

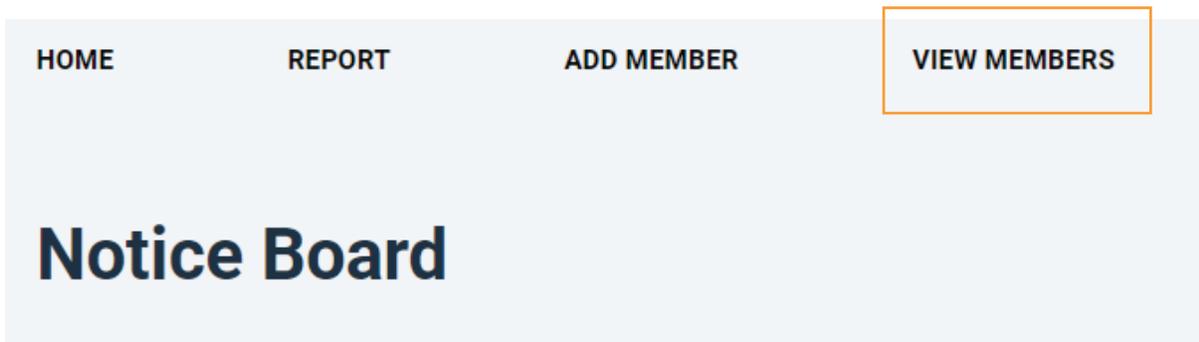
Keeping track of your customer's journey.

A Step By Step Guide to Renewing your Customer's Membership.

How to look up expired memberships.

Step 1

Login into the Schmick Portal using your login credentials and select 'View Members'



Step 2

To view the memberships all expired memberships you have entered, mark the box next to 'Expired'

The screenshot shows the Schmick Portal membership list with the 'Expired' radio button selected. The table displays two rows of expired memberships.

#	Dealer	Status	Membership	Name	Make	Model	Registra...	Term of Cover	Start Date	Expiry Date	State	Postcode	Membership Cost	Member Agreem...	Order
659677	Mercede... Benz Castle Hill	Expired	Platinum Membership Fee (1 Year) inc Alloy	Sanjib Biswas	Mercedes Benz	GLE300	EKG96X	1	09/10/2020	09/10/2021	NSW	2768	155.00		
653845	Mercede... Benz Castle Hill	Expired	Platinum Membership Fee (2 Years) inc Alloy	Archana Raju	Mercedes Benz	C200	EJ175Z	2	09/09/2020	09/09/2022	NSW	2147	250.00		

Step 3

To view all expired memberships listed under your selected dealer including memberships raised by other consultants, unmark the 'My Members' box

The screenshot shows the Schmick Portal membership list with the 'My Members' checkbox unselected. The table displays two rows of expired memberships.

#	Dealer	Status	Membership	Name	Make	Model	Registra...	Term of Cover	Start Date	Expiry Date	State	Postcode	Membership Cost	Member Agreem...	Order
652084	Mercede... Benz Castle Hill	Expired	Platinum Membership Fee (2 Years) inc Alloy	Boris Tchadov...	Mercedes Benz	GLC 300	ANA29N	2	31/08/2020	31/08/2022	NSW	2753	250.00		
651390	Mercede... Benz Castle Hill	Expired	Platinum Membership Fee (1 Year) inc Alloy	Stuart Andrew Cooper	Mercedes Benz	GLA200	EJT63H	1	26/08/2020	26/08/2021	NSW	2159	155.00		

Step 4

You will then be provided with a list of all expired memberships, along with the date of when all these memberships have expired.