

# Setting Up a Gmail Account

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Correspondence is an important part of eCommerce, which makes it even more important to have a backup Gmail email address. Once you create a **Gmail Account**, we can link it to your client file, and/or any Google Ads and Bing AdCenter Accounts we create and manage for you.

Tip: make sure the email address you choose is **unique to your online parts website** and your dealership.

1. [Click here for the Google Gmail sign up page.](#)
2. Complete Gmail account information.
  - a. For "First Name," use dealership name (Ex. DupreesNissan). For "Last Name," use OnlineParts.
  - b. For "Username," create something dealership specific, similar to this:  
**DupreesNissanOnlineParts@gmail.com**
  - c. You will also need to create a **unique password**. Please be sure the password does not contain any mention of names or words used in the email address you created.
  - d. Birthday and Gender can be anything.
  - e. Mobile phone number is not required.
  - f. Please set your current email address as [support@simplepart.com](mailto:support@simplepart.com).
3. Once you have established the Gmail account for your parts website, contact SimplePart Support at 1-888-843-0425.

[Additional instructions on creating a Gmail Account can be found here.](#)

Tip: You will have access to all Advertising accounts established with the Gmail Account you create.

If you have questions about managing your online orders, **our support team is always available** at [support@simplepart.com](mailto:support@simplepart.com) or by calling 1-888-843-0425.

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