

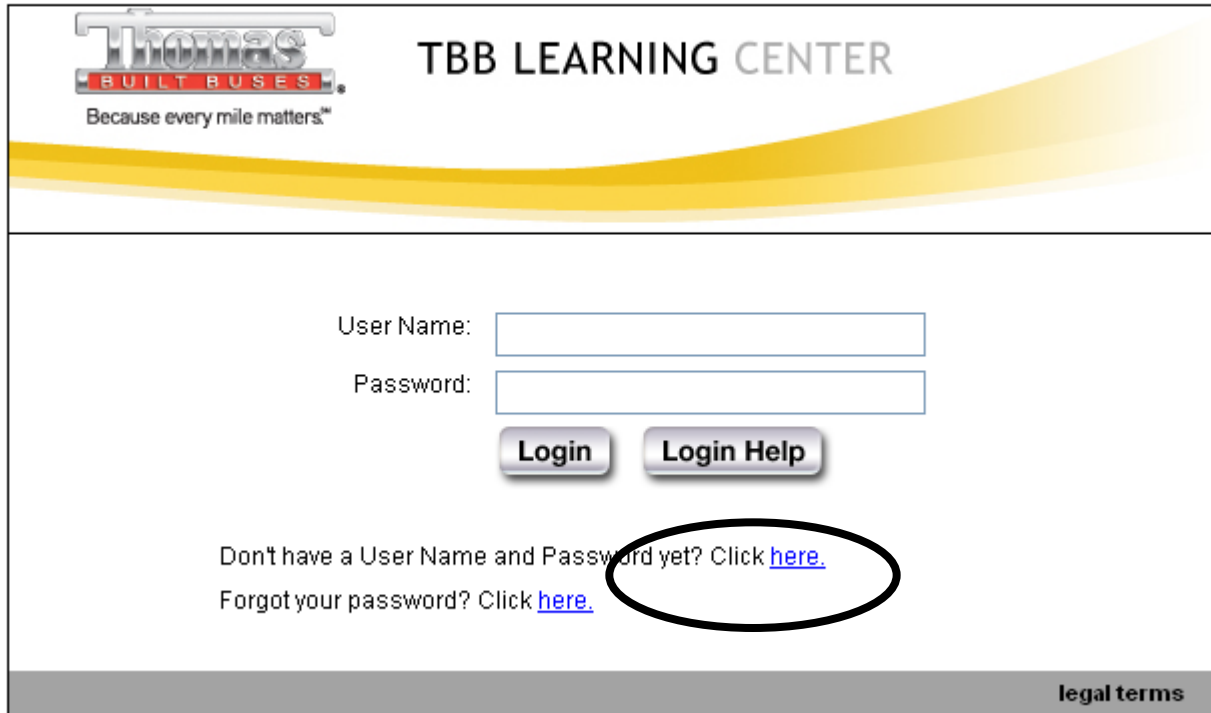


Thomas Built Buses

Dealer Instruction for TBB Learning Center Log-on

July 20th, 2012

www.tbblearningcenter.com



The screenshot shows the TBB Learning Center login interface. At the top left is the Thomas Built Buses logo with the tagline "Because every mile matters." To the right of the logo is the text "TBB LEARNING CENTER". Below this is a yellow decorative wave. The main content area contains a login form with two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" and "Login Help". Below the buttons, there are two lines of text: "Don't have a User Name and Password yet? Click [here.](#)" and "Forgot your password? Click [here.](#)". The second "here." link is circled in black. At the bottom right of the page is a link for "legal terms".

Thomas
BUILT BUSES
Because every mile matters.™

TBB LEARNING CENTER

User Name:

Password:

Login Login Help

Don't have a User Name and Password yet? Click [here.](#)

Forgot your password? Click [here.](#)

legal terms

For New Users access www.tbblearningcenter.com and click
"Don't have a User Name and Password yet?"

Registration Options

Welcome to the Performance Center registration. If you have an existing account, please click on **I already have an account** below.

If you are a new user, click on **I'm a new user** to begin the new user registration process.

- ▶ I'm a new user
- ▶ I already have an account
- ▶ Return to Login Screen

Select → *"I'm a new user"*

New User Registration - User Information

Please provide a valid email address. This will be used as your user name when logging in to the site and your account information will be emailed to this address. If your email address changes, please remember to edit your profile information.

Fields marked with an asterisk are required.

* Email Address:	
* Confirm Email:	
* First Name:	
* Last Name:	
* Time Zone:	Select Time Zone:

If your contact information is different from your company contact information, please [click here](#).

Fill out the
information and
click continue

BACK

CONTINUE



TBB LEARNING CENTER

New User Registration - User Type

Are you a Thomas Built Bus Corporate Employee?

- ▶ No, I am not a Thomas Built Bus Corporate Employee
- ▶ Yes, I am a Thomas Built Bus Corporate Employee

1. Select all of your
Dealership accounts

New User Registration - Account Type

*Select all the Organizations that you are associated with by selecting them and moving them to the list on the right:

KERLIN BUS SALES & LEASING, INC. (TBO9)	▲
KERLIN BUS SALES & LEASING, INC. (TBP1)	
KERLIN BUS SALES & LEASING, INC. (TBP2)	
KERLIN BUS SALES & LEASING, INC. (TBP4)	
KERLIN BUS SALES & LEASING, INC. (TBP5)	
KERLIN BUS SALES & LEASING, INC. (TBP9)	
KERLIN BUS SALES & LEASING, INC. (TBQ5)	
KERLIN BUS SALES & LEASING, INC. (TBQ6)	▼



2. Select and then use
the 'ADD' arrow to
include them in the
column on the right

*Of the dealers you have selected, which is your primary dealer:

Choose one: ▼

BACK

CONTINUE

Select your Position from the
“Primary Job Function” drop down

New User Registration - Job Information

* Primary Job Function:

Select a job: ▼

[Help me choose](#)

* Manager:

Search

Clear

Click search box and Enter Select
your Manager – if your Manager is
not included in the listing then
click the “If you cannot find your
manager, please Click Here”

If you cannot find your manager, please [click here](#)
and type your manager's name and email address.

BACK

CONTINUE

New User Registration - Confirmation

Email Address: XXX.XXX@bus.com
Name: XXXXX XXXXXXXX
Job Type: Body Shop Manager
Primary Organization: KERLIN BUS SALES & LEASING, INC.
(TBO9)
Manager: David Nethercut
(david.nethercut@daimler.com)

Please review the information to ensure it is correct. You can click the Back button to go back and change data if necessary.

If the information appears correct, click the Submit button to complete your request. Your request must be approved by your manager as well as the administrator. Once approved, you will be notified via email.

Confirm that all the information provided is correct and then “Submit”. If changes need to be made then click on the “Back” button

An e-mail will be sent to your identified Manager for their Approval and then you will receive an e-mail that you have been registered on the Learning Center and you will have access.

BACK

SUBMIT

- If your Manager is NOT listed, then you can manually enter his e-mail address OR you can specify David Nethercut (Sales & Administration) OR Michael Stotler (Service & Parts) and the submission will be updated
- If you are a General Manager OR President of your Dealership, please identify David Nethercut as your manager
- Any issues during the registration or use of the Thomas Built Buses Learning Center please direct them to David Nethercut OR Michael Stotler
- This site IS NOT administered by the Dealer Portal Help Desk



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