

Creating a Google Account with Your Existing Email

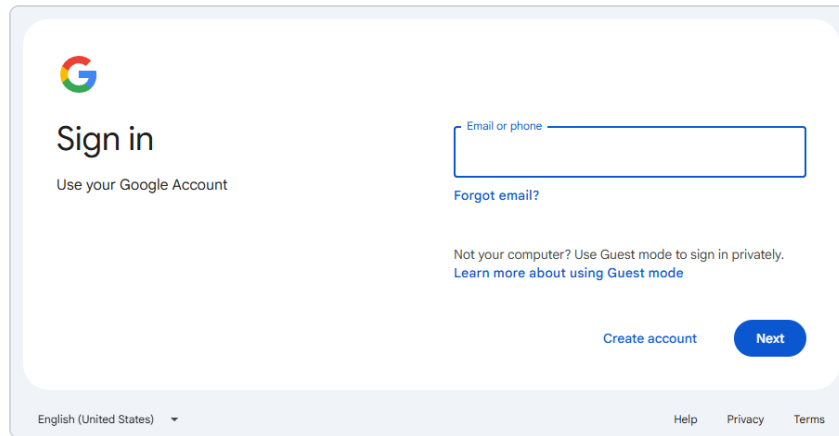
How to sign in to the Apex20 member portal · about 5 minutes

Apex20 signs you in with Google. That does **not** mean you need a Gmail address — you keep using your normal work email. This guide shows you how to attach a Google sign-in to the email address you already have.

Why this is needed: signing in with Google means Apex20 never stores your password, and your dealership's numbers are protected by Google's own security. You will use your regular work email address the whole way through.

1 Go to the Google account page

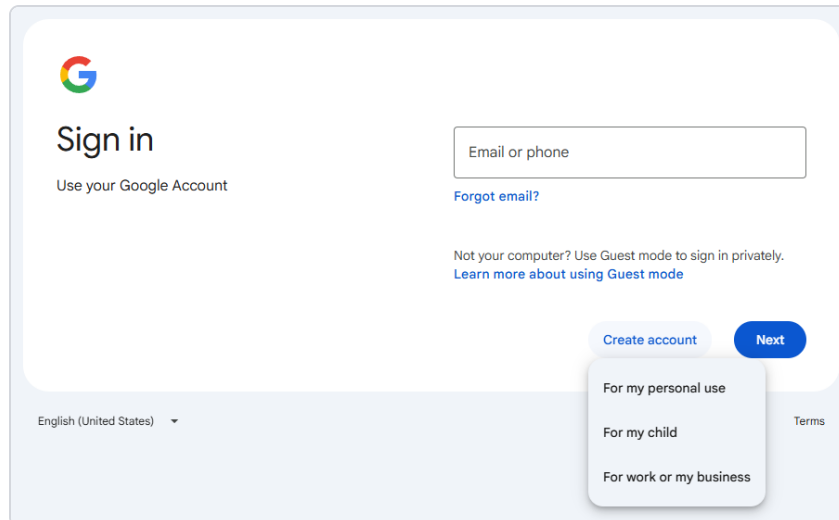
In your web browser, go to **accounts.google.com** and click **Create account**.



The image shows the Google Sign in page. At the top left is the Google 'G' logo. Below it, the text 'Sign in' is displayed, followed by 'Use your Google Account'. To the right, there is a text input field labeled 'Email or phone'. Below the input field is a link that says 'Forgot email?'. Further down, there is a line of text: 'Not your computer? Use Guest mode to sign in privately.' followed by a link 'Learn more about using Guest mode'. At the bottom right, there are two buttons: 'Create account' and 'Next'. At the bottom left, there is a language selector showing 'English (United States)'. At the bottom right, there are links for 'Help', 'Privacy', and 'Terms'.

2 Choose “For my personal use”

Pick **For my personal use**. This is just how Google labels a normal single account — you are still going to use your work email address.



This image shows the same Google Sign in page as the previous one, but with the 'Create account' button clicked. A dropdown menu is now visible, showing three options: 'For my personal use', 'For my child', and 'For work or my business'. The 'Next' button remains visible to the right of the dropdown. All other elements on the page, including the Google logo, 'Sign in' text, input field, and footer links, are identical to the previous screenshot.

3 Enter your name

Type your first and last name, then click **Next**.

The screenshot shows the 'Create a Google Account' page. On the left, the Google logo is at the top, followed by the heading 'Create a Google Account' and the instruction 'Enter your name'. On the right, there are two text input fields: 'First name' with the example 'Alex' and 'Last name (optional)' with the example 'Example'. A blue 'Next' button is located at the bottom right. At the bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

4 Enter your birthday and gender

Fill in your date of birth and gender, then click **Next**. Google requires this to create any account. (“Rather not say” is an option for gender.)

The screenshot shows the 'Basic information' page. On the left, the Google logo is at the top, followed by the heading 'Basic information' and the instruction 'Enter your birthday and gender'. On the right, there are three input fields for the date of birth: 'Month' (a dropdown menu showing 'Janua...'), 'Day' (a text box with '1'), and 'Year' (a text box with '1990'). Below these is a 'Gender' dropdown menu with the option 'Rather not say' selected. A link 'Why we ask for your birthday and gender' is located below the gender dropdown. A blue 'Next' button is at the bottom right. At the bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

5 The important one: click “Use your existing email”

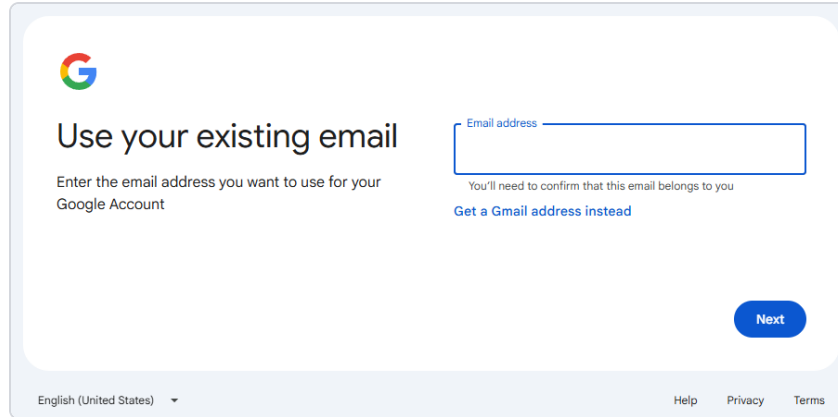
Google now offers to create a **new Gmail address** for you. **Do not pick one of those**. Instead click the small blue **Use your existing email** link at the bottom right.

The screenshot shows the 'Create an email address' page. On the left, the Google logo is at the top, followed by the heading 'Create an email address' and the instruction 'Create a Gmail address for signing in to your Google Account'. On the right, there are three radio button options: 'alexexample07@gmail.com', 'examplealex931@gmail.com', and 'Create your own Gmail address'. At the bottom right, there is a small blue link 'Use your existing email' and a blue 'Next' button. At the bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

This is the step everyone misses. The Gmail options are large and obvious; the link you want is small and off to the side. If you accidentally create a Gmail address, you can start over — no harm done.

6 Type your work email address

Enter the email address you use at the dealership — the same one you gave us on your sign-up form — then click **Next**.

A screenshot of the Google account creation page titled "Use your existing email". It features the Google logo at the top left. Below the title, it says "Enter the email address you want to use for your Google Account". To the right is a text input field labeled "Email address". Below the input field, a small note states "You'll need to confirm that this email belongs to you" with a link "Get a Gmail address instead". At the bottom right is a blue "Next" button. The footer includes "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

7 Enter the code Google emails you

Google sends a verification code to that address. Open your inbox in the normal way, find the message from Google, and type the code into the box on the Google page.

No code after a minute or two? Check your **junk / spam** folder, then use the resend link on the Google page.

8 Choose a password

Create a password for your new Google sign-in and confirm it. This is the password you will use to sign in to Apex20 from now on — keep it somewhere safe.

This does **not** change your existing email password. It is a separate Google sign-in that sits alongside the email account you already have.

9 Finish Google's remaining prompts

Google will ask you to review its terms and may offer some optional settings. Work through them until you land on your Google account page. Your work email address is now a Google sign-in.

10 Sign in to Apex20

Go to **www.apex20groups.com**, click **Sign in with Google**, and choose the account you just set up. That's it — you're in.

Done. From now on, signing in to Apex20 is one click: go to **www.apex20groups.com** and choose your account. You never type a password into Apex20 itself.