

ORDERING INFORMATION AND INSTRUCTIONS

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Every model year Participants will receive an ordering instruction letter at the beginning of each ordering phase. Participants may access the ordering system via www.dc-cocar.com. Please review the information carefully before you place your order. Once an order is submitted, changes and cancellations are prohibited.

New hires or newly eligible participants must submit a Payroll Deduction Form/Lease Agreement, a current driver's history for each eligible driver in the household and a Road Ready Teen Contract (for dependent between the ages of 16-19) in order to obtain access to the Company Car ordering system. All forms are located on the company car website under company related forms and the Road Ready Teen Contract can be found at www.roadreadyteens.org.

Driver's histories must be submitted within 30 days of the date on the history. Once the Driver's history is submitted to Company Car Programs a vehicle must be ordered or a pre-built vehicle obtained from Lapeer Road Marshaling Center (Southeastern Michigan Residents only) within 6 months of the submission or the history becomes void and another history will be required.

Order Verification

If a participant does not receive a vehicle order number (VON) when attempting to place a vehicle order on-line, and wish to either verify that the order was placed or obtain the Vehicle Order Number, they may re-enter the ordering system where all information is displayed. Active employees may also access the Company Car system and follow the step below:

1. Sign on to HPCICS3
2. Type SCAR at the banner screen and press (enter)
3. Select option# 2 from the menu– Order/Vehicle Inquiry
4. Participant should enter his/her first and last name press or DCID# (enter)

Pressing the "enter" key will allow you to view all current and past vehicles and all vehicles currently on order.