

Website

www.ubco.com or www.ubco.co.nz

1. Click on the person symbol at the top right of the screen.
2. Then click onto "account login".

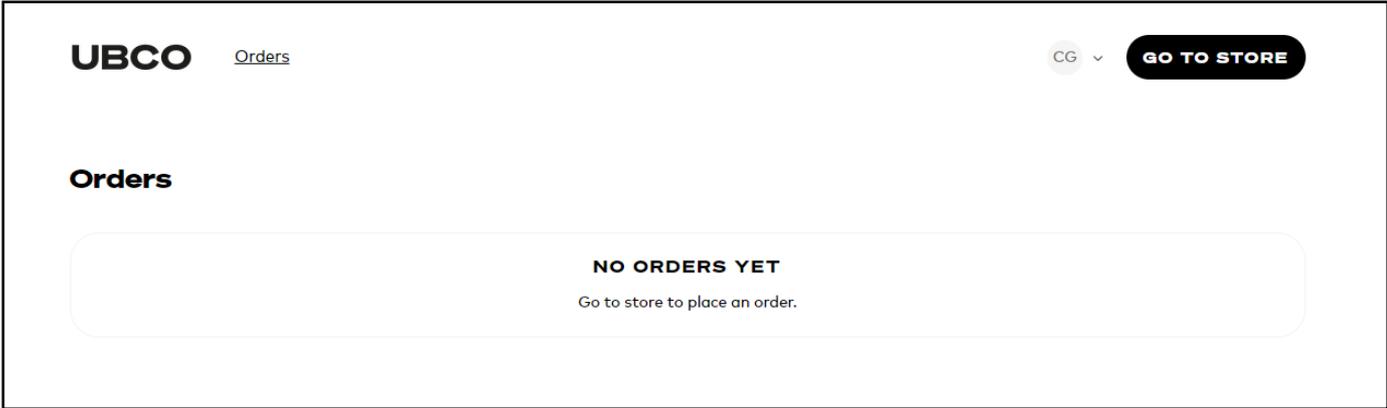
1. You will then be taken to a new login screen. Enter your usual email address.
2. A unique code will be sent to your email address. Copy the code and paste this into the box.

3

4

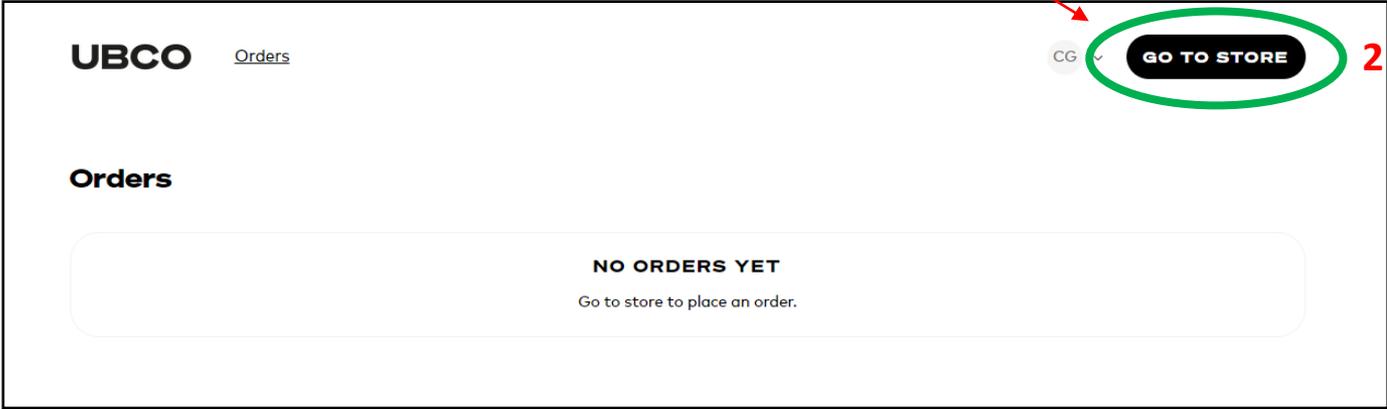
Don't have a login? Or need more people to have access? Send the following details to sales@ubcobikes.com
- Name of Organisation, Full Name of new contact, email address & contact number.

A new window will appear (see below)

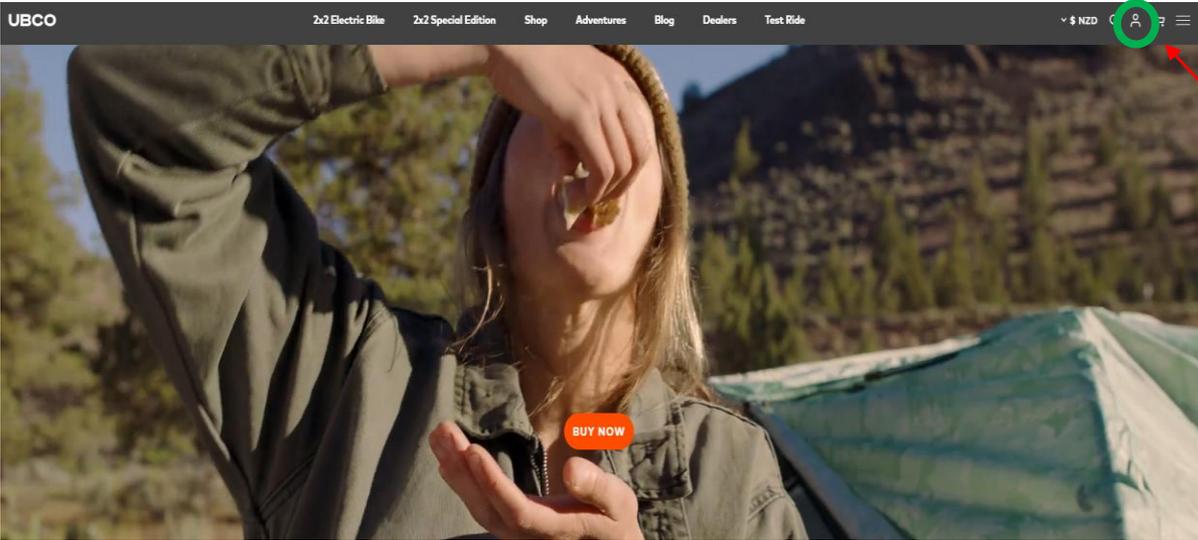


- 1. The above window is a place holder. Once this function is live, UBCO will update all.
 - **No orders yet** – This is not live yet and will not show any past or live orders.
 - Continue to do all ordering via UBCO B2B Portal <https://ubcobikes.store.unleashedsoftware.com/login>

2. Once logged in, you can continue to the Dealer Hub. Click “Go to Store”



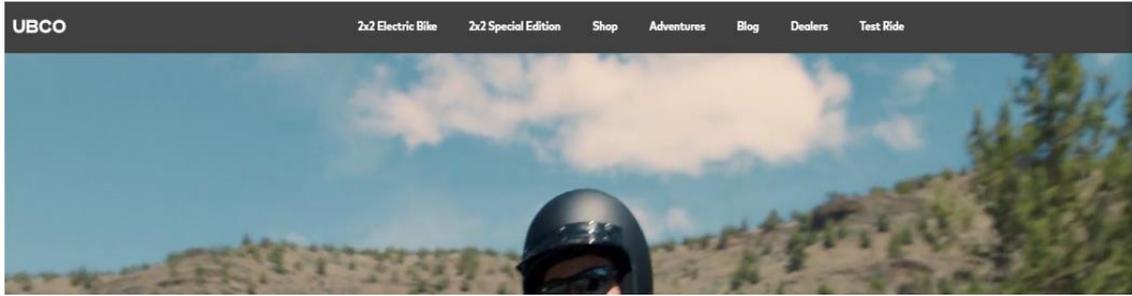
1



2

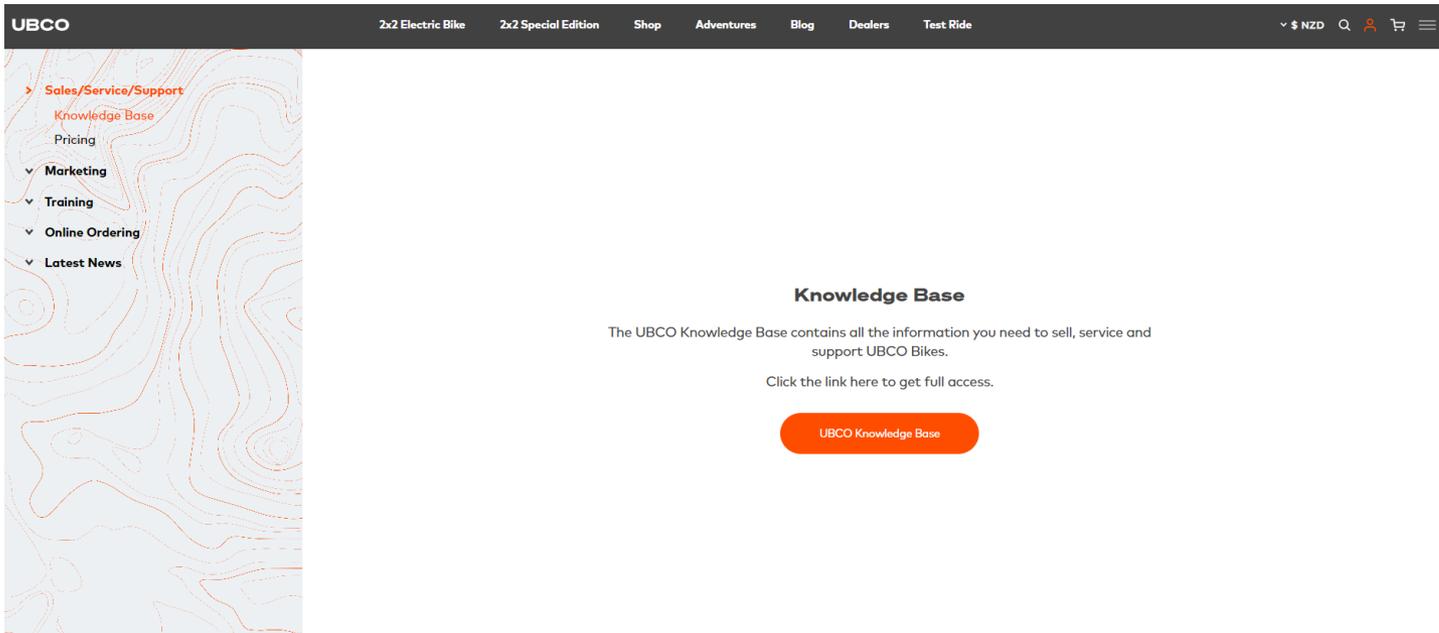
1. You will then be taken to the UBCO page.
2. At the top right, click on the person symbol.

3. Then click on the option 'Dealer Hub'.



3

The Dealer Hub will now open



Key Notes

This new set up allows multiple log-ins per dealer for the Dealer Hub. If you wish to add more people from your organization, please send the following details to sales@ubcobikes.com:

- Name of organisation
- Full name of new contact
- email address
- contact number.

Any queries, questions please contact sales@ubcobikes.com