

NEW FORMS ORDERING SITE COMING MAY 1, 2018

Effective May 1, 2018, GADA Services, in conjunction with SmartSource, will launch a new forms ordering website. We suggest you first read the instructions below before accessing the new site.

HOW TO ACCESS SITE

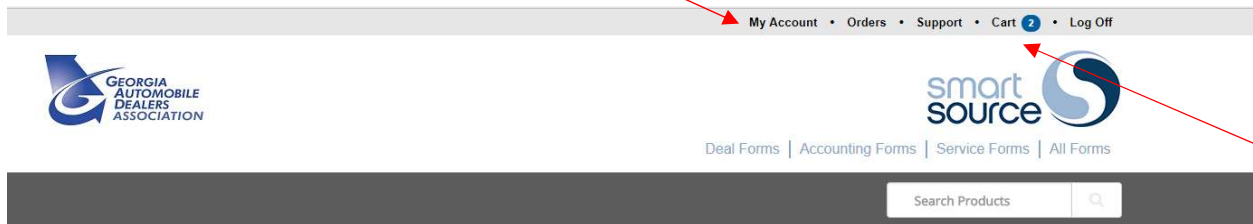
As before, you may access the new site via the **Online Forms Ordering** link on www.gada.com.







Alternatively, you may bookmark the following link:

<https://smartsources-georgia.four51ordercloud.com/1100065374/>

USER INSTRUCTIONS:

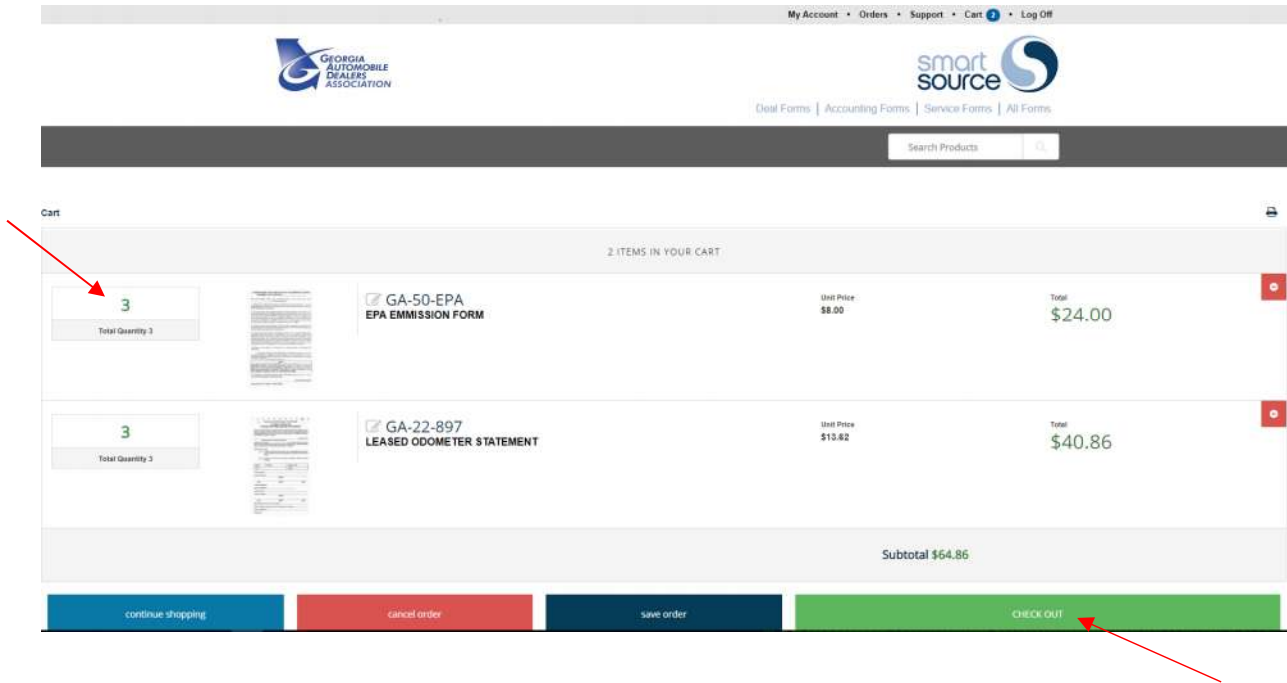
1. Sign in and click on **MY ACCOUNT** link at the top right of the page to record your name and address. **TO SIGN IN: GADA dealer members will use their current REQUINET login and password (a/k/a Dealership ID) to sign in and set up an account.**
2. To order an item, click on the desired product image, and it will take you to a screen to choose your quantity. Once you select your item(s), click on **CART** at the top right corner to check out. (See image below to find My Account link, product images and the Cart link.)



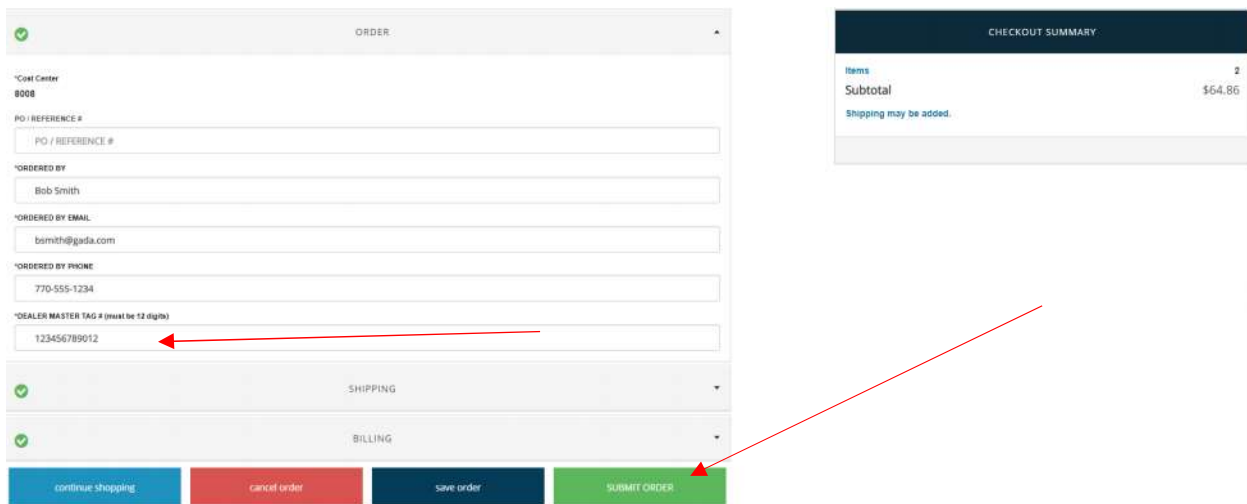
	 GA-25-ODO NON-LEASED ODOMETER STMT \$10.85 per PKG / 250	 GA-30-DMG DAMAGE DISCLOSURE \$7.00 per PAD / 50	 GA-52-SDA SELLERS DISCLOSUI \$7.50 per PKG
			

CONTINUED ON REVERSE SIDE

3. The **CART** page allows you to adjust your quantities, Continue Shopping or Checkout to complete your order. (Image below shows Cart page.)



4. The **CHECKOUT** screen will instruct you to fill in your contact information and your Dealer Master Tag number. The shipping address for your dealership will already be filled in for you. To finalize, click Submit Order and you will receive your order confirmation number.



We look forward to simplifying your forms ordering experience!
For questions, contact Bob Harth: bharth@smartsourcellc.com.

