

# Maintenance Setup

Maintenance reports and alerts are an easy way to keep track of necessary maintenance such as oil changes and tire rotations. Keep your family's vehicles in good working order even when the vehicle is at a different location, such as a college campus or loved one's home out of state.

- 1 Log in to your Customer Portal and from the Map page click 'Maintenance'.
- 2 On the left menu bar select 'Set Up Reminders' and choose the tracker you would like to set a reminder for in the drop-down menu.
- 3 Once you are on the Set Up Reminders page, click the button that says 'Add New Reminder'.
- 4 Enter all information for your New Service Reminder
  - **Tracker:** This is the tracker you are setting the reminder for
  - **Current Odometer (miles):** Current vehicle mileage reading
  - **Service Type:** Select which type of service you are setting the reminder for. Once you select this there will be additional Service Type specific information to fill out in the second section.
  - **Type of Reminder:** You can select from Time, Mileage, or Hour based reminders.
- 5 Add any email addresses or phone numbers that you would like to send the notification to.
  - **Tip:** These do NOT have to be MOTOSafety Users—feel free to add your favorite mechanic's email address!
- 6 Click 'Save' and your new Maintenance Alert is all set up!

