Subject: Extension for AMi Courses

Hello,

Fiat Chrysler Automobiles (FCA) would first like to thank all our certified repair facilities for your continued dedication during these trying times. We cannot thank you enough for your commitment to our customers. We are here to support you, please reach out to us if there is anything we can do to support you.

FCA has made the decision to extend the deadline to May 31st, 2020 for completing the following required AMi classes:

- How to use Tech Authority
- Marketing your FCA Certification

Previously set for March 1st, 2020, we believe now is a great time to focus on online training and learning new skills. In addition to these required courses, there are a variety of other courses available through AMi on topics such as improving CSI, bookkeeping, time management, and more.

If you have NOT completed the required courses, please follow all of the below instructions:

1. Go to www.amisignup.com
2. If you do not have an MyAMi account, click on "Don't have an account?" Register.
3. Complete the "Create an Account" form.
4. You will receive a confirmation email. Click on link to confirm by entering confirmation code in "Confirm your account" page.
5. Enter Confirmation Code
6. Complete your profile by choosing the Industry Segment "Automotive Collision Repair" & Area of Interest as "FCA Certified Collision Repair Network". (You may need to scroll down to find the FCA option). PLEASE INCLUDE YOUR SHOP NAME IN YOUR PROFILE.
7. Once complete, Save Profile

If you have completed the 2 required courses, please follow these instructions if you have not already done so:

1. Log into your ShopOps account at assuredperformance.net
2. Click on the "Business Certification" tab at the top
3. Click on "Certification Assesment" tab on the left-hand side
4. Go to Technical Capability and click "Begin"
5. Numbers 10 and 11 In the "Technical Training" section is where you will upload the AMi certificates (this is at the very bottom of the page)
6. You can get the certificates by logging into amionline.org, clicking your name in the top right corner, and the clicking "Certificate" from the drop- down menu