### Access to Customer FIRST is controlled through ADMP

#### 1. To be created as a user in Customer FIRST you need to be:

1. An active user in ADMP
2. With one of the roles below

<table>
<thead>
<tr>
<th>My job role in ADM-Partenaires is...</th>
<th>As a result I will get the C1st role of...</th>
<th>Which will allow me to...</th>
</tr>
</thead>
</table>
| **Citroen**: Salesman (UV) or Salesman (NV)  
**Peugeot**: Salesman (NV) or Salesman (UV)  
**DS**: DS Advisor (NV) or DS Salesman (UV)  
**Vauxhall**: Salesman NV / UV | Sales Person |  
• Manage leads assigned to me  
• Manage opportunities  
• Create & manage offers  
• View orders  
• Access the Customer database  
• View my calendar  
• See my performance |
| **Citroen**: Dealer principal or Sales manager (NV) or Sales manager (Used vehicles)  
**Peugeot**: Dealer principal or Sales manager (NV) or Sales manager (Used vehicles)  
**DS**: Dealer principal or DS Sales manager (NV) or DS Sales manager (UV)  
**Vauxhall**: VX-Retailer Director or VX – Sales Manager | Sales Manager |  
• View & manage all leads  
• Assign leads to other users  
• Manage opportunities  
• Create & manage offers  
• Create & manage Orders  
• Access Reports & Retailer dashboards  
• Access the Customer database  
• View my calendar and my team’s calendar  
• See the performance of my site & my team |
| **Citroen**: Accountant or Sales administrator (NV) or AFRL administrator  
**Peugeot**: Cheif Accountant or Company Secretary or Sales administrator or AFRL administrator/ Used Vehicle administrator  
**DS**: Accountant or DS Sales administrator NV or DS AFRL administrator  
**Vauxhall**: VX-Accountant or VX-Sales / Warranty Accountant | Secretary |  
• Manage leads assigned to me  
• Manage opportunities  
• Create & manage offers  
• Create & manage Orders  
• Access the Customer database  
• View my calendar |
| **Citroen**: Service Manager or Warranty Administrator  
**Peugeot**: Service Team Manager or Service Administrator/ Warranty Administrator  
**Vauxhall**: Service Manager or Service Administrator/ Warranty Administrator | Aftersales Manager |  
• Customer search  
• Vehicle Search  
• manage aftersales enquiries, service and parts leads  
• Manage Work to be done (WTBD) telemaintenance alerts |
2 The day following your creation/activation in ADMP with a relevant role you will be automatically be created with the corresponding Customer FIRST role.

3 If you are working in a BDC and need access to multiple sites, you need to contact your central Stellantis contact (e.g. Zone Manager) to request additional manual set-up once you have completed steps 1 and 2 and obtained an ADMP D-number at ONE of the sites which you need access for.

Note: If you are a multibrand retail user, please review the below handy guide for a useful tip on how to set yourself up to be able to switch between your different brand accounts in a couple of clicks! : ‘Multibrand_Customer_First_Login_Instructions’