

**ReyPAY<sup>®</sup>**

Customizable Emails with  
Reynolds Hosted Web Application



Retail  
Management  
System



Reynolds  
& Reynolds<sup>®</sup>

# ReyPAY

## Setting Up Web Browsers

The guide will walk you through the login process and help you begin customizing ReyPAY emails. Please complete the following two sections before customizing.

- Web Browsers and Accessing the Website.
- Logging in to Reynolds Hosted Web Application.



## Web Browsers and Accessing the Website



Reynolds Hosted Web Application is the digital platform supporting ReyPAY. This is also the application used to modify email templates. Reynolds Hosted Web Application is designed to work with any modern, HTML 5 compatible web browser. This includes Google Chrome, Firefox, Safari, and Internet Explorer 10 or greater.

**1** Make sure your computer or device has a compatible web browser. If you have a compatible browser already, skip to step 2.



a) Select a compatible browser:

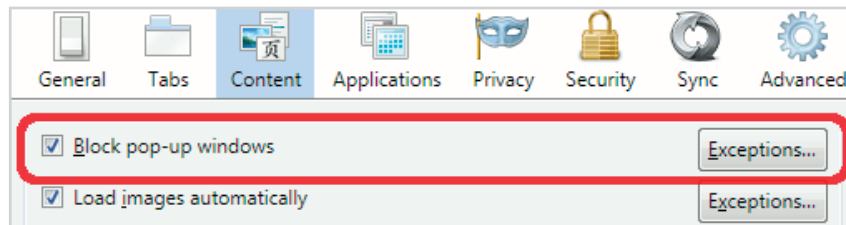
- i. Google Chrome: <https://www.google.com/intl/en/chrome/browser/?brand=CHMO>
- ii. Firefox: <http://www.mozilla.org/en-US/firefox/all/>
- iii. Safari: <http://support.apple.com/downloads/#safari>
- iv. Internet Explorer: <http://windows.microsoft.com/en-us/internet-explorer/>

b) Allow pop-ups:

- i. Google Chrome  users:
  - Click the Menu icon  on the top right corner of the browser toolbar.
  - Select “Settings.”
  - Click the “Show advanced settings...” link at the bottom of the screen.
  - In the “Privacy” section, click the “Content settings...” button.
  - Scroll down to the “Pop-ups” section and click “Manage exceptions...”
  - Select the text box and type **[\*.]dealer.reyrey.net** and click “Done.”

ii. Firefox  users:

- At the top of the Firefox window, click the Menu icon  and then select the Options Menu  .  
Options
- Select the "Content" panel option.



- Uncheck "Block pop-up windows" to disable the pop-up blocker.
- Click "Exceptions..." button.
- In the "Address of web site:" textbox, type **dealer.reyrey.net**.
- Click "Allow."

iii. Safari  users:

- Skip to step 2.

iv. Internet Explorer 10  or greater users:

- Click the "Tools" option from those displayed along the top left corner of the screen.
- Point to "Pop-up Blocker" in the drop-down menu.
- Click "Pop-up Blocker Settings."
- In the "Address of website to allow:" textbox, type **dealer.reyrey.net**.
- Click "Add."
- Click "Close."

c) You will need Adobe Acrobat to utilize the Reynolds Hosted Web Application. Visit the web address below to download:

- <http://get.adobe.com/reader/>

d) For Google Chrome and Firefox users, complete the steps below to allow Adobe Reader to be the default PDF viewer:

i. Google Chrome  users:

- In the Chrome address bar, type `chrome://plugins`.
- Disable Chrome PDF Viewer.
- Enable the Adobe Acrobat/Adobe Reader plugin.

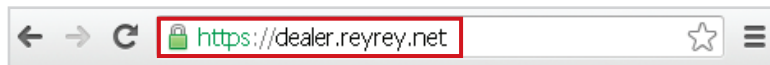
ii. Firefox  users:

- At the top of the Firefox window, click on the Firefox button and then select "Options."
- Select the Applications panel.
- Find Portable Document Format (PDF) in the list and click on it to select it.
- Click on the drop-down arrow in the Action column for the above entry and select the PDF viewer you wish to use.

**2** Double-click the compatible web browser icon on your device.



**3** Type **`https://dealer.reyrey.net`** in the browser's address bar, and press "Enter" to access the Reynolds Hosted Web Application website.



**Important Note:** Please contact your IT professional if you require assistance with any of the above instructions.

## Logging into Reynolds Hosted Web Application

- 1 Type in the username and password you received, and click the blue “Sign On” button. The password **is** case sensitive. The [Contact Support](#) link at the bottom of the screen can be clicked to display our support contact information if you experience difficulties logging in.

**Reynolds and Reynolds**


Username: FirstLast      Password: .....

Remember My Username      [Sign On](#)

[Forgot your password?](#)

**Contact Management**

Accomplish your customer relationship management goals with a single, comprehensive solution that fully integrates with your ERA or POWER DMS and drives efficiency into your sales process. This means that the data from leads, desked deals, F&I, service, parts, and accounting all flow through Contact Management without hostile integration points. This eliminates the need for duplicate data entry, guaranteeing that the information will not be compromised and that the reporting will be up-to-date on time, every time.

 [Contact Support](#) | [Privacy Policy](#)

Copyright The Reynolds and Reynolds Company 2012 - present.  
All rights reserved. Used by The Reynolds and Reynolds Company under license.

- 2 Once logged in, you will see the Security Settings screen. This screen will only need to be completed the first time a user logs in.

- 3 Type the same temporary password used on the login screen in the “Current Password” field. Select a new password that is at least seven characters long and contains two of the following three character types: letters, numbers, and symbols. Type the new password into the two corresponding fields.

Security Settings

Change Password

Current Password

New Password

Confirm New Password

- 4 Select one security question from each of the three drop-down menus, and type each answer in the corresponding “Security Answer” textbox. These questions will be used to recover your password if you select the “Forgot your password?” link on the login screen.

Change Security Questions

Security Question 1

On what street did you grow up?

Security Answer 1

Type first answer here

Security Question 2

What was your first pet's name?

Security Answer 2

Type second answer here

Security Question 3

Custom Question

Question

Type custom question

Security Answer 3

Type third answer here

*Note: If you select the “Custom Question” option, a new text field will appear for you to type in the question.*

- 5 Once you have completed the screen, click the blue “Save” button **Save** to proceed.

You are now ready to use the Reynolds Hosted Web Application in support of ReyPAY. For questions or assistance, please contact POWER Support at 888.999.6348.

# ReyPAY

## Setting Up Email Templates

Online Payments

General Settings

Override Logo Flag

1

Theme Color 2

#0000FF

Preview

Select Templates

1

Parts

todd\_james@rumotors.com | (781) 455 0000  
3337 Tenmile Road, Cambridge, MA 02142

2

INVOICE SUMMARY

Invoice Date	Amount	Invoice Number
9/14/2017 3:57:48 PM	\$123.45	123456 <a href="#">View Invoice</a>

Make Payment

- 1 A logo can be setup to display on all emails and the online payment landing page.
- 2 Online payment landing page theme color controls **only** the theme color for parts and service online landing pages.

Selecting “Preview” will give a snapshot of what the online payment landing page will look like with uploaded logo and color choice.

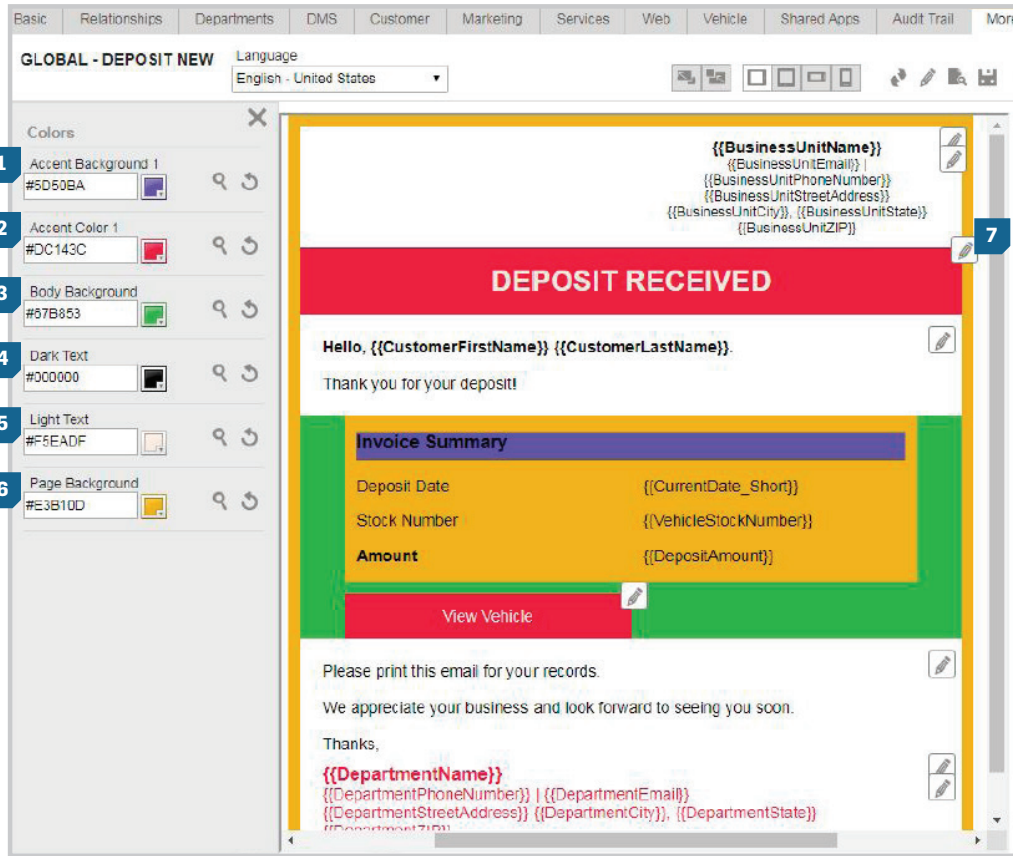





Type	1 Template Name	2 Sender Alias	3 Signature	4 Default Reply To
Parts Invoice Done	<a href="#">Global - Parts - Invoice Done</a>	<input type="text"/>	Counterperson ▼	todd_james@rumotors.com
Parts Payment Recpt	<a href="#">Global - Parts - Payment Receipt</a>	<input type="text"/>	Counterperson ▼	todd_james@rumotors.com
Service Invoice Done	<a href="#">Global - Service - Invoice Done</a>	<input type="text"/>	Advisor ▼	todd_james@rumotors.com
Service Payment Recpt	<a href="#">Global - Service - Payment Receipt</a>	<input type="text"/>	Advisor ▼	todd_james@rumotors.com

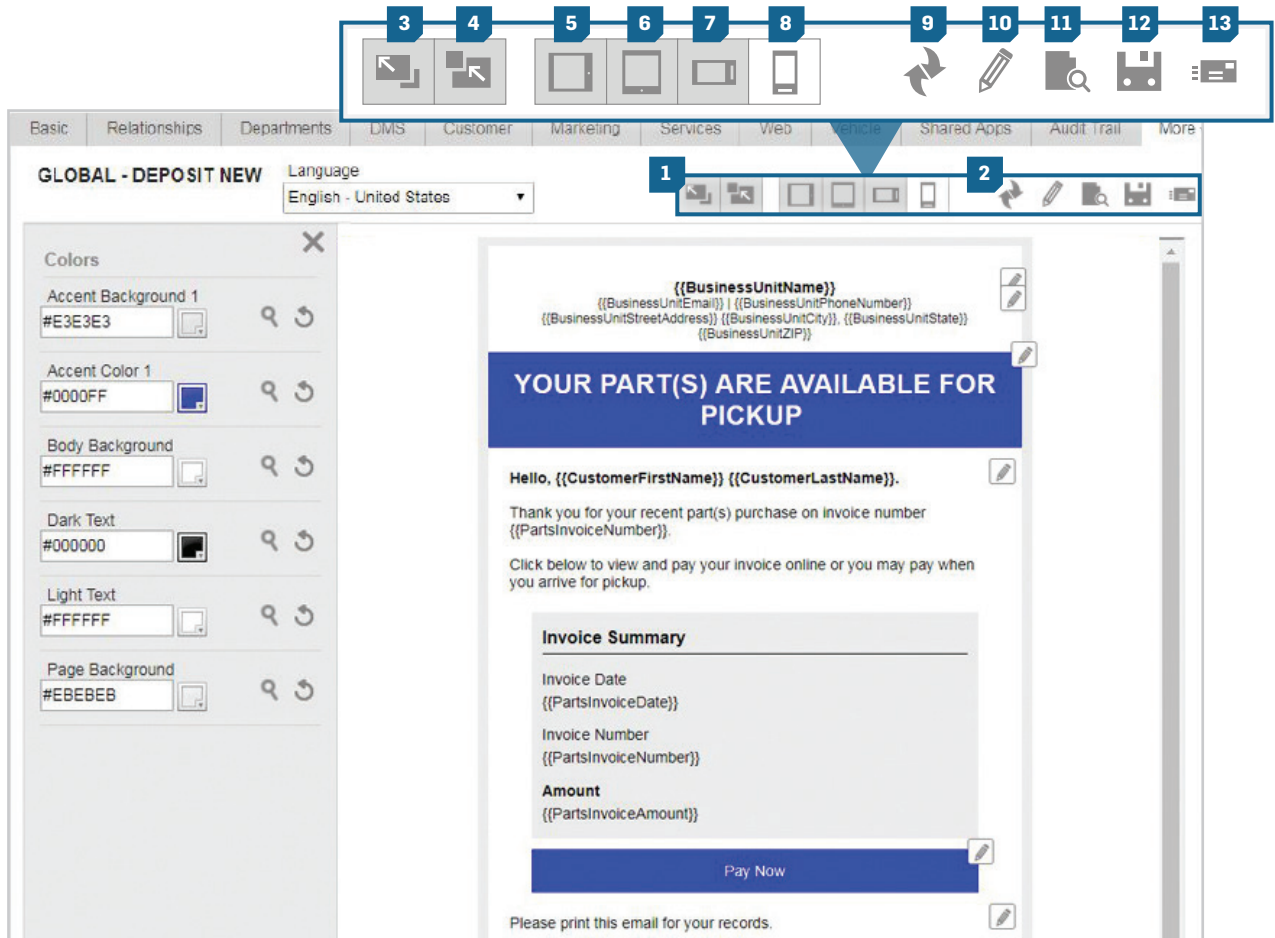
- 1 **Template Name:** For customers using Online Vehicle Deposits, six email templates can be customized. For all other customers, four email templates are available to be customized.
- 2 **Sender Alias:** Used to customize the “From” line on the email.
- 3 **Signature:** The information that will pull to the signature of the email. Parts has a Counterperson and Dealership option. Service has an Advisor and Dealership option. For Online Vehicle Deposits, the signature pulls from the selected department tab.
  - Advisor/Counterperson – Will pull the email address from the SEC profile of the advisor or counterperson on the invoice.
  - Dealership – Will pull the email address from the Department Details listed within the Departments tab.
- 4 **Default Reply To:** The default email address the parts and service emails will be sent from if the advisor or counterperson does not have an email address entered in their SEC profile.





- 1 Accent Background 1: Controls the color of the "Invoice Summary" header background.
- 2 Accent Color 1: Controls the color of the email banner and the icon below the summary section.
- 3 Body Background: Controls the color that outlines the summary section.
- 4 Dark Text: Controls the color of the font within the main body of the email (does not include text within the summary section).
- 5 Light Text: Controls the color of the font within the email banner and the icon below the Summary section.
- 6 Page Background: Controls the color of the invoice summary.
- 7 In the body of the email, any icon  means the text box can be edited. Simply click anywhere on the text to edit.

## Email Template Tool Bar



**1** Toggle between different views of the email

**2** Other tool bar options

**3** Large Desktop

**4** Small Desktop

**5** Tablet Landscape

**6** Tablet Portrait

**7** Phone Landscape

**8** Phone Portrait

**9** Refresh

**10** Toggle Overlay: Displays only the sections that can be edited

**11** Preview: Opens an example in a new tab

**12** Save

**13** Email a preview to any email address entered

For questions or assistance setting up the Reynolds Hosted Web Application, please contact POWER support at 888.999.6348.

