

# Setting up Gmail Account

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Correspondence is an important part of e-commerce, which makes it even more important to have a backup Gmail email address. Once you create a Gmail Account, we can link it to your client file, and/or any Google Adwords and Bing AdCenter Accounts we create and manage for you.

Tip - make sure the email address you choose is unique to your online parts website and your dealership.

- 1. [Click here for the Google Gmail sign up page](#) .
  
- 2. Complete Gmail account information.
  - For “First Name,” use dealership name (Ex. DupreesNissan). For “Last Name,” use OnlineParts.
  - For “Username,” create something dealership specific, similar to this:
    - DupreesNissanOnlineParts@gmail.com.
  - You will also need to create a unique password. Please be sure the password does not contain any mention of names or words used in the email address you created.
  - Birthday and Gender can be anything.
  - Mobile Phone is not required.
  - Please set your current email address as support@simplepart.com.
  
- 3. Once you have established the Gmail account for your parts website, contact SimplePart Support at 404-520-7640.

[Additional instructions on creating a Gmail Account can be found here](#) .

Tip - You will have access to all Advertising accounts established with the Gmail

Account you create.

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