

DrivingAnnex.com
QUICK START GUIDE for Driving Schools

Follow the directions below to make sure your school's information reaches students searching for driving services in your area.	
Step 1	Visit www.DrivingAnnex.com .
Step 2	Click on School Owners Registration/Login at the bottom of the page.
Step 3	Click on Setup New Account
Step 4	Under Add Your School , enter the first four letters of your driving school's name in the box.
Step 5	Review the search results. Driving schools with similar names may appear. If your school's general information is already entered on our site, you can select it from the list to verify the information and Request Access to add your class schedule and other information.
Step 6	Select your school if it is listed (Continue with Section A below) <u>OR</u> click on the link that reads, " <i>If your school is not listed above, register here!</i> " (Continue with Section B below.)
Section A -- If your school is ALREADY LISTED , continue below.	
Step 7	Complete the <u>Access Request</u> page. Upload your business license online OR fax it to us at 408-549-9912 so that we can attach it to your listing. Click Submit .
Step 8	Your Access Request will be reviewed within 5 business days. Once we have verified your information, we will notify you by email that your account is accessible and ready to have additional information included in your account. You will then be able to login to your school's record and make changes that take effect immediately.
Step 9	Wait for access approval. Thank you for your patience.
Section B -- If your school is NOT YET LISTED , continue below.	
Step 7	Complete the <u>Driving School Registration</u> page. Upload your business license online OR fax it to us at 408-549-9912 so that we can attach it to your listing. Click Submit . You will see a confirmation page. Click Submit .
Step 8	Login using your username and password. Enter additional information about your school including: <ul style="list-style-type: none"> <input type="checkbox"/> Classroom schedule <input type="checkbox"/> Behind-the-wheel Prices & Service Areas <input type="checkbox"/> Instructor Information <input type="checkbox"/> Vehicle Information
Step 9	Your entry will be reviewed within 5 business days. Once we have verified your information, we will notify you by email that your school's data has been updated and live on our site. Subsequently, your username and password will allow you to make <u>immediate</u> changes to your listing.

Contact us if you need help or if you have any questions.

By email: info@DrivingAnnex.com or

By phone: **(408) 280-1122** or **(800) 349-1123**