



DEALER E-MAIL ADDRESS CHANGE REQUEST FORM

DEALER #:

PLEASE RETURN THIS COMPLETED FORM VIA E-MAIL TO:
 Assigned Inside Sales Rep:

E-MAIL ADDRESS MANAGEMENT (Only 1 allowed for each):

PRIMARY: ---->
 E-INVOICE**: ---->
 LEAD NOTIFICATION***: ---->

GENERAC USE ONLY:	
Sold-to:	
Bill-to:	
WF Bill-to:	N/A
Partner:	
Partner:	
Partner:	

Primary email address receives important communications with the dealership and all order confirmations.

E-invoice email address receives e-invoices and communications about payment issues.

Lead notification email address receives a notification when the dealership is sent a new sales lead.

KEY CONTACTS - Used by Marketing to send notifications

	Name	E-mail Address	Function
1>			
2>			
3>			
4>			
5>			
6>			
7>			
8>			
9>			
10>			

** Wells Fargo financed orders may not have e-invoices sent to the dealer via email. The e-invoice is sent electronically to Wells Fargo rather than to the dealer.

Signature

***Lead notification e-mail address is only used for non-PowerPlay leads. The e-mail address used for notification of PowerPlay leads must be changed by the dealer in the Dealer Connection web portal. ("SALES" > "POWERPLAY" > "DEALER INFO" > "Contact Email")

Print name/Title

Updates to e-mail addresses typically take at least 48 hours to be completed.

Date