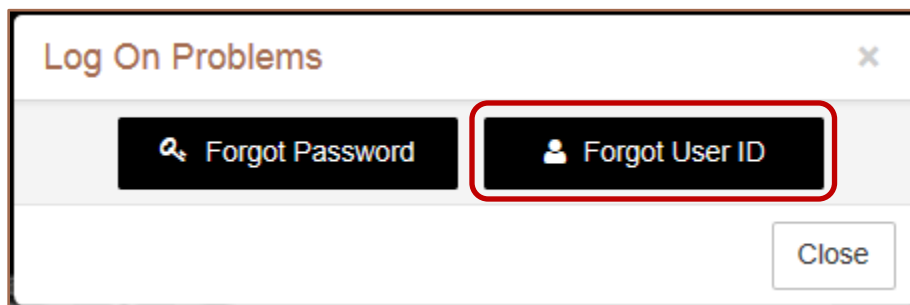
Genesis WEBDCS First Logon Instruction

❖ If you know your **email address**, click the **Login Assistance?** button.

GENESIS Dealer Portal URL : <https://www.genesisdealerusa.com>



WEBDCS displays the **Login Assistance?** screen. Click the **Forgot User ID** button.

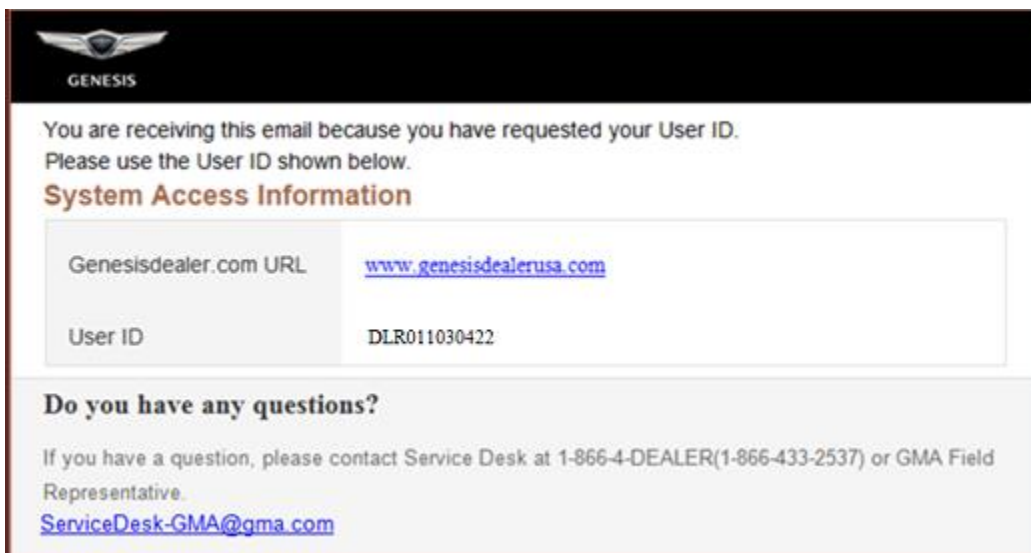




Enter your email address, then click the **Submit** button. WEBDCS sends your User ID to your email address.

The screenshot shows a dialog box titled "Forgot User ID" with a close button (X) in the top right corner. Below the title bar is a text input field with a label "\* Email" to its left. At the bottom of the dialog, there are two buttons: "Cancel" with an X icon and "Submit" with a checkmark icon. The "Submit" button is highlighted with a red rectangular border.

The email message contains your User ID.



Then click the **Forgot Password** button.

The screenshot shows a dialog box titled "Log On Problems" with a close button (X) in the top right corner. Below the title bar are two buttons: "Forgot Password" with a key icon and "Forgot User ID" with a person icon. The "Forgot Password" button is highlighted with a red rectangular border. At the bottom right of the dialog is a "Close" button.



The **Forgot Password** screen appears. Enter your **GENESIS ID** and your **email address**, then click the **Submit** button. After the system gives you a confirmation message, WEBDCS sends a temporary password to your email address.

**Forgot Password** [X]

\* User ID

\* Email

[X] Cancel [✓] **Submit**

The email message contains your temporary password.

GENESIS

You are receiving this email because you have requested a new password.  
Please use the Temporary Password shown below to reset your password.

**System Access Information**

Genesisdealer.com URL	<a href="http://www.genesisdealerusa.com">www.genesisdealerusa.com</a>
Temporary Password	%9Thhxysy

**Do you have any questions?**

If you have a question, please contact Service Desk at 1-866-4-DEALER (1-866-433-2537) or GMA Field Representative.  
[ServiceDesk-GMA@gma.com](mailto:ServiceDesk-GMA@gma.com)



Log on to WEBDCS with your **GENESIS ID**, your temporary **Password**, and your **Dealer Code**. WEBDCS displays the Change Password screen. Enter your new password, then click the **Change** button.

**GENESIS**

## Change Password

**i Password Requirements:**  
New password requirements require all passwords be a minimum of 8 characters with one upper case letter, one lower case letter, one number and one special character.

Present Password  
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New Password  
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Confirm Password  
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**Change** Cancel



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Contact Information			
* Title	MR.	* U.S. Military Veteran	Select
* First Name / MI	UAT	* Last Name	CASE ONE A
* Email	UAT_CASE1-A@MAILINATOR.COM	* Confirm Email	UAT_CASE1-A@MAILINATOR.COM
* Security Question	What is the name of your favorite childhood friend?		
* Your Answer	test		

**Terms of Use**

I Agree To the **Terms of Use**

**Change Password**

* New Password		* Confirm Password	
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**Personnel Enrollment for STAR Payments**

Hire Date			
* Address	224 N WILKINSON ST	* City	DAYTON
* State	OH : Ohio	* Mobile	763-465-2625
* ZIP Code	45402	* W-9 File	<input checked="" type="checkbox"/> W-9 Form

**Dealer Access**

Select Dealer(S) **Dealer**

Verify  Submit  Exit

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Select a question from the **Security Questions** drop-down list, and then provide the answer in the **Your Answer** field.



Check the **I Agree To the Terms and Conditions** checkbox. The **Terms and Conditions** window appears. Review the terms and conditions, then click the **Accept** button.

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Accept

Finally, click the **Verify** button to verify your information. After the system gives you a confirmation message, click the **Submit** button. Click the **Pass** button to go to genesisdealerusa.com main screen.

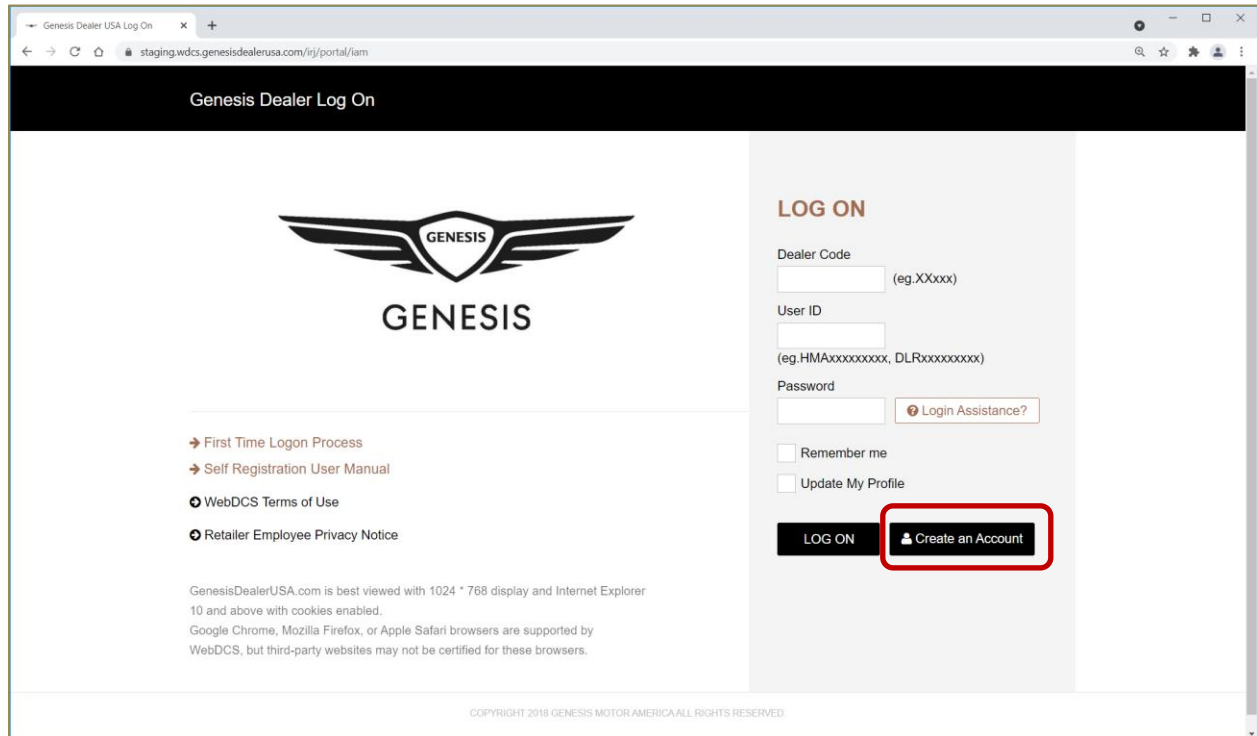


GENESIS

Genesis WEBDCS First Logon Instruction

- ❖ If you have never worked in GENESIS before, click the **Create Account** button.

GENESIS Dealer Portal URL : <https://www.genesisdealerusa.com>



The **Create an Account** screen appears. Enter all the necessary information and click the **Verify** button. If there are any errors, the system displays error messages. If there are no errors, click the **Submit** button.



WEBDCS creates your account and sends you an email message, which contains your **GENESIS ID** and your temporary password.

The screenshot shows a 'Create an Account' form with the following sections and callouts:

- 1** **Contact Information:** A section containing fields for Title, U.S. Military Veteran, First Name / MI, Last Name, Email, Confirm Email, Security Question, and Your Answer.
- 2** **Terms of Use:** A section with a checkbox 'I Agree To the Terms of Use' and a 'Terms of Use' button.
- 3** **Personnel Enrollment for STAR Payments:** A section with a checkbox and fields for Address, City, State, Mobile, ZIP Code, and W-9 File.
- 4** **Dealer Access:** A section with a 'Select Dealer(S)' dropdown and a 'Dealer' button.
- 5** **Buttons:** A row of three buttons: 'Verify' (checked), 'Submit', and 'Cancel'.

**1** **Contact Information:** Enter your name and personal email. Select a question from the **Security Questions** drop-down list, and then provide the answer in the **Your Answer** field..  
An email address can be used to create only one **GENESIS ID**. It cannot be re-used for an additional **GENESIS ID**.

**2** **Terms and Conditions:** Review the terms and conditions and click the **Accept** button.



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Accept

3

**Personnel Enrollment:** To be able to earn STAR Payments, you must enter your information into the **Personnel Enrollment** section of the screen. Enter your address, and your phone number.

Click the **W-9 Form** button. WEBDCS opens the **W-9** screen. Enter your name, your Social Security Number, and your address. You may have to scroll down to see and check the checkbox at the bottom of



the screen. GENESIS uses the **Personnel Enrollment** data to calculate your STAR Payments and to issue your **W-9 Form**.

**Form W-9** ✕

**NOTE**  
The Internal Revenue Service requires that the information requested below be provided in order to receive full payment. If the information you provide below is not accurate, your payment will be subject to backup withholding.

Enter your **name** and **social security number ("SSN")** as it **appears on your social security card**. If you anticipate a change in your name on your social security card, please enter the name that will appear on the card.

First	ANGELA	Middle		Last	SIONNACH
-------	--------	--------	--	------	----------

**Social Security Number**

***	-	**	-	****
-----	---	----	---	------

**Confirm Social Security Number**

***	-	**	-	****
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Enter your **current mailing address**, i.e. where you are expected to receive payment or tax information. If your residence or mailing address is **not in the U.S.**, please contact your local Genesis Market Representative who will work with HMA Finance for an appropriate Form W-8.

**Address (Residence Number, Street, And Apartment Number)**

15540 TALBERT

City	FOUNTAIN VALLEY	State	California	ZIP Code	92705
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\* If your mailing address changes, please update at [Update My Profile] .

**PENALTIES**  
If you fail to furnish your correct name and SSN combination, you are subject to backup withholding. Willfully falsifying this information may subject you to criminal penalties including fines and/or imprisonment.

**PRIVACY ACT NOTICE**  
The IRS uses the information provided for identification purposes and to verify information on your tax return. You must provide your correct name and SSN whether or not you are required to file a tax return.

I hereby certify that, to the best of my knowledge, the information in this substitute Form W-9 is true and correct.



**Accessible Dealer List:** Click the **Dealer** button. WEBDCS displays the dealer selection screen. Enter your **Dealer Code**, or enter all or part of your **Dealer Name**, and click the **Search** button. WEBDCS displays the information about the dealers that match your search criteria.



Check the check box next to one or more **Dealer Codes**. WEBDCS displays each **Dealer Code** at the bottom of the table. When you finish, click the **Select** button. The **Select Dealership** window disappears.

### Select Dealership ✕

Dealer Code	Dealer Name	
<input type="text"/>	<input type="text" value="GENESIS"/>	<input type="button" value="Search"/>

<input type="checkbox"/>	CA704	GENESIS OF TUSTIN			
<input type="checkbox"/>	FL705	GENESIS OF DELRAY			
<input type="checkbox"/>	FL706	GENESIS OF NAPELTON			
<input type="checkbox"/>	TX701	HUFFINES GENESIS PLANO			
<input type="checkbox"/>	TX702	HUB GENESIS			
<input type="checkbox"/>	TX703	NORTH FREEWAY GENESIS			
<input type="checkbox"/>	MI702	SUBURBAN GENESIS			



**5 Verify and Submit:** After you enter all the data needed to **Create an Account**, click the **Verify** button. If WEBDCS displays any error messages, correct the errors and click the **Verify** button again.



After a successful verification, WEBDCS enables the **Submit** button. Click the **Submit** button to save your data. WEBDCS sends you an email message , which contains your **GENESIS ID** and **Temporary Password**. Click the **Cancel** button to exit the screen without saving any data.

**Congratulation!**

You have completed the registration for a new Genesis ID. This ID will allow you to access [genesisdealerusa.com](http://genesisdealerusa.com) and other related systems.

Please, **DO NOT SHARE** this ID with other people. Use the below URL to access the application and change your temporary password.

**Please Note:** You will not be able to log in to [genesisdealerusa.com](http://genesisdealerusa.com) until your Dealer Admin grants you the proper access.

**System Access Information**

Genesis Dealer USA URL	<a href="http://www.genesisdealerusa.com">www.genesisdealerusa.com</a>
User ID	DLR011030422
Temporary Password	DEHNtdTNd@i2

**Do you have any questions?**


If you have a question, please contact Service Desk at 1-866-4-DEALER(1-866-433-2537) or GMA Field Representative.  
[ServiceDesk-GMA@gma.com](mailto:ServiceDesk-GMA@gma.com)

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**Notify Dealer Admin:** Forward the congratulatory email to the Dealer Admin selected in your account profile, who will use the information in it to grant you access to the dealership.



**Access Grant:** After the Dealer Admin grants you access based upon your role, WEBDCS sends you a notification email message.



GENESIS

You are receiving this email because your profile has been updated

**System Access Information**

Genesisdealer.com URL	<a href="http://www.genesisdealerusa.com">www.genesisdealerusa.com</a>
Change Information	* Access dealer

**Do you have any questions?**

If you have a question, please contact Service Desk at 1-866-4-DEALER (1-866-433-2537) or GMA Field Representative.

[ServiceDesk-HMA@hmausa.com](mailto:ServiceDesk-HMA@hmausa.com)



- ❖ If you have an existing HMA ID, enter your HMA ID and password and click on the checkbox for Update My Profile on the log on screen.

GENESIS Dealer Portal URL : <https://www.genesisdealerusa.com>

The screenshot shows the 'Genesis Dealer Log On' page. On the left, there is a navigation menu with links: 'First Time Logon Process', 'Self Registration User Manual', 'WebDCS Terms of Use', and 'Retailer Employee Privacy Notice'. Below the menu, there is a disclaimer: 'GenesisDealerUSA.com is best viewed with 1024 \* 768 display and Internet Explorer 10 and above with cookies enabled. Google Chrome, Mozilla Firefox, or Apple Safari browsers are supported by WebDCS, but third-party websites may not be certified for these browsers.' The right side of the page contains the 'LOG ON' form with fields for 'Dealer Code' (with example 'eg.XXxxx'), 'User ID' (with example 'HMA000000001' and 'eg.HMAxxxxxxxx, DLRxxxxxxxx'), and 'Password'. There are checkboxes for 'Remember me' and 'Update My Profile' (which is checked). At the bottom of the form, there are two buttons: 'LOG ON' (highlighted with a red box) and 'Create an Account'. The footer of the page reads 'COPYRIGHT 2018 GENESIS MOTOR AMERICA ALL RIGHTS RESERVED'.



Update My Profile screen will be displayed. You can select Genesis dealer on the Dealer Access section as below.

Create an Account ✕

**Contact Information**

* Title	NO Title	* U.S. Military Veteran	No
* First Name / MI	ANGELA /	* Last Name	SIONNACH
* Email	EMAIL@EXAMPLE.COM	* Confirm Email	
* Security Question	In what city or town was your first job?		
* Your Answer	Canoga Park		

**Terms of Use**

I Agree To the **Terms of Use**

**Personnel Enrollment for STAR Payments**

* Address	10550 TALBERT AVE	* City	FOUNTAIN VALLEY
* State	CA : California	* Mobile	17143334444
* ZIP Code	92708	* W-9 File	<input checked="" type="checkbox"/> W-9 Form

**Dealer Access**

Select Dealer(S) **Dealer** CA704 ✕

**Verify**  **Submit**

Once you finished, click Verify and then click Submit button. After your dealer admin for the selected dealership approves your request, you will be able to access Genesis WEBDCS.