

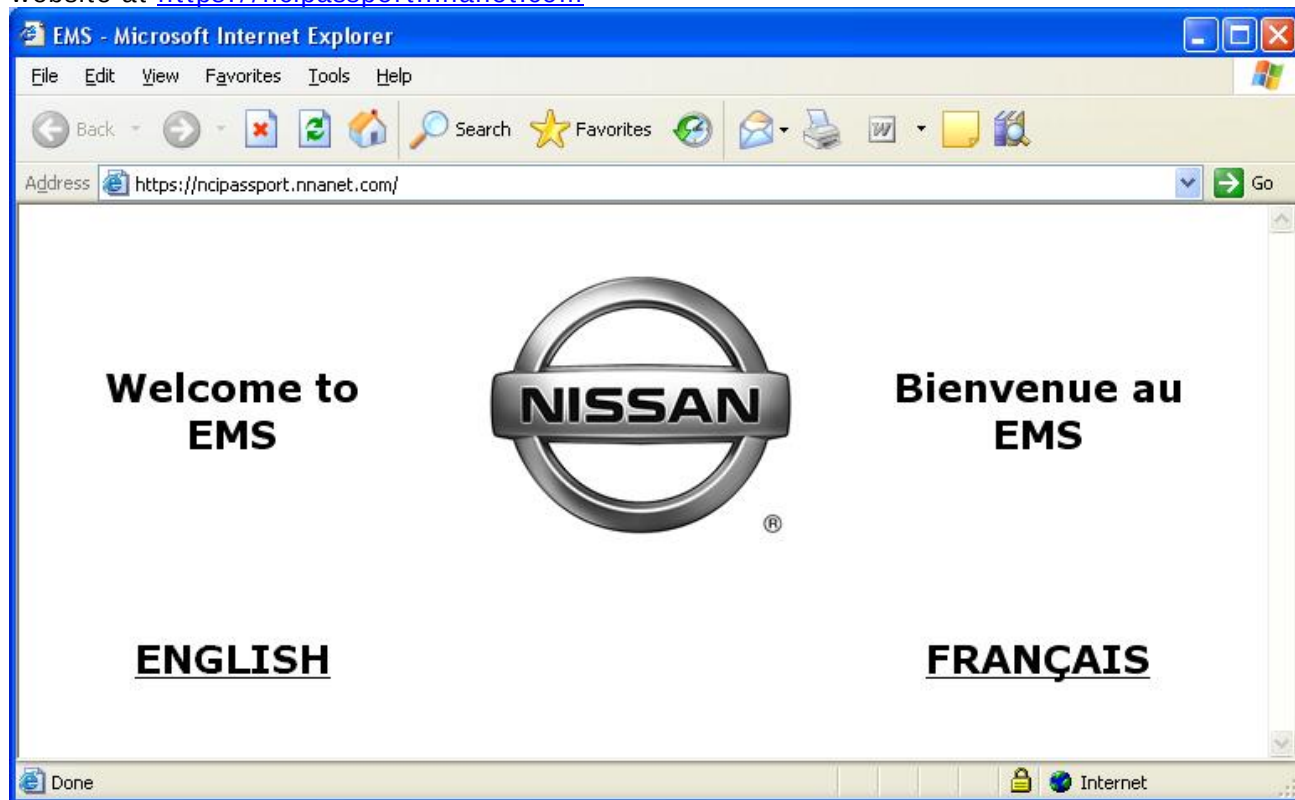
1. User Access

Users must have a 9-digit EID to access the system. This EID number is typically used to register RDR's, and users who do not already have an EID can have one created for them by their Dealership Administrator.

1. User does not have 9-digit EID

Step 1: Speak to Dealership Administrator and have them create a new EID

Step 2: To create a new EID, the Dealership Administrator will first log onto the NCI Passport website at <https://ncipassport.nnanet.com>



Step 3: Dealership Administrator will login to NCI Passport with their administrative EID & password. If the Dealership Administrator has forgotten their NCI Passport password, they can call the Help Desk (1-800-514-8061) to have it reset.

Step 4: Once the Dealership Administrator logs in, select Add Enrollment under Enrollments.

Step 5: The Dealership Administrator will then fill in the user's information to create an EID for the user.

Add Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address <https://ncipassport.nnanet.com/en/maintenance/AddEnrolment.asp> Go

NISSAN **INFINITI**

Corporate Administration Enrollments Inquiry Main Menu

No person currently Selected

Create New Enrollment

On this screen you can enter your information to add a new person to the system.
You will need to enter as a minimum a first and last name, select a job title and a dealer code.
Once you have entered the information, click the "ADD NEW ENROLLMENT" button to add this person into the system.

Salutation: Job Title:

First Name: Dealer Code:

Last Name: (OPTIONAL)

SIN Number:

Language Pref:

[Logout](#) | Copyright | Privacy **NISSAN**

Internet

Users will be required to change the default password upon their first login.
If a user has forgotten their NCI Passport password, they can call the Help Desk (1-800-514-8061) to have it reset.

2. User has 9-digit EID

Users that have an EID can proceed directly to the login page of the Infiniti Pre-Owned System website.

Users will be required to change the default password upon their first login.

If a user has forgotten their NCI Passport password, they can call the Help Desk (1-800-514-8061) to have it reset.