

Dear Audi customer,

Congratulations on the purchase of your new Audi connect equipped vehicle!

If your vehicle was not set up for Audi connect by your Audi Brand Specialist at the dealership, please follow the steps noted in this document to get the full enjoyment and functionality of your Audi connect equipped vehicle.

Sincerely,

Your Audi connect team

Audi connect Owner Registration Process

[Step 1: Create your myAudi account](#)

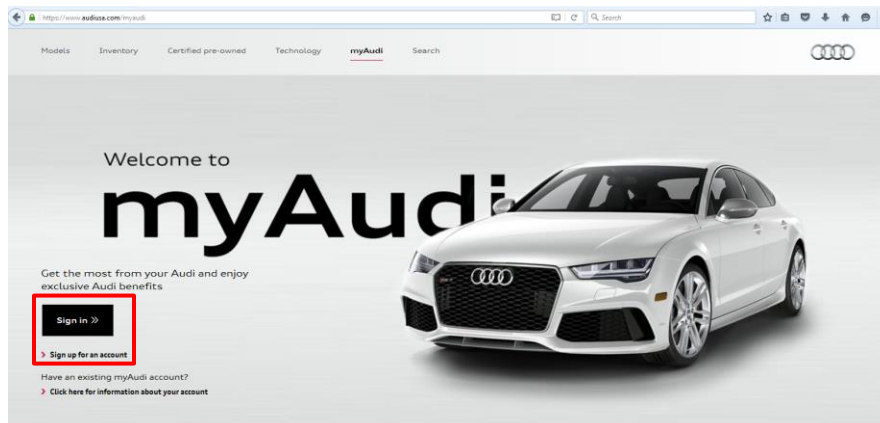
Please use the latest version of Firefox or Chrome. The account registration process does not support Internet Explorer.

Please create a myAudi account. MyAudi is Audi's owner's portal. It gives you access to your Audi connect services, your Audi connect plan, service, warranty options, lifestyle articles and much more.

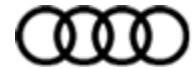
Note: A myAudi account is a requirement for managing your Audi connect service.

To enroll, please:

- Go to www.audiusa.com.
- Select "myAudi" from the top navigation bar.



- If you already have a myAudi account, please select "Sign in" and enter your existing credentials to skip to step 2.
- If you do not have a myAudi account, please select "Sign up for an account".



- o Please enter your VIN Select “**Validate**” and then complete the form.

myAudi Sign up

Welcome to the start of your ownership journey, we just need to know a little more about you.

Let's start with your vehicle identification number (VIN):

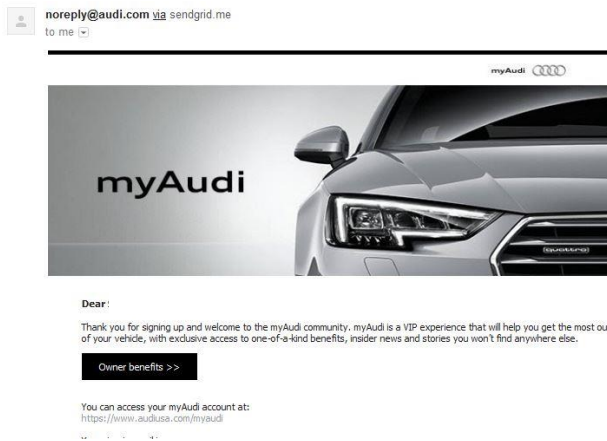
Ex. WUAAAXG6F7001950

Don't have a vehicle identification number? No problem, just select your model and year below.

Select a year Select a model

Validate >>

After registering, you will receive an email titled ‘Welcome to myAudi’.



You have successfully created a myAudi account.
Please proceed to the next page.



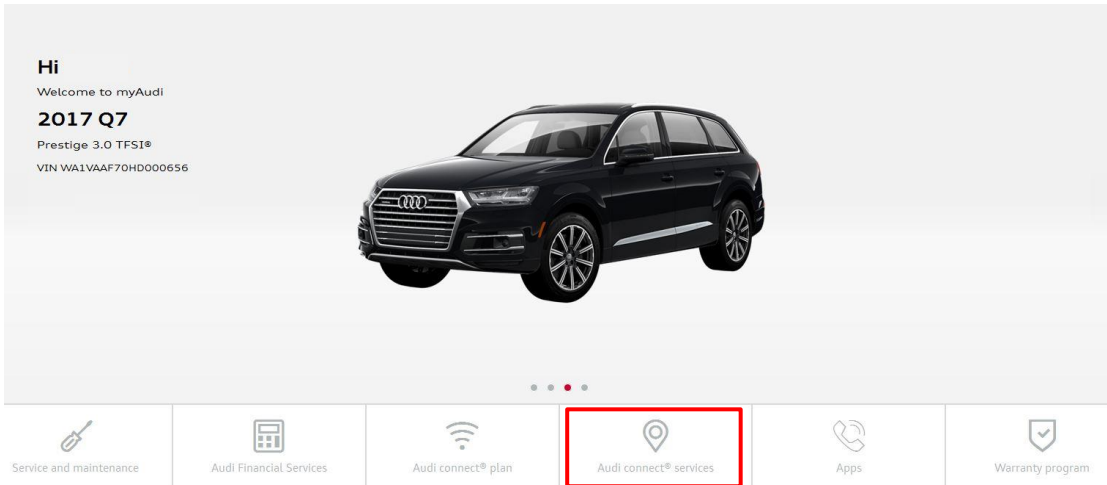
Step 2: Key User Contract Creation

For your security, certain features of the MMI connect App, such as Remote Lock/Unlock and Geo-Fencing, require an additional layer of validation before they can be used. In order to use these features, you will have to become the ‘Key User’ of the vehicle by creating a Key User Contract and having it validated by an Audi Brand Specialist.

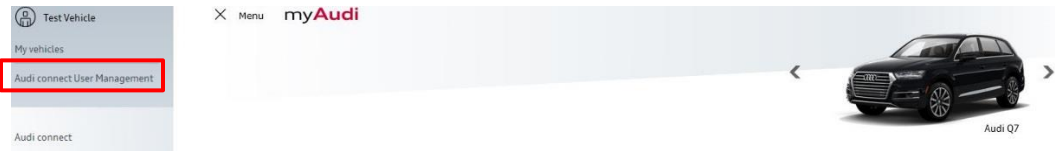
Note: There can only be one Key User per Vehicle.

Please complete the following steps to register yourself as the ‘Key User’:

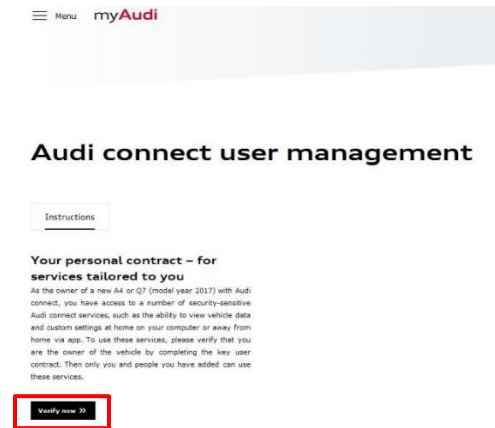
- Login to your myAudi account and select “Audi connect services”.



- Navigate to the top left menu and select “Audi connect user management”.



- Select “Verify now” and complete the verification process.





- Under “**Verification**”, please select “Dealer”. The Dealer will have to validate your ‘Key User Contract’ before completion.

Key user agreement

Personal data Create a PIN Verification

✓ ✓ ●

Verification

Verification ensures that you have in fact entered into the agreement yourself.

Dealer ✓

How would you like to verify your personal data?

Visit an Audi partner. Please note that your verification is only completed once you personally visited your Audi partner. After that, you can start using the security-sensitive Audi connect services.

Legal conditions

By clicking on "Confirm", I hereby accept the General Terms & Conditions (GTC).

Accept the [General Terms & Conditions](#) ✓

In the Key User Contract, you will create a 4-digit PIN needed to use security sensitive features of the MMI connect App like locking or unlocking your vehicle. Please download and save the Key User Contract PDF to your device. You will need to open the file and provide the Key User Agreement ID to your Audi Brand Specialist, either over the phone or in person to complete the validation. Click “**Send**” to complete your part.

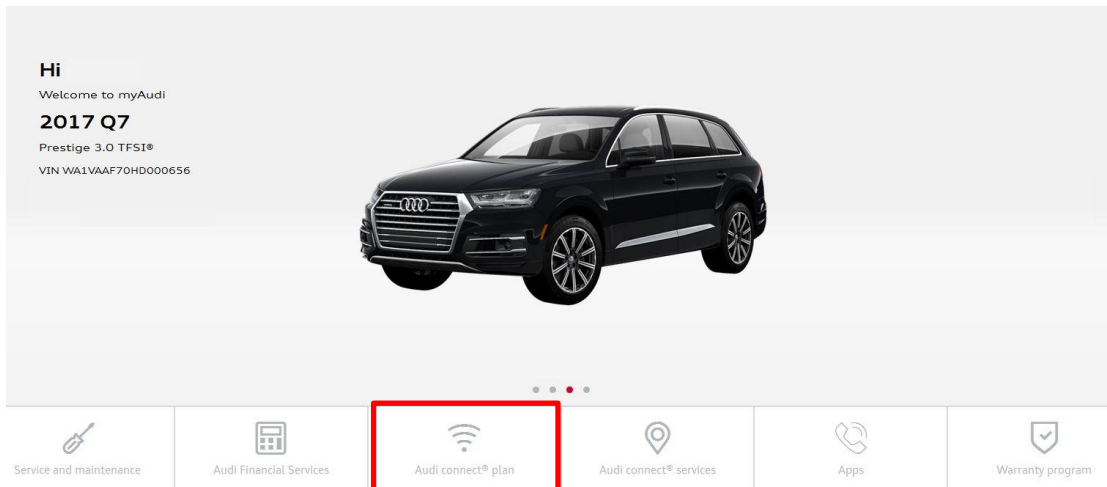
- **You will receive an email titled, ‘Dealer verification method’**

This email indicates the successful creation of the Key User Contract. Please proceed to next page.

Step 3: Initialize your complementary 6-month trial

In order to activate your complimentary 6-month trial of Connect PRIME and Connect PLUS, please follow the following steps:

- Please return to the **myAudi Homepage** and select **“Audi connect plan”**. “Audi connect plan” is where you activate your Connect PRIME and Connect PLUS free trial as well as manage your Connect PRIME and Connect PLUS subscriptions.



- You will be redirected to myaudiconnect.com. This is the myAudi Subscription Management Portal.
Note: This portal requires an additional account

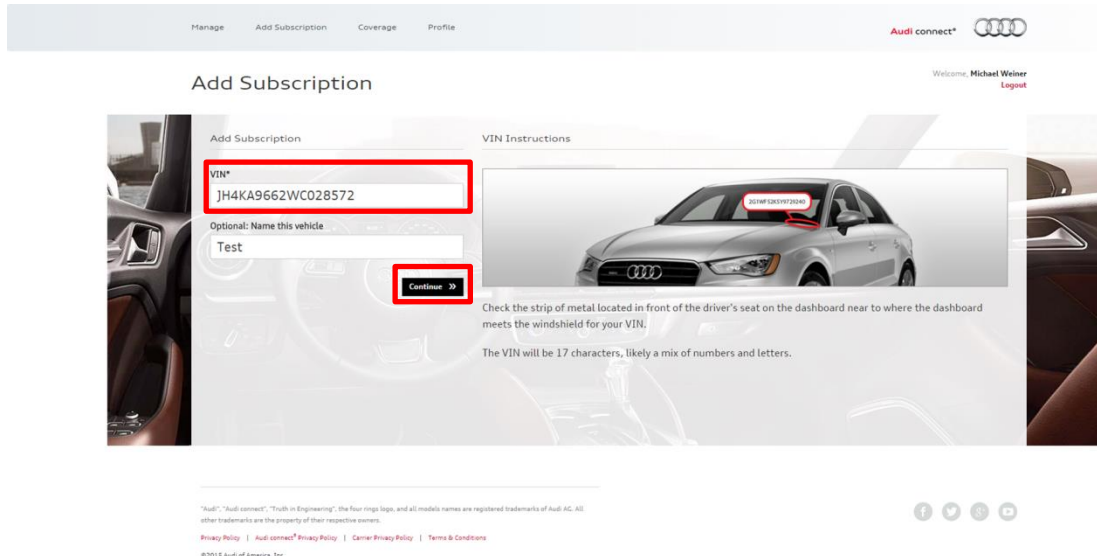
Login



- **If you already have a myAudi connect account**, please enter your existing credentials to sign in and proceed to the next page.
- **If you do not already have a myAudi connect account**, please select **“Need an account”** and enter your credentials and select **“Save and Continue”**. Note: We advise using the same email address and password as for the myAudi owners Portal.
 - You will receive a verification email titled “Complete your Audi connect account” prompting you to verify your information.
 - Upon Verification, you will be redirected to myaudiconnect.com. Log in to complete the verification process.

In the portal:

- Select **“Add Subscription”**, enter your Vehicle’s VIN, optionally name the vehicle and select **“Continue”**.



Manage Add Subscription Coverage Profile Audi connect®

Add Subscription

Welcome, **Michael Weiner**
Logout

VIN*
JH4KA9662WC028572

Optional: Name this vehicle
Test

Continue »

VIN Instructions

Check the strip of metal located in front of the driver's seat on the dashboard near to where the dashboard meets the windshield for your VIN.

The VIN will be 17 characters, likely a mix of numbers and letters.

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Privacy Policy | Audi connect® Privacy Policy | Carrier Privacy Policy | Terms & Conditions
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- Accept each Terms of Service and then click **“Submit”** to proceed to activating the complimentary trial.
- Select **“Begin Trial”**.
- Your Connect PRIME and Connect PLUS complimentary 6-month trial is now active.

You will receive an email titled “Welcome to Audi connect”.

This email confirms the activation of the trial.

Please proceed to the next page.

Step 4: Contact your Dealer to complete Key User Process

In order to complete the validation of the 'Key User Contract', please call your Audi Brand Specialist and inform them that you want to verify your 'Key User Contract'. Please provide them with your 'Key User Agreement ID' of Step 2. They will need to enter the ID into an internal system in order to verify you as a Key User.

Note: This process is required in order to access security sensitive features within the MMI connect app like locking and unlocking your vehicle.

- A user only needs to become a verified user once in order to become a Key User on multiple vehicles.
- User verification **must** be completed by a dealership employee.

You will receive an email titled "Verification confirmation".

This email indicates that you have been successfully verified as a Key User.

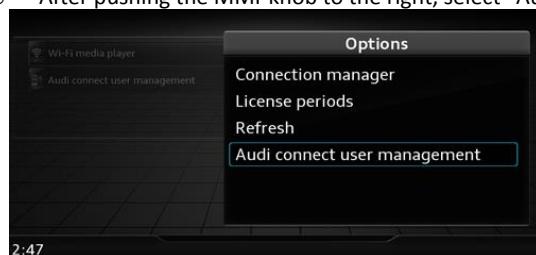
Step 5: Become the Key User in your Vehicle

In order for your vehicle to know that you are the Key User you will need to complete this last step. After completing this step, you will have access to the security sensitive features of the MMI connect App.

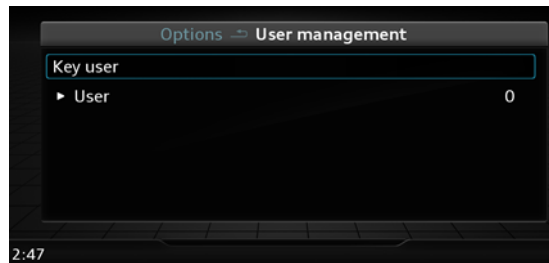
- Start the vehicle
 - Press the Menu function button on the Audi MMI® and choose "Audi connect" in the MMI® display. Scroll down to "Audi connect user management".



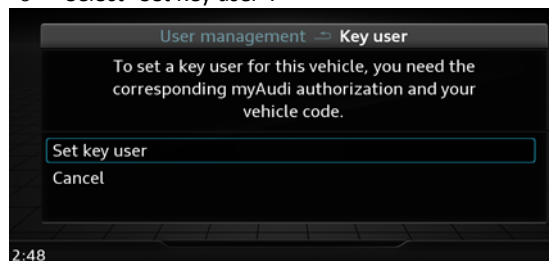
- After pushing the MMI-knob to the right, select "Audi connect user management".



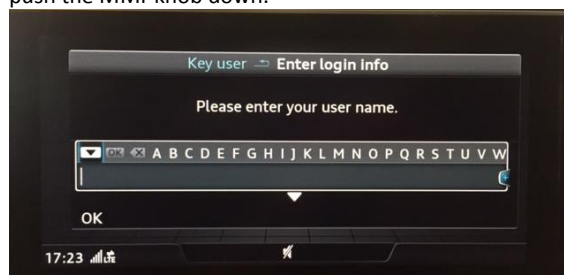
- Select "Key user".



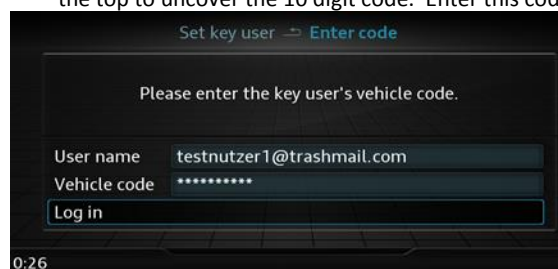
- Select "Set Key user".



- Please do the following:
 - Enter the myAudi account User name exactly as is reflected in the registration email (It is case sensitive.) We strongly recommend using the 'speller' to enter the data rather than the touch pad. To access the speller simply push the MMI-knob down.



- The vehicle code is found inside the plastic tag that is attached to one of the keys. Open the tag and scratch off the top to uncover the 10 digit code. Enter this code into the "Vehicle code" field. Select "Log in".



Congratulations, you have now completed the Audi connect registration process.

Be sure to download the MMI connect App to your device.