

# NEW FORMS ORDERING SITE LIVE AS OF MAY 1, 2018

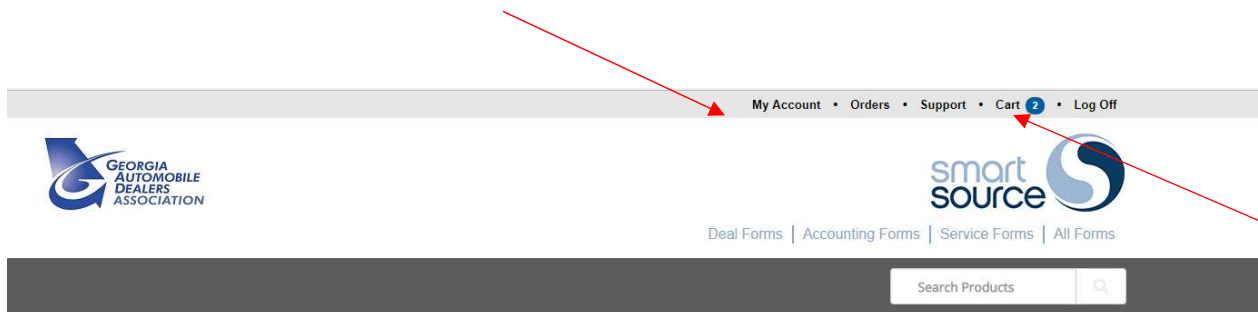
On **MAY 1, 2018**, we transferred to a new site to make your forms ordering process faster and easier!

## HOW TO ACCESS SITE

As before, you may access the new site on the **Online Forms Ordering** link on [www.gada.com](http://www.gada.com).  
**The Password you used on the old site will serve as both your login AND password.**

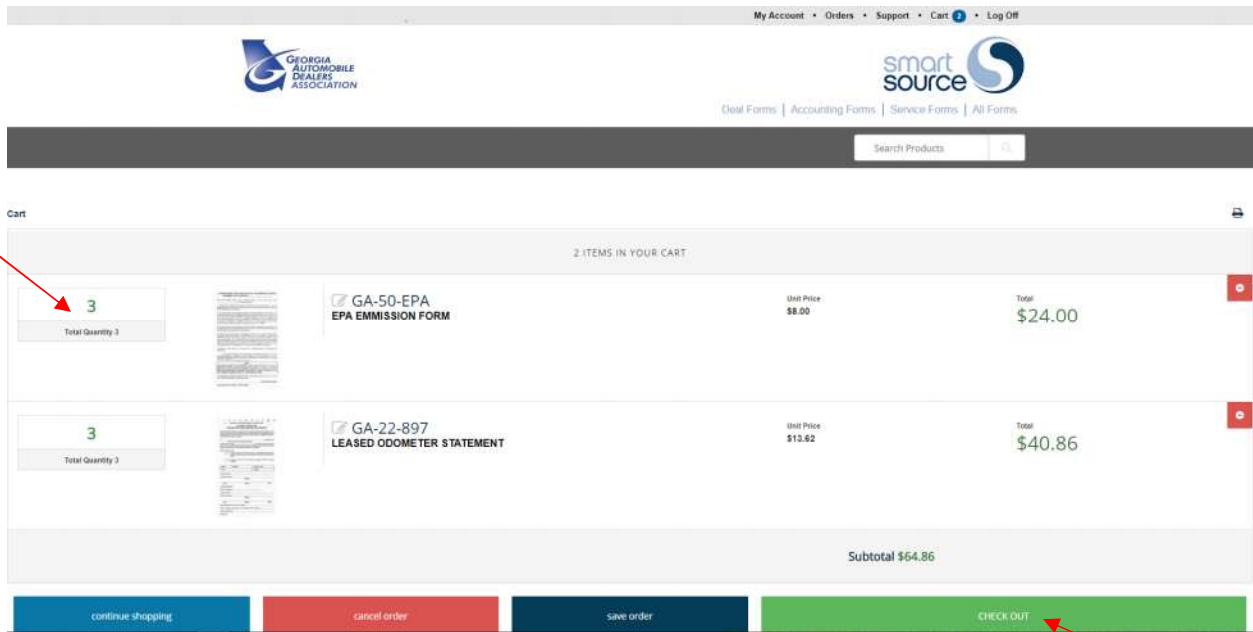
## USER INSTRUCTIONS:

1. Sign in and click on **MY ACCOUNT** link at the top right of the page to record your name and address.
2. To order an item, click on the desired product image, and it will take you to a screen to choose your quantity. Once you select your item(s), click on **CART** at the top right corner to check out. *(See image below to find My Account link, product images and the Cart link.)*

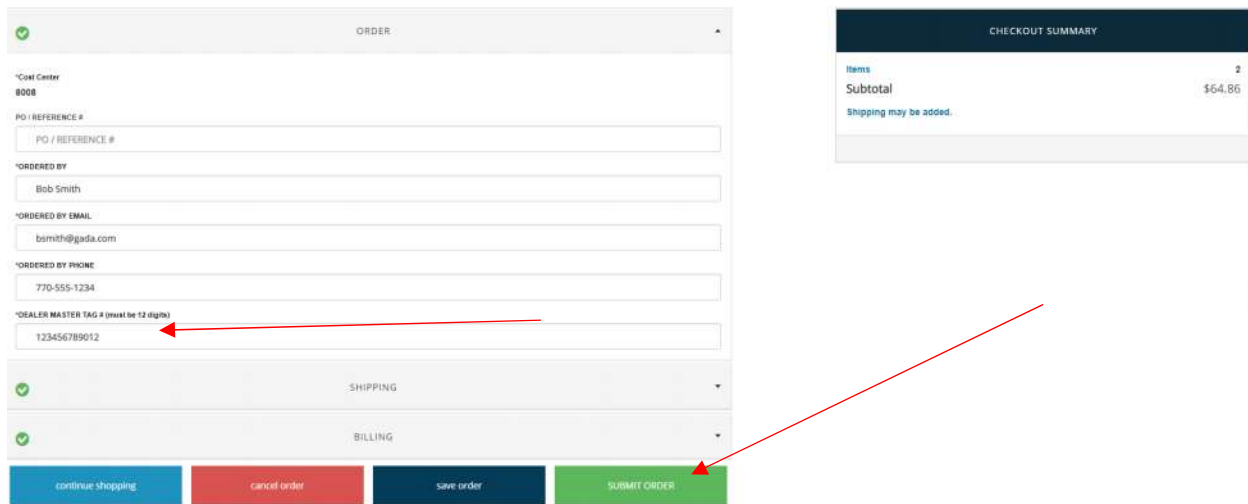


**CONTINUED ON REVERSE SIDE**

3. The **CART** page allows you to adjust your quantities, Continue Shopping or Checkout to complete your order. *(Image below shows Cart page.)*



4. The **CHECKOUT** screen will instruct you to fill in your contact information and your Dealer Master Tag number. The shipping address for your dealership will already be filled in for you. To finalize, click Submit Order and you will receive your order confirmation number.



We look forward to simplifying your forms ordering experience!  
For questions/issues with the forms site, contact Bob Harth at SmartSource:  
770.449.6300 x1157 or [bharth@datasourcecellc.com](mailto:bharth@datasourcecellc.com).