

How to transferring an account to 24inControl using the Partner Portal (Dealer Site):

1. Log into the Partner Portal (the Dealer Site).
2. Mouse over *My Business*, then click **Transfers**.
3. Under *Send a transfer*, click **Get Started**. If you transferred an account to 24inControl before click “Existing Transfer Partner”, click Next, choose 24inControl from the list under “Select Transfer Partner”
4. To add 24inControl as a new transfer Partner (If didn’t transfer to 24inControl before)
 - a. Select **New Transfer Partner**, then click **Next**.
 - b. In the *Transfer PIN* field, enter the transfer PIN provided by us.
 - c. In the *Dealer Name* field, verify the name is 24inControl.
5. Leave the default “Customer” under *Transfer Type*
6. In *Customer IDs*, enter the Customer ID for the account(s) that will be transferred.
 - If there is more than one account, enter one Customer ID per line.
7. Click **Continue**.
8. In *Accounts to Transfer*, verify the accounts to transfer and the transfer Partner, then click to select **I authorize the transfer of the accounts above**.
9. Click **Submit Request**.