

2012 DEALER TRAINING

INITIAL DEALER SETUP:

1. NAVIGATE TO [HTTPS://GATEWAY.APPONE.NET/DEALER/](https://gateway.appone.net/dealer/) VIA INTERNET EXPLORER 8

WE DO NOT SUPPORT ANY OTHER BROWSERS AT THIS TIME

2. CHANGE THE PASSWORD

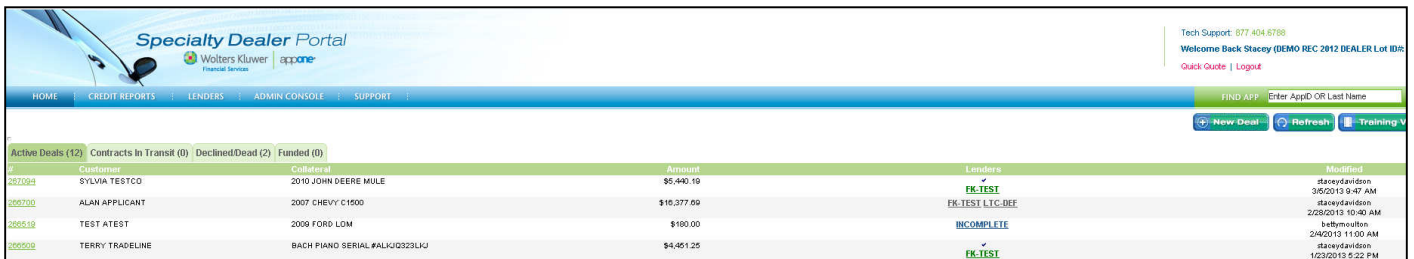
8 DIGITS MINIMUM, AT LEAST ONE CAPITAL LETTER AND 1 NUMBER

3. CLICK ON THE ADMIN CONSOLE FROM THE HOME PAGE AND SET UP THE SYSTEM DEFAULTS

HOW TO DO A DEAL:

1. LOG INTO THE HOME PAGE: [HTTPS://GATEWAY.APPONE.NET/DEALER/](https://gateway.appone.net/dealer/)

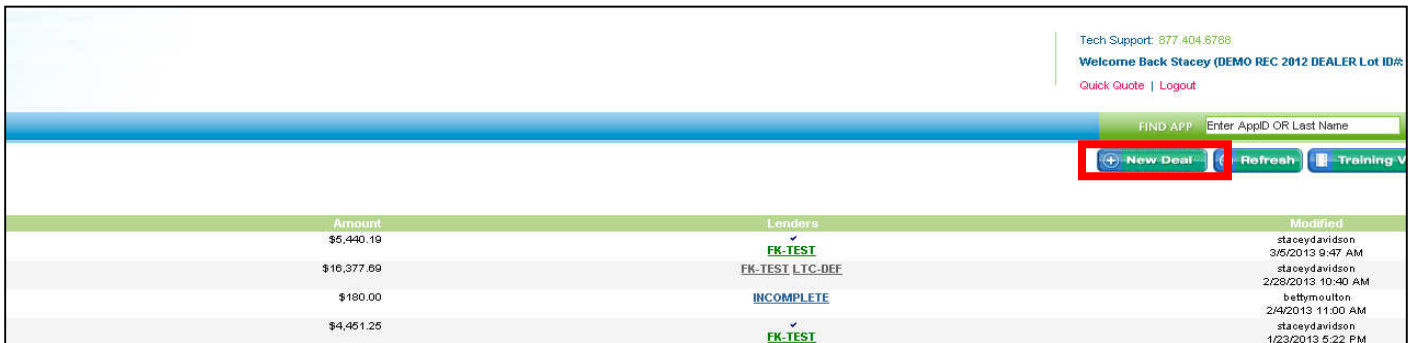
EXAMPLE OF HOME PAGE:



The screenshot shows the Specialty Dealer Portal interface. At the top, there's a navigation bar with links: HOME, CREDIT REPORTS, LENDERS, ADMIN CONSOLE, and SUPPORT. Below this is a search bar labeled 'FIND APP' with a placeholder 'Enter AppID OR Last Name'. To the right of the search bar are buttons for 'New Deal', 'Refresh', and 'Training'. Below the search bar is a table with columns: Amount, Lenders, and Modified. The table contains four rows of data:

Amount	Lenders	Modified
\$5,440.19	FK-TEST	staceydavidson 3/6/2013 9:47 AM
\$16,377.69	FK-TEST LTC-DEF	staceydavidson 2/28/2013 10:40 AM
\$180.00	INCOMPLETE	bettymoulton 2/4/2013 11:00 AM
\$4,451.25	FK-TEST	staceydavidson 1/23/2013 5:22 PM

2. CLICK ON NEW DEAL



This screenshot is similar to the previous one, but the 'New Deal' button is highlighted with a red box. The table below it shows the same data as the previous screenshot:

Amount	Lenders	Modified
\$5,440.19	FK-TEST	staceydavidson 3/6/2013 9:47 AM
\$16,377.69	FK-TEST LTC-DEF	staceydavidson 2/28/2013 10:40 AM
\$180.00	INCOMPLETE	bettymoulton 2/4/2013 11:00 AM
\$4,451.25	FK-TEST	staceydavidson 1/23/2013 5:22 PM

CLICK ON PROCEED TO NEXT STEP IN EACH SCREEN. YOU CAN ALSO SAVE THE INFORMATION.



3. ENTER BUYER INFORMATION

App ID: 267457 Customer Name: MARY MORTGAGE

Customer Credit Bureau Collateral Structure Lenders Forms Notes

Send Message Mark In-Transit Mark Dead Mark Deal Funded Clone Application Save

Application Type: 1 Individual

Applicant #1 - Personal Information (MUST MATCH DRIVER'S LICENSE)

FName: MARY M: LName: MORTGAGE Suffix:
SSN: 000 - 98 - 9450
DOB: 1 / 1 / 1970
Home Phone: 225 - 408 - 1212
Cell Phone:
DL No:
Email:

Current Residence Information

Address: # 888 Street: BOX Apt #:
Zip/City/State: 39669 WOODVILLE MS
County: WILKINSON
How Long? 5 years 0 months
Status: own
Rent/Mortgage Pmt: \$500
Landlord/Mortgage Co: ABC
Landlord/Mortgage Phone: - -

Current Employment Information

Status: employed
Occupation: WORKER
Employer Name: WORK
Address:
Zip/City/State: 39669 WOODVILLE MS
Gross Monthly Salary: \$4,500 / month
Work Phone: 225 - 408 - 1212
How Long? 2 years 0 months
☐ Click Here To Enter a Second Job

4. PULL CREDIT BUREAU (IF NEEDED, MUST BE SIGNED UP WITH CREDCO)

App ID: 267457 Customer Name: MARY MORTGAGE

Credit Bureau Collateral Structure Lenders Forms Notes

Send Message Mark In-Transit Mark Dead Mark Deal Funded Clone Application

☐ Pull New Report ☐ Bypass Bureau Errors ☐ Pull Credit Report

MARY MORTGAGE

5. ENTER THE COLLATERAL INFORMATION, INCLUDING ANY TRADE-IN INFORMATION

ENTER THE YEAR, MAKE, MODEL, AND OTHER COLLATERAL SPECIFIC INFORMATION, INCLUDING TRADE-IN INFORMATION. ALL REQUIRED INFORMATION IS HIGHLIGHTED IN **BOLD**.

6. ENTER THE STRUCTURE INFORMATION

App ID: 207457 Customer Name: MARY MORTGAGE

Customer Credit Bureau Collateral **Structure** Lenders Forms Notes

Send Message Mark In-Transit Mark Dead Mark Deal Funded Clone Application Save

Total Amount Financed: \$13,606.25 Total Sales Tax Amount: \$906.25 Monthly Payment: \$345.51

Front-End Itemization

Selling Price: \$14,500.00

Trade-In Allowance: \$0.00

Trade-In Payoff: \$0.00

Sales/Other Tax: 6.25000 % \$906.25 ☐ manual override

Rebate: \$0.00

Cash Down: \$2,500.00

Net Purchase: \$12,906.25

Public Officials & Fees

Title Fee: \$0.00 ☐ tax

License Fee: \$30.00 ☐ tax

Documentation Fee: \$75.00 ☐ tax

UCC Filing Fee: \$0.00 ☐ tax

Total Front-End: \$13,011.25

Rate & Terms

of Payments: 60 Monthly

Rate: 10.00 %

Contract Date: 3/8/2013

Days to First Payment: 30

First Payment Date: 4/7/2013

Back-End Products

☐ VSC

☒ GAP

Company: UACC

Coverage Term: 60 ☒ Unlimited? Mileage: 0 ☒ Unlimited?

Coverage Description:

Deductible: \$100.00

Dealer Cost: \$350.00 Tax: 0.000 % \$0.00 ☐ Override

☐ Credit Life

☐ Credit Disability

☐ Pre-Paid Maintenance

☐ Tire & Wheel Protection

☐ Theft Protection

☐ Paint Protection

☐ Roadside Assistance

United Auto Credit Corporation

max advance: \$16,500.00

max term: 60 mths

buy rate: 10.00%

max loan: \$18,500.00

Estimated Funding

contract amt: \$13,606.25

acq fee: (\$0.00)

products cost: (\$0.00)

net amt: \$13,606.25

Misc Info

Sales Person Name:

F&I Person Name:

ENTER THE FRONT-END ITEMIZATION, FEES, RATE AND TERM, AND BACKEND PRODUCTS ON THIS PAGE.

7. SUBMIT TO THE LENDER

Submit to Selected Lenders

Integrated Lenders

Fax Lenders

Fort Knox TEST BANK	TestLender
Fax: 111-222-1234	888-288-9650 <input type="checkbox"/> Save
Notes: -	-
SELECT LENDER <input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Manual Print"/>	<input type="button" value="Manual Print"/>

Notes to Lender:

THE APPLICATION CAN BE SUBMITTED TO AN INTEGRATED LENDER OR TO A FAX LENDER (IF SIGNED UP TO SUBMIT TO OTHER LENDERS). CHECK THE **SELECT LENDER** CHECKBOX, AND THEN CLICK THE **SUBMIT TO SELECTED LENDER** OR **CREATE MANUAL CALLBACK** BUTTON TO CREATE A DOCUMENT SET WITHOUT CREDIT APPLICATION SUBMISSION.



8. ONCE APPROVED BY A LENDER, OR IF DOING A MANUAL CALLBACK, CHANGE THE STATUS OF THE APPLICATION TO APPROVED

Lenders Forms Notes

Send Message Clone Application Submit To Lenders Save

Lender:	TestLender
Transmission Status:	NOT SENT
Lender AppID:	
Analyst Name:	
Analyst Phone:	
Decision:	Incomplete
Expiration Date:	
Buy Rate:	
Max Rate:	
Max Term:	0
Max Advance:	\$0.00
Max Loan Amount:	\$0.00
Max Payment:	\$0.00
Max VSC:	\$0.00
Max GAP:	\$0.00
Max Back-End:	\$0.00
Min Cash Down:	\$0.00
Acq Fee:	\$0.00
Trade Equity:	\$0.00
Special Steps:	
Submit Notes to Lender:	-
Notes:	

IN THE **DECISION** DROP-DOWN SELECTION BOX, CHANGE THE STATUS OF THE APPLICATION TO APPROVED, AND THEN ENTER THE TERMS OF THE APPROVAL FROM THE LENDER.

9. SAVE AND THEN CLICK ON THE SELECT/PRINT

APP ID: 2/3/54 CUSTOMER NAME: CARL CUSUMER

Forms Notes

Send Message Mark In-Transit Mark Dead Clone Application Submit To Lenders **Save**

Lender:	TestLender
Transmission Status:	NOT SENT
Lender AppID:	
Analyst Name:	
Analyst Phone:	
Ext:	
Decision:	Approved PRINT CALLBACK
Expiration Date:	
Buy Rate:	0.00%
Max Rate:	-
Max Term:	0
Max Advance:	\$0.00
Max Loan Amount:	\$0.00
Max Payment:	\$0.00
Max VSC:	\$0.00
Max GAP:	\$0.00
Max Back-End:	\$0.00
Min Cash Down:	\$0.00
Acq Fee:	\$0.00
Trade Equity:	\$0.00
Special Slips:	
Submit Notes to Lender:	-
Notes:	
SELECT CALLBACK:	SELECT/PRINT

SAVE THE APPROVED APPLICATION TERMS, THEN CLICK THE **SELECT/PRINT** BUTTON.

10. VERIFY THE STRUCTURE

Send Message Mark In-Transit Mark Dead Clone Application Submit To Lenders Save

Lender:	TestLender
Transmission Status:	NOT SENT
Lender AppID:	
Analyst Name:	
Analyst Phone:	
Ext:	
Decision:	Approved PRINT CALLBACK

Confirmation Dialog

Do you want to verify/change the Deal Structure prior to printing forms?

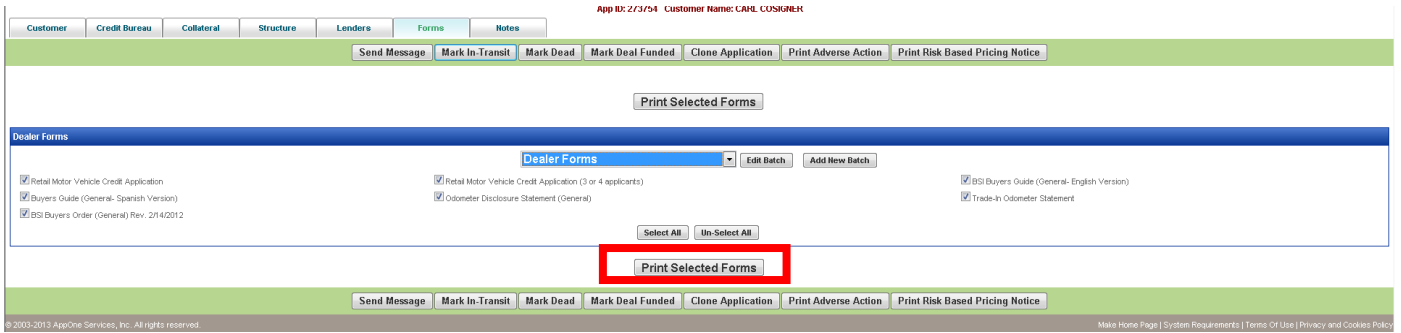
YES **NO**

Max Loan Amount:	\$0.00
Max Payment:	\$0.00
Max VSC:	\$0.00
Max GAP:	\$0.00
Max Back-End:	\$0.00
Min Cash Down:	\$0.00
Acq Fee:	\$0.00
Trade Equity:	\$0.00
Special Slips:	
Submit Notes to Lender:	-
Notes:	
SELECT CALLBACK:	SELECT/PRINT

Send Message Mark In-Transit Mark Dead Clone Application Submit To Lenders Save

- YOU WILL BE ASKED IF YOU WANT TO VERIFY OR CHANGE THE STRUCTURE PRIOR TO PRINTING.
- IF YOU CLICK YES TO VERIFY THE STRUCTURE, YOU WILL BE TAKEN BACK TO THE **STRUCTURE** PAGE. IF YOU CLICK NO, YOU WILL BE FORWARDED TO THE **FORMS** PAGE FOR PRINTING.

11. PRINT SELECTED FORMS



ON THE **FORMS** TAB, CLICK **PRINT SELECTED FORMS**. THE FORMS WILL BE AUTOMATICALLY CHOSEN FOR THE DEALERSHIP THAT THE LIEN-HOLDER CHOOSES TO FUND THE DEAL IF THEY ARE AN APPONE LENDER, IF NOT SELECT THE APPROPRIATE FORMS BY ADDING OR EDITING A BATCH.

CONTACT INFORMATION:

Customer Support: 877-277-6631 Option #1, or 877-404-6788

Email: support@appone.net

BUSINESS DEVELOPMENT MANAGERS:

CHAD SCHAEFER (TX, CA, CO, NV, AZ)

TEL 877-277-6631 EXT. 1207771 CHAD.SCHAEFER@WOLTERSKLUWER.COM

NATE VELDMAN (FL, OH, IL, MO, IN, MI)

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MIKE RILEY (VA, TN, SC, UT, MN, ID, VT, NM, IA, NE, AK, MT, OR, WY)

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TYLER KELLY (WI, AR, DE, OK, WA, GA, MS, LA, SD, ND, AL)

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KRISTOPHER TOVSEN (PA, NY, NC, NJ, MA, MD, KY, ME, RI, WV, CT, NH)

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