



DEALER II DEALER  
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## Financial Data Upload Instructions

1. Head to <https://d2ddevelopmentgroup.com/dashboard/>, enter your username and password, and select “Log me in”.
  - a. If you do not know your password and need help changing it, please contact Bruce via email at [bruce@d2ddevelopmentgroup.com](mailto:bruce@d2ddevelopmentgroup.com)
2. There are two options for uploading your numbers. You can upload via an Excel spreadsheet or by inputting your numbers directly into the website.
  - a. **If you are using the Excel spreadsheet to upload your numbers;**
    - i. Click the “Single Store Entry” tab.
    - ii. Immediately below the “Single Store Entry” tab, look at the Year and Month drop down menus to make sure the Year and Month are correct for the numbers you are entering.
      1. Make sure to check this! The month will be automatically populated to the current month of the year instead of the next month you need to input.
    - iii. Select which store you would like to input numbers for in the “Please Select Store” dropdown menu.
    - iv. In the green box, directly above the “Upload” button, click the “Download upload template file” text.
      1. You need to download the template each time to ensure that your numbers are entered correctly on the website.
    - v. When you have added your numbers to the spreadsheet, upload the file by clicking “Choose File” in that same green box.
    - vi. Once you have selected the file, click “Upload”.



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- b. **If you are inputting your numbers directly into the website;**
- i. Select whether this is a “Single Store Entry” or a “Combined Store Entry” by clicking on the corresponding tab.
    1. If you are entering your numbers via “Combined Store Entry” ensure that you enter in the number of locations.
  - ii. Immediately below the “Single Store Entry” or a “Combined Store Entry” tabs, look at the Year and Month drop down menus to make sure the Year and Month are correct for the numbers you are entering.
    1. Make sure to check this! The month will be automatically populated to the current month of the year instead of the next month you need to input.
  - iii. Select which store you would like to input numbers for in the “Please Select Store” dropdown menu.
  - iv. Enter your numbers into the various text boxes and click “Next” when you have completed a page.
  - v. When you get to the final “Notes” page, enter any notes you may have and click “Submit Entry” then “ok” from the pop up.
  - vi. Your numbers will then be populated in the various sections. If you need to edit any of the numbers, go through the same steps as above but at the end, select “Submit Edit”.

If you have any questions, problems, concerns, please contact Bruce at [bruce@d2ddevelopmentgroup.com](mailto:bruce@d2ddevelopmentgroup.com)

Thank you

Dealer II Dealer Development Group

Committed to the Growth of the Independent Aftermarket Tire & Auto Service Dealer