



**How to Edit  
Previously Created  
Voucher Selection**

1. You may access the Voucher Portal via SalesConnect. There you will find a link for '**Voucher Portal**' under the 'Links to do my job' navigation bar.

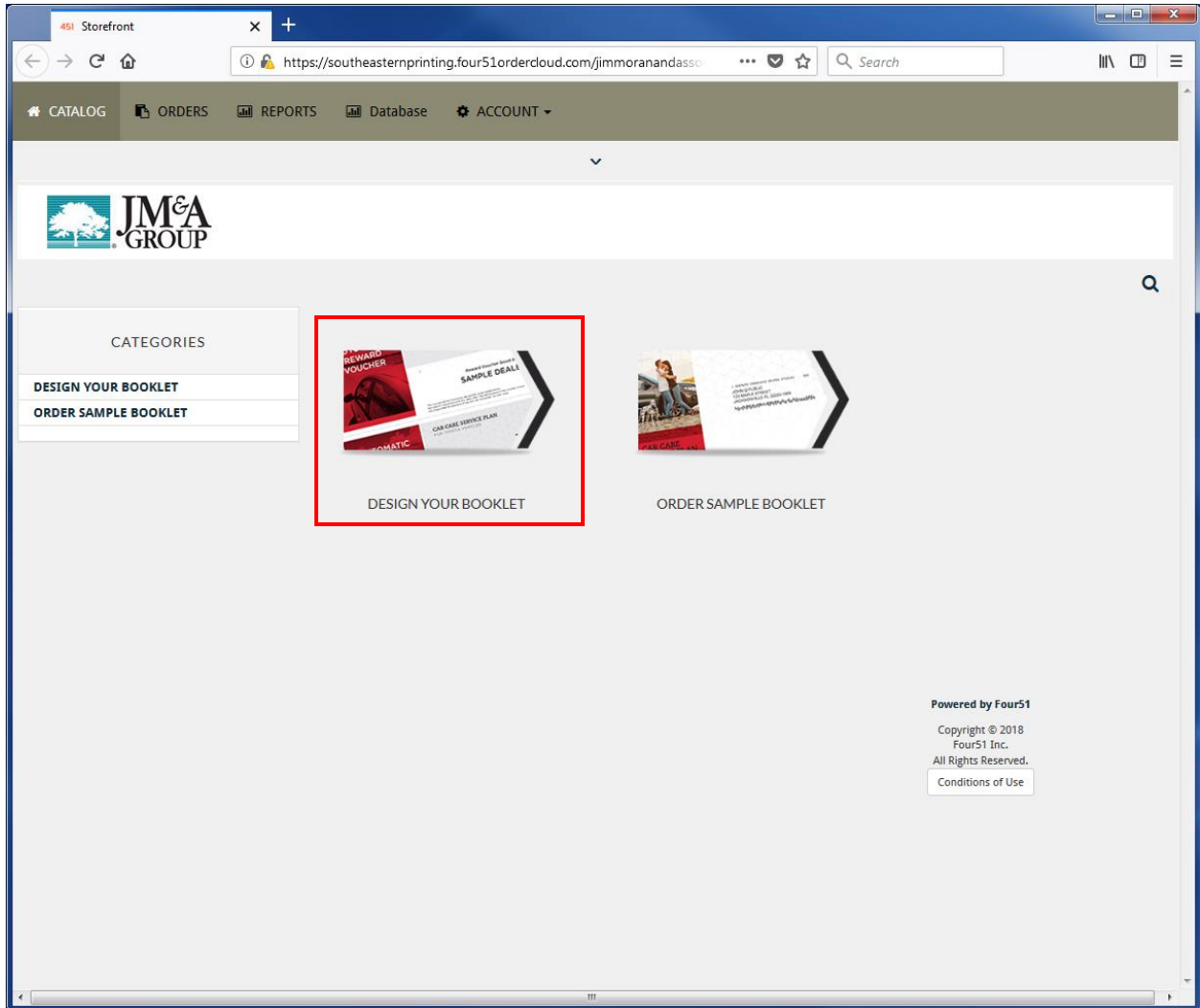
The screenshot displays the SalesConnect navigation interface. At the top, a horizontal menu contains the following items: Home, Leads, Accounts/Dealers, Opportunities, Deal Proposals, Contacts, Cases, Reports, Dashboards, and Sp. Below this menu is a vertical sidebar with several sections:

- Messages and Alerts**: A section with a light blue background and a small arrow icon on the right.
- Create New...**: A dropdown menu button with a downward arrow.
- Shortcut**: A section header.
- Unresolved Items**: A link with a warning icon (triangle with exclamation mark).
- Recent Items**: A section header.
- No records to display**: A message indicating no recent items.
- Links to do my job**: A section header with a list of links below it.

The 'Links to do my job' section contains the following links:

- Account Development Manual
- Deal Proposal
- Field Support Resource Materials
- Form/Material Bulk Update
- Wizard
- JM&A Group Store
- NCP Reporting
- Voucher Portal** (highlighted with a red box)
- PDC Enrollments
- PDC Seminar Request Form
- Sales Tracker
- T&E Reporting
- The Hub
- Kia CPO Incentives
- Volvo VIP Incentives
- Dealer Portal
- JM&A Portal
- Retail Ready Resources Portal
- Competitor Information Portal

2. Once you log to the voucher portal, click on your desired category.



3. Select template to edit dealer voucher selection.

← CATALOG ORDERS REPORTS How To ACCOUNT ▾

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CATEGORIES

- DESIGN YOUR BOOKLET
- ORDER SAMPLE BOOKLETS

CATALOG

National Booklet Standard Voucher Selection

JM.112NAT\_SV

View Product

National Booklet Custom Voucher Selection

JM.112NAT\_CV

View Product

National Booklet No Voucher Selection


JM.112NAT\_NV

View Product

Toyota Booklet Standard Voucher Selection

JM.116TOY\_SV

View Product



View Product

Toyota Booklet Custom Voucher Selection

JM.116TOY\_CV

4. Click the **Dealer Number** under Previously Created.

Product Navigation / [Toyota Booklet Custom Voucher Selection](#)

## Toyota Booklet Custom Voucher Selection

DESCRIPTION

ID: JM.116TOY\_CV

\*If you are uploading a logo, 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types: jpg,pdf,png,eps

ORDER

Previously Created [Create New](#)

13673

[Add To Cart](#)

5. Click **Edit**.

Product Navigation / [Toyota Booklet Custom Voucher Selection](#) / [13673](#)

## 13673

DESCRIPTION

ID: JM.116TOY\_CV

\*If you are uploading a logo, 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types: jpg,pdf,png,eps

ORDER

Order Quantity

1

[Add To Cart](#)

6. **Save** your changes, **Add to Cart** and complete the **checkout** process to resubmit.