

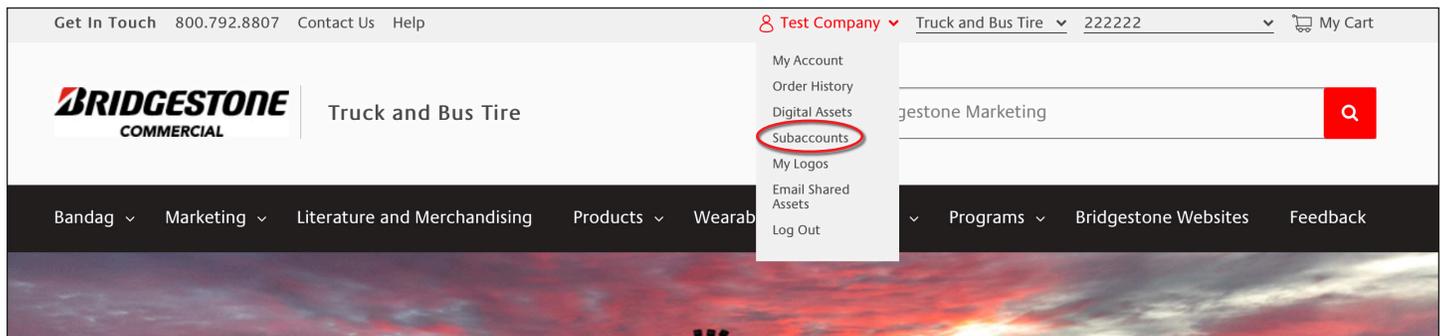
Creating a Subaccount on BridgestoneMarketing.com

Give your Employees & Agencies Controlled Access to the Site

Below are the easy steps for you and your subaccount user to complete to set up the account.

Main Account (Admin) Users – Log on & Create Subaccounts

1. Select “Subaccounts” from the Account menu at the top of the home page.
2. Click on the “Create Account” button.
3. Enter the information for your subaccount, including:
 - a. Tire Categories: drives which sites they can access
 - b. Permissions: determines if they can Download Digital Assets (only) or Download Digital Assets & Place Billable Product Orders
4. Click the “Save Account” button and submit the information.
5. Please alert your subaccount to look for an email. If they do not receive the email, click “Resend User Credentials” on your Subaccount page and have them check their spam or junk mail folder.



Subaccount User – Register, Confirm and Validate

1. Register your account using the information in the “Subaccount Created” email sent to you by Support@BridgestoneMarketing.com.
2. Confirm/update your profile information, create a password and accept the terms & conditions.
3. Validate your account by following directions in the “Complete Your BridgestoneMarketing.com Account Information” email.

