



USER GUIDE

SEPTEMBER 2022

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Welcome to 700Credit!

700Credit is the leading provider of credit and compliance solutions for the automotive industry. Our products and services have evolved through the years, as we continually collect feedback from our clients around the country. Our singular focus on the automotive industry has allowed us to create solutions that are easy to use and best fit the needs of our dealer clients. Today we have over 14,500 direct dealer clients using our products and services across the US.

Credit Reports

We offer access to reports from the leading national credit companies, Experian, Equifax and TransUnion. Credit Reports contain information from credit grantors, courts, and collection agencies regarding the historical loans by the consumer. Credit Reports also include scores (FICO and Vantage), and public records such as judgments, liens, and bankruptcies. They also may include previous employers, addresses and other names used. All 700Credit clients receive their choice of report format, score, and ancillary products.

Red Flag

A Red Flag summary is provided with each report pulled, to alert you to information that appears to be genuine on the surface but may be questionable. These warning messages focus on high-risk applicants, social security numbers, driver's licenses, and addresses. Currently, there are more than 31 patterns for Red Flag alerts.

Out of Wallet Questions

Out of Wallet (OOW) questions are available for every applicant processed through the platform. When a Red Flag alert occurs, your dealership must validate the person's identity. OOW questions are available instantly, providing multiple choice questions that would be hard for an identity thief to answer. If the consumer answers most the questions correctly, their identity is verified, and the alert is automatically resolved, allowing you to proceed with the transaction.

Risk-Based Pricing Notices

Following the National Automobile Dealers Association (NADA) and National Independent Automobile Dealers Association (NIADA) recommendations, our solution uses the Exception Notice option, otherwise known as Model Form B-4 and Model Form B-5, for those instances where a score is not returned on the consumer.

Adverse Action Letters

We have developed a base solution that follows industry best practice (and the best liability protection) to help keep you in compliance with federal and state laws and regulations. Our services can be tailored to fit your dealership's interpretation of the law and internal policies.

IDS has integrated our credit, compliance and prescreen solution into their platform. This guide will walk you through how to pull, view and print prescreen and credit reports from within your IDS platform. If you have any questions, please feel free to reach out to our support desk at: (866) 273-3848 or email us at: support@700Credit.com.

700Credit feature is available in IDS G2 software version 22.11.00 or latest. A dealer must have the software version which supports the 700Credit feature.

A dealer can request an upgrade by submitting a request from this URL: <https://portal.ids-astra.com/dashboard>

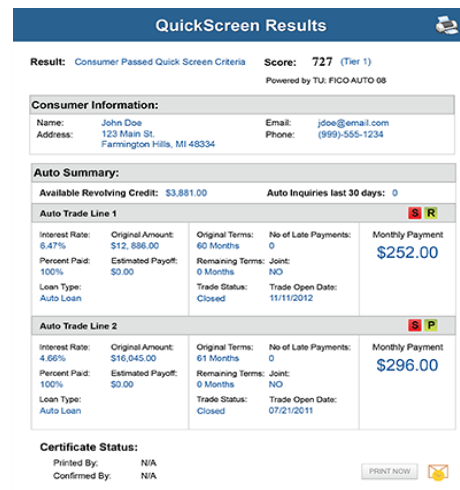
Introduction to QuickScreen

Welcome to 700Credit’s **QuickScreen** credit soft pull solution. QuickScreen is integrated with your **IDS** platform, so it is easy to access and easy to pull. Since it is a soft pull solution, you only need a consumer’s name and address to pull their credit score and auto summary, with no adverse effect on their credit score.

QuickScreen gives you visibility into your customer’s credit profile before you work a deal, so you can work the right deal, right away, saving time and preventing a potentially uncomfortable situation for your customer. QuickScreen can also help you provide the customer with a payment estimate based on the RV/Marine they are interested in. In addition, knowing the customer’s current RV/Marine payment enables your team to have more meaningful budget conversation with the client, potentially shortening the sales process, getting you to the finish line faster.

QuickScreen returns the following data to the user:

- FICO Score
- Available Revolving Credit
- Auto Inquiries last 30 days
- Summary of Auto Trade Lines
 - Including:
 - Current Monthly Payment
 - Current Auto Loan Interest Rate
 - Remaining Balance/Payoff
 - Payment History
 - Months Remaining on Auto Loans



QuickScreen Results

Result: Consumer Passed Quick Screen Criteria **Score:** 727 (Tier 1)
 Powered by TU: FICO AUTO 08

Consumer Information:

| | | | |
|----------|--|--------|----------------|
| Name: | John Doe | Email: | jdoe@email.com |
| Address: | 123 Main St. Farmington Hills, MI 48334 | Phone: | (999) 555-1234 |


Auto Summary:

Available Revolving Credit: \$3,881.00 Auto Inquiries last 30 days: 0

| Auto Trade Line 1 | | | | |
|-------------------|-------------------|------------------|----------------------|-----------------|
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment |
| 6.47% | \$12,886.00 | 60 Months | 0 | \$252.00 |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | |
| 100% | \$0.00 | 0 Months | NO | |
| Loan Type: | Trade Status: | Trade Open Date: | | |
| Auto Loan | Closed | 11/11/2012 | | |

| Auto Trade Line 2 | | | | |
|-------------------|-------------------|------------------|----------------------|-----------------|
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment |
| 4.66% | \$16,045.00 | 61 Months | 0 | \$296.00 |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | |
| 100% | \$0.00 | 0 Months | NO | |
| Loan Type: | Trade Status: | Trade Open Date: | | |
| Auto Loan | Closed | 07/21/2011 | | |

Certificate Status:

Printed By: N/A
 Confirmed By: N/A [PRINT NOW](#) 

QuickScreen can be used in several scenarios within your dealership:

- To qualify and prioritize inbound and internet leads
- To mine for opportunities within your CRM
- To prequalify in-store and service lane customers

Prescreen Results

After clicking “Prescreen”, there are four possible responses:

- **Pass/Score Provided** - The applicant met the score cutoff selected by the dealer and the prescreen criteria of the bureau.
- **Fail/No Score** - The applicant did not meet the cutoff score selected by the dealer.
- **Decline** - The applicant did not meet 1 or more of the following: (The reason for the decline is not returned/identified for your review)
 - Credit score is below 500 - automatic decline per credit bureau
 - Minimum age of 21
 - No open bankruptcies
 - Minimum 1 satisfactory trade
 - 1 open credit trade line 36 months old or older
 - Applicant has opted out of prescreen credit offers
(<https://www.consumer.ftc.gov/articles/prescreened-credit-and-insurance-offers>)
- **No Hit** - The applicant could not be found.

Prescreen Response: Pass

A new window will appear that displays the customer’s credit score, credit tier, and any payoff information that is available on their credit history. You will be able to print a Pre-Selected Certificate by clicking on the “**Print Now**” button that is circled on the prescreen results image to the right.

QuickScreen Results

Result: Consumer Passed Quick Screen Criteria **Score:** 727 (Tier 1)
Powered by TUJ, FICO AUTO 08

Consumer Information:

| | | | |
|----------|--|--------|----------------|
| Name: | John Doe | Email: | jdoe@email.com |
| Address: | 123 Main St, Farmington Hills, MI 48334 | Phone: | (999)-555-1234 |

Auto Summary:

Available Revolving Credit: \$3,881.00 Auto Inquiries last 30 days: 0

| Auto Trade Line 1 | | | | S | R |
|-------------------|-------------------|------------------|----------------------|-----------------|---|
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment | |
| 6.47% | \$12,886.00 | 60 Months | 0 | \$252.00 | |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | | |
| 100% | \$0.00 | 0 Months | NO | | |
| Loan Type: | Trade Status: | Trade Open Date: | | | |
| Auto Loan | Closed | 11/11/2012 | | | |

| Auto Trade Line 2 | | | | S | P |
|-------------------|-------------------|------------------|----------------------|-----------------|---|
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment | |
| 4.66% | \$16,045.00 | 61 Months | 0 | \$296.00 | |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | | |
| 100% | \$0.00 | 0 Months | NO | | |
| Loan Type: | Trade Status: | Trade Open Date: | | | |
| Auto Loan | Closed | 07/21/2011 | | | |

Certificate Delivery Confirmation

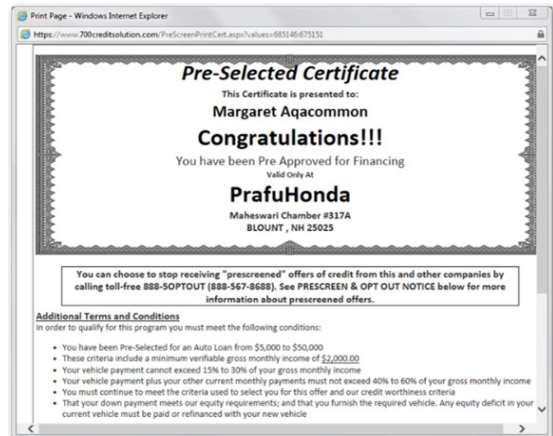
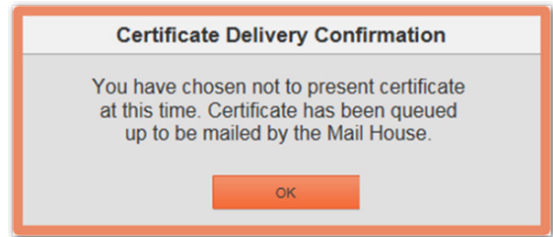
Has the Pre Approval Certificate been delivered to the consumer?

The dealer/user must then click on “**Yes**” or “**No**” if the Pre-Approval Certificate has been delivered to the customer.

If for any reason, the dealer/user clicks **“No”**, then 700Credit will automatically send this certificate to our Mail House and the certificate will be mailed to the applicant.

The dealer will be charged for this mailing.

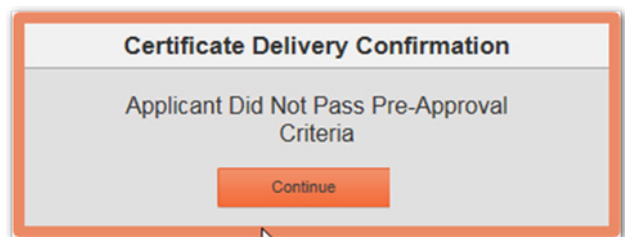
Please Note: Any certificates printed within 700Dealer.com to the dealership’s local printer will not be charged. The dealer can print to their local printer for free.



Prescreen Response: *Fail*

If the Prescreen inquiry returns as a **“Fail”**, the message will appear as:

In this case, no notice is required to be given to the consumer. In fact, the consumer doesn’t have to know the process has taken place. Select **“Continue”** and the Applicant List is returned. The Applicant List will show all **“Fail”** returns as **QS** in **RED**, and the score/Tier will appear in parenthesis.

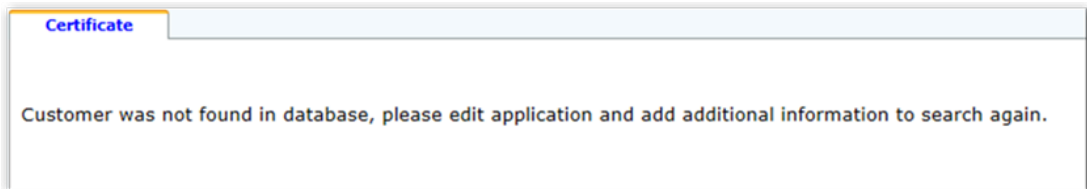


Prescreen Response: Decline or No Hit

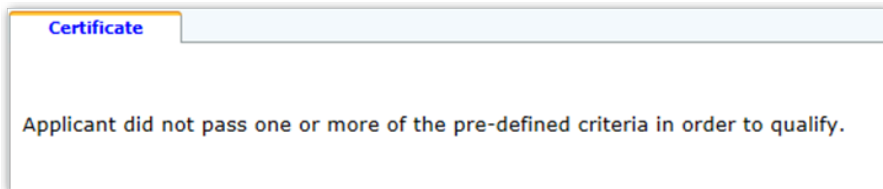
The other two possible return messages are “Decline” and “No Hit”. A “No Hit” signifies that no data was found on that particular consumer and a “Decline” means that data was found, however, the consumer did not meet the minimum criteria set up in the Configuration Guide.

In either case, no score will be shown in parenthesis in the Application List.

No Hit:



Decline:



Select “Continue” and the Applicant List is returned. The Applicant List will show all “No Hit” and “Decline” returns as **QS** in **GRAY** and a “D” will appear for a “Decline” and an “NH” will appear for “No Hit”. The screenshot below is from our 700Dealer.com platform, which every dealer has access to.

If you do not have your credentials to log in to this platform, please call our support desk immediately: **(866) 273-3848**.



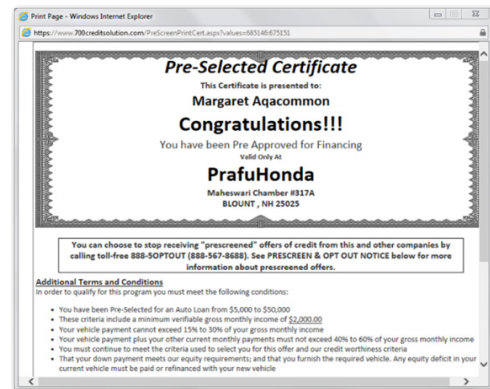
Firm Offer of Credit - Compliance Requirement

Because a prescreen (QuickScreen) is performed without consumer consent, dealers are required by law to send a “**Pre-Selected Certificate**” and must be delivered to all consumers who “**Pass**” the prescreen inquiry AND the dealer must be able to prove the offer was delivered. The dealer has three options for certificate delivery. They can:

- Print the certificate at their local printer in the dealership and drop in the mail to the consumer
- Email the certificate to the consumer
- 700Credit can print and mail the Certificate on your behalf for \$1.05/letter.

Because we are the compliance experts in this industry, our system automatically monitors all prescreens that are run, and if the dealership does NOT print or email the certificate within 15 days of running, our system will automatically generate and mail the certificate to your customer. Dealers will be charged \$1.05/letter if this event occurs.

To the right is an example of our certificate template which will be customized to your store - and your clients.



OpportunityAlerts!

OpportunityAlerts! are graphic icons that alert the dealer to potential opportunities in the soft pull results based on the color of the alert: Green/Yellow/Red.

A proprietary algorithm reads data from the QuickScreen results and presents the appropriate alerts accordingly. Alerts are available for the following data points:

- Credit Score (**S**)
- Interest Rate (**R**)
- Inquiries (**I**)
- Loan Term (**T**)
- Monthly Payment (**A**)
- Paid Percentage (**P**)

QuickScreen Results

Result: Consumer Passed Quick Screen Criteria **Score:** 727 (Tier 1)
 Powered by TU: FICO AUTO 08

| Consumer Information: | | | | |
|-----------------------|--|--------|----------------|--|
| Name: | John Doe | Email: | jdoe@email.com | |
| Address: | 123 Main St. Farmington Hills, MI 48334 | Phone: | (999)-555-1234 | |

| Auto Summary: | | | | |
|--|-------------------|--------------------------------|----------------------|-----------------|
| Available Revolving Credit: \$3,881.00 | | Auto Inquiries last 30 days: 0 | | |
| Auto Trade Line 1 S R | | | | |
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment |
| 8.47% | \$12,586.00 | 60 Months | 0 | |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | \$252.00 |
| 100% | \$0.00 | 0 Months | NO | |
| Loan Type: | Trade Status: | Trade Open Date: | | |
| Auto Loan | Closed | 11/11/2012 | | |
| Auto Trade Line 2 S P | | | | |
| Interest Rate: | Original Amount: | Original Terms: | No of Late Payments: | Monthly Payment |
| 4.66% | \$16,045.00 | 61 Months | 0 | |
| Percent Paid: | Estimated Payoff: | Remaining Terms: | Joint: | \$296.00 |
| 100% | \$0.00 | 0 Months | NO | |
| Loan Type: | Trade Status: | Trade Open Date: | | |
| Auto Loan | Closed | 07/21/2011 | | |

Certificate Status:
 Printed By: N/A
 Confirmed By: N/A

PRINT NOW

The **BENEFITS** of OpportunityAlerts! include:

- Quickly identifies opportunities that exist in the QuickScreen results
- Makes the QuickScreen product easier to read and easier to use
- Helps the dealer to focus on the data that will help them work - and close - the best deal
- Adds value and complexity to our product that make it more difficult to compete against

Set-Up Process

To enable **OpportunityAlerts!**, navigate to the proper tab, as shown below, and check the “Enable QuickScreen Alerts” box (circled).

OpportunityAlerts! are triggered when the values returned from the QuickScreen hit the ranges that are defined in the “OpportunityAlerts!” tab in the Data Access menu in 700Dealer, as shown below. The values will be set at default ranges, however, once the dealer gets comfortable with alerts, they may want to customize the ranges to fit their specific store needs.

Below you will see the default values for Green, Yellow, and Red alerts. Dealers will need to fill out the box below, paying close attention to their score ranges and interests.

| | Green | Yellow | Red |
|---|--|---|--|
| <input checked="" type="checkbox"/> Score Alert | <input checked="" type="checkbox"/> >= 725 | <input checked="" type="checkbox"/> >= 675 | <input checked="" type="checkbox"/> <= 674 |
| <input checked="" type="checkbox"/> Interest Rate Alert | <input checked="" type="checkbox"/> >= 2 | <input type="checkbox"/> >= 1 | <input type="checkbox"/> >= 0.5 |
| <input checked="" type="checkbox"/> Inquiry Alert | <input checked="" type="checkbox"/> >= 1 | <input type="checkbox"/> >= 0 | <input type="checkbox"/> >= 0 |
| <input checked="" type="checkbox"/> Term Alert | <input checked="" type="checkbox"/> <= 3 | <input checked="" type="checkbox"/> <= 6 | <input type="checkbox"/> <= 8 |
| <input checked="" type="checkbox"/> Monthly Payment Alert | <input checked="" type="checkbox"/> >= \$600 | <input type="checkbox"/> >= \$400 | <input type="checkbox"/> <= \$400 |
| <input checked="" type="checkbox"/> Paid Percentage Alert | <input checked="" type="checkbox"/> >= 90 % | <input checked="" type="checkbox"/> >= 85 % | <input type="checkbox"/> <= 60 % |

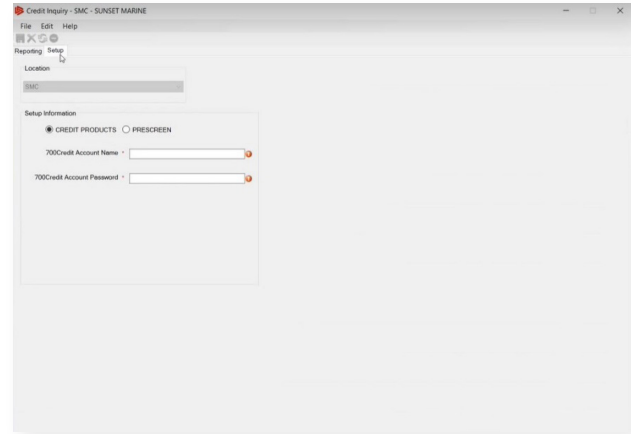
| | Score Range | Probable Interest Rate |
|-----------------|------------------|------------------------|
| Interest Rate 1 | Greater than 725 | 1.5 % |
| Interest Rate 2 | Greater than 700 | 3.0 % |
| Interest Rate 3 | Greater than 675 | 5.0 % |
| Interest Rate 4 | Greater than 650 | 7.0 % |
| Interest Rate 5 | Greater than 625 | 9.0 % |
| Interest Rate 6 | Below 625 | 13.0 % |

Getting Started in IDS

Dealers will begin by first registering the credit inquiry feature, starting in the login screen.

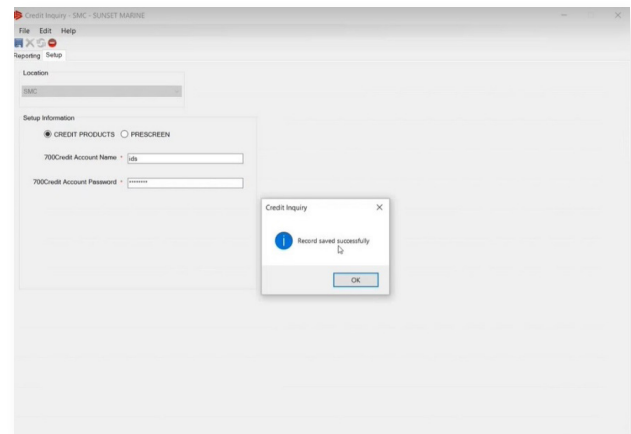
Click the **“Setup”** tab in the navigation bar and enter in the account’s username and password.

Click the save icon in the top-left corner.



A pop-up will appear that the record was saved successfully.

Click **“OK”**.

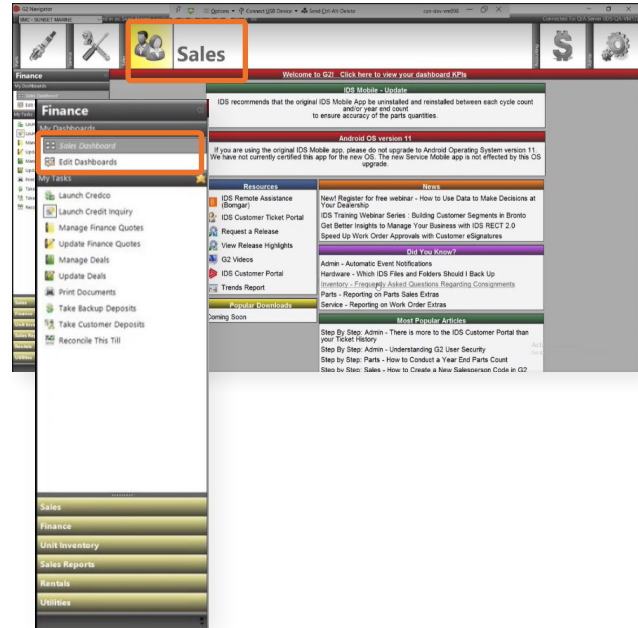


Setting Up the Credit Inquiry Feature

Once the credit feature has been registered, dealers will navigate to the IDS platform dashboard.

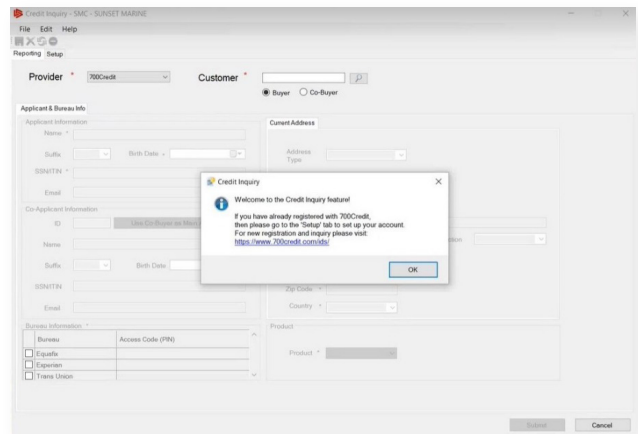
Click **“Sales”** in the top navigation bar on the dashboard home page.

Click **“Launch Credit Inquiry”** in the left-panel navigation bar.



A pop-up will appear prompting the dealer to refer to 700Credit.com for new registration.

If the dealer is already registered, click **“OK”**.



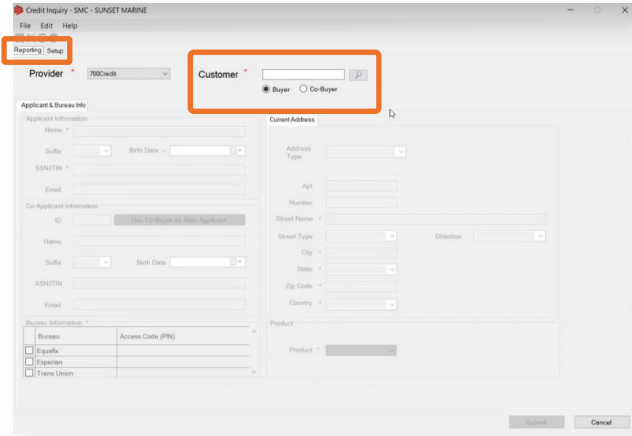
Pull/View Credit and Prescreen Reports

Click on the “**Reporting**” tab in the top-left corner of the pop-up.

To search a customer, start with choosing “**Buyer**” or “**Co-Buyer**”.

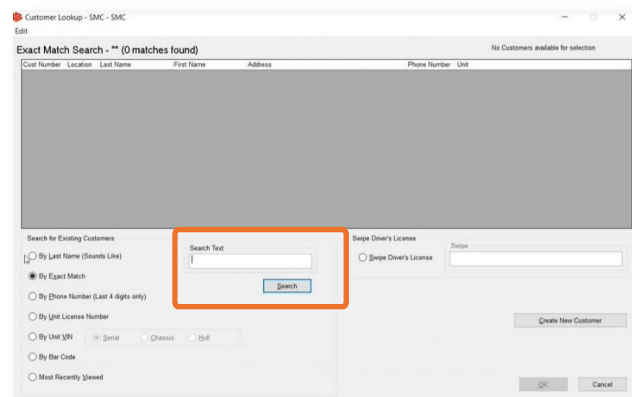
If the dealer knows the customer’s IDS-generated number, they may type it in to the “**Customer**” form fill, and their information will auto-populate the form.

If the dealer does not know the customer’s specific number, they may click on the search icon circled to the left.



A customer lookup pop-up window will appear. Dealers can search for customers in the search bar through various characteristics:

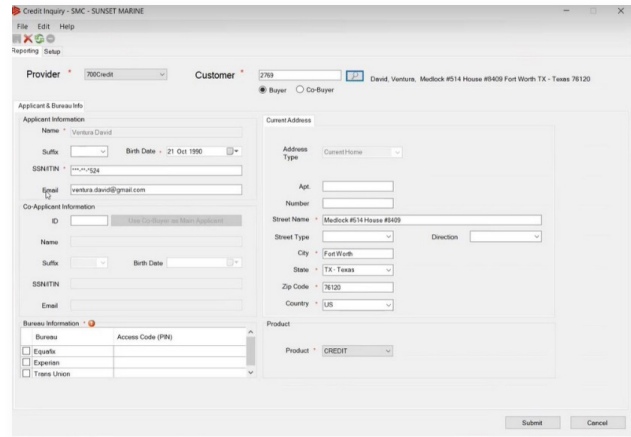
- **Last Name**
- **Exact Match**
- **Phone Number (Last 4 Digits only)**
- **Unit License Number**
- **Unit VIN**
- **Bar Code**
- **Most Recently Viewed**



Once the customer has been located in the system, click their name and press “**OK**”.

The consumer's information will then auto-populate into the form.

From there, dealers can see the consumers information as well as run a credit report or prescreen.

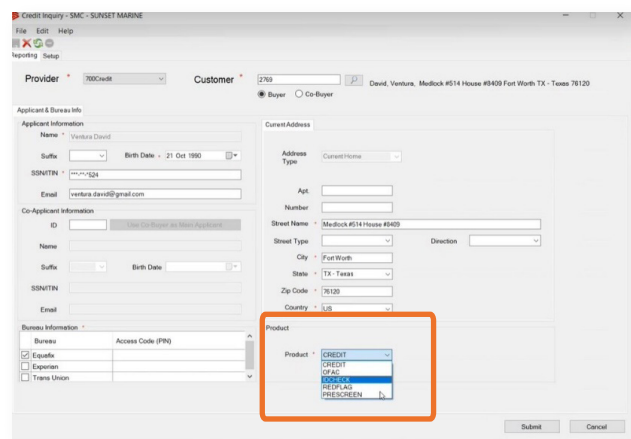


To run a credit report, or a prescreen on a customer, refer to the **"Product"** section at the bottom-right of the pop-up window.

Choose either **"Credit"** or **"Prescreen"** from the drop-down menu.

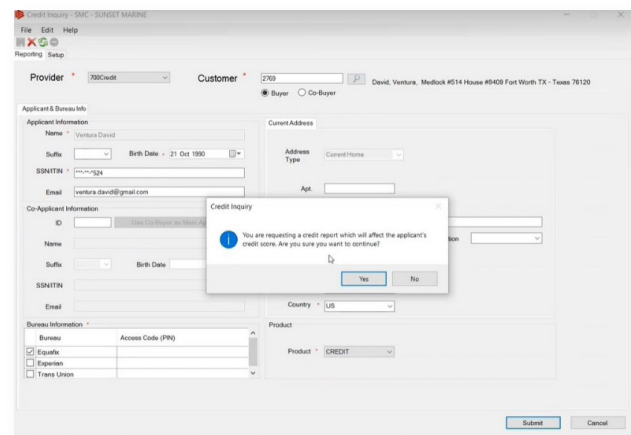
Click **"Submit"** to run the report.

Note: In the case a dealer only wants to view the OFAC, ID Check or Red Flag report, they may choose one of those products as well for an individual report.



When requesting credit, in order to remain compliant, a pop-up window will appear requesting the dealer to confirm the hard-pull for that customer.

Click **"Yes"**.



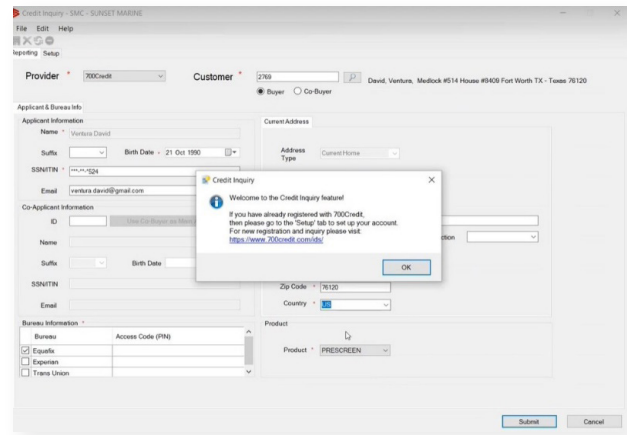
If the dealer holds the correct credentials, and the customer's information has been input correctly, the consumer's full credit report will now appear in a new browser window.

The screenshot shows a 'Compliance Dashboard' with an 'Identity Verification Report' for VENTURA DAVID. The report includes a 'Red Flag Score' of 88 and a 'Score Risk Level' of Medium Risk. A table lists verification sections: OFAC (Clear), ID Match (Alert), Red Flag Alerts (Clear), Synthetic ID (Synthetic Fraud Detection available), MLA Search, and ID Verification. Below the table is a 'Score Summary' for Ventura David with Equifax, Experian, and TransUnion scores all marked as N/A. A 'CREDIT REPORT' section is also visible, showing an Equifax report for Consumer No. 155AN01833 dated 10-26-2011. A 'Special Messages' section contains a disclaimer about IDENTITYSCAN.

To the right is an example of a QuickScreen report. In the case the dealer chose to run a prescreen report, this results page will pop-up in a new browser tab.

The screenshot shows 'QuickScreen Results' for a consumer named John Doe. The result is 'Consumer Passed Quick Screen Criteria' with a score of 727 (Tier 1). The report is powered by TU, FICO-AUTO 08. It includes 'Consumer Information' (Name: John Doe, Address: 123 Main St, Farmington Hills, MI 48334), 'Auto Summary' (Available Revolving Credit: \$3,881.00, Auto Inquiries last 30 days: 0), and details for two 'Auto Trade Lines'. Trade Line 1 has an interest rate of 6.47%, original amount of \$12,886.00, and a monthly payment of \$252.00. Trade Line 2 has an interest rate of 4.66%, original amount of \$16,045.00, and a monthly payment of \$296.00. The 'Certificate Status' shows it was printed and confirmed by N/A.

If the dealer does not hold the correct credentials, a pop-up will appear either prompting the dealer to set-up their account or visit a lead form for new registration.



Introduction to 700Dealer.com

As a customer of 700Credit, you have access to your own personal credit portal at www.700Dealer.com. You should have received your username and password in a welcome email from 700Credit. If you did not receive this email, or have misplaced it, please send an email to: support@700credit.com or call: **(886) 273-3848**.



Viewing Your Leads

When you log in to 700Dealer.com, simply click on the **Applicant List** menu item in the left-hand column and you will see a list of all. You can select **Date Range** to view different timeframes.

By clicking on any name in the list, you can view their full credit report, red flag, and a link to their compliance dashboard. If a QuickScreen was run, you will see the QuickScreen results.

QuickScreen Results

Result: Consumer Passed Quick Screen Criteria Score: 727
 Powered by TU FICO

Consumer Information:
 Name: John Doe Email: jdoe@...
 Address: 123 Main St, Farmington Hills, MI 48334 Phone: (986)...

Auto Summary:
 Available Revolving Credit: \$3,881.00 Auto Inquiries: 1

Auto Trade Line 1:
 Interest Rate: 6.47% Original Amount: \$12,886.00 Original Terms: 60 Months No of Late Paym: 0
 Percent Paid: 100% Estimated Payoff: \$0.00 Remaining Terms: Joint 0 Months

Auto Trade Line 2:
 Interest Rate: 4.65% Original Amount: \$16,045.00 Original Terms: 61 Months No of Late Paym: 0
 Percent Paid: 100% Estimated Payoff: \$0.00 Remaining Terms: Joint 0 Months

Certificate Status:
 Performed By: N/A Confirmed By: N/A

Credit Report

Consumer Information:
 Name: JANE SANDEN DOB: 11/21/1983 Date: 05/23/20
 Address: 2 MAPLE CT, WESTPORT, MA, 02796 SSN: 080-09-1234 In File: 09/09/20
 Reported: 03/14/20 Sub Agency: FDC Sub Code: 1209K/1209P

PREVIOUS ADDRESSES:

| Name | City | State | ZIP |
|----------------|------------|-------|-------|
| 5 SILVER RIDGE | WINCHESTER | MA | 04092 |
| 11 HIGH DAM RD | WINCHESTER | MA | 02819 |

EMPLOYMENT:
 EMPLOYER: X 02/15/10

700Credit Auto Summary

| Total Bal | Month Pay | Total Auto | Open Auto | 30 | 60 | 90 |
|-----------|-----------|------------|-----------|----|----|----|
| 30446 | 610 | 30446 | 30446 | 0 | 0 | 0 |

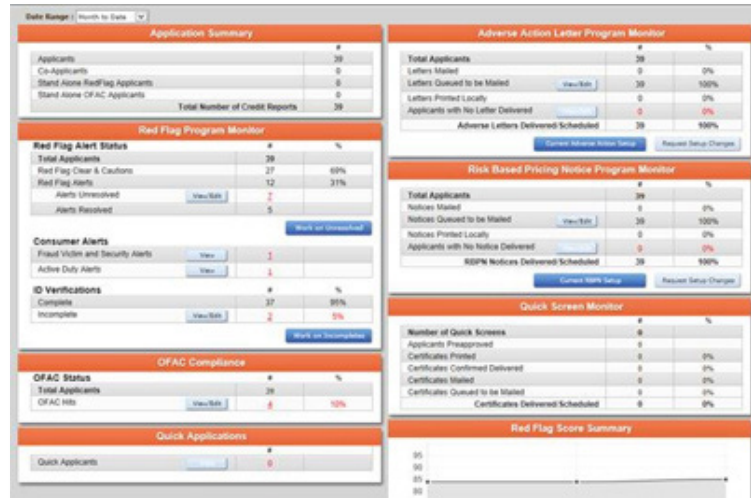
Score Summary

| Score Card | Score | Code | Score Factor Description |
|---------------------|-------|------|--|
| FICO 8x8 v1 | 727 | 01 | credit delinquency, delinquency public record for collection filed with major delinquency, 1 to 3 months or previous |
| National Tier Index | 500 | 02 | number of accounts with delinquency, amount paid or delinquent amounts, amount of open delinquency, delinquency of bank installment type |
| Integrity | 800 | 01 | the number of late payments, presence of late delinquency charge or accounts in state of open accounts, ratio of open delinquency to credit limit or total of open delinquency amount, presence of delinquent accounts, monthly volume rate of bank, credit or finance activity, presence of delinquent accounts |

Compliance Dashboard

Our Compliance Dashboard closely monitors your efforts to ensure compliance processes are being followed. Issues of concern are highlighted in red for quick identification. We support both single and multi-roof views, ensuring you have your finger on the pulse of every compliance aspect in your business. Items supported on the dashboard include:

- Red Flag Alert Status
- OFAC Compliance
- Adverse Action Letter
- RBPN



Lead Summaries for:

- QuickQualify
- QuickApplication
- QuickScreen
- QuickScore
- QuickQualify Xpress

How You Benefit

- Ensure compliance processes are being followed
- Identify immediately when/where you are out of compliance
- Easily print audit reports
- Single and multi-point rooftop views

Managing Users

You can add, edit or delete users who have access to your customer, credit and lead information through the following process:

1. Log in to 700Dealer.com
2. Click on the “Users” link in the left-hand navigation bar
3. To edit a user’s credentials, click the “Edit” link on the right
4. To delete a user, click the “Delete” link on the right
5. To create a new user, click on the “Copy” link on the right.

| UserID | Name | User Level | UserType | Status | Dealer | City | State | Action |
|---------------------|----------------------------|--------------|--------------|--------|-----------------------------------|--------------|-------|--|
| cartercountydgcudl | CU DL Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy |
| cartercountydqdc | Elend Solutions Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy |
| cartercountydcpq | ElendSolutionsPQ Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy |
| cartercountyyhucudl | CU DL Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy |
| cartercountyyhucdc | Elend Solutions Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy |
| cchyuandaicpq | ElendSolutionsPQ Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy |
| fchavez | Frank Chavez | Dealer Admin | ODE User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy |
| keystonechevyudl | CU DL Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy |
| keystonechevydc | Drive Centric Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy |
| keystonegbg | Gubagoo Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy |

When you click on “Edit”, you will be brought to a screen where you can make changes to the information.

User Information

User ID: * Password: * Retype Password: *

First Name: * Middle Name: Last Name: *

Address:

Zip: * City: * State: * Phone:

Email Address: * [Email Password](#)

Password Rules:
 Password must be at least 10 characters long.
 Password must contain an uppercase character.
 Password must contain a lowercase character.
 Password must contain a numeric character.
 Password and Retype Password must match.
 Password shouldn't match with last 13 password

User Setup Information

User Type: * User Level: * AutoGenerate Letter is on

Read Only

Dealer: Select Default Dealer:

Disable User

From IP: No IP Ranges found To IP: [AddAnotherIPRange](#)

Restrict Days of week and time of day access
 Force Password change on next Login
 Show in QuickApp Dropdown

Security Questions

Question 1: Answer 1:

Question 2: Answer 2:

Question 3: Answer 3:

Creating a New User

| Administration | | | | | | | | | |
|--------------------|----------------------------|--------------|--------------|--------|-----------------------------------|--------------|-------|----------------------|--|
| Hide Inactive | | | | | | | | | |
| UserID | Name | User Level | User Type | Status | Dealer | City | State | Action | |
| cartercountydqjcdl | CU DL Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy | |
| cartercountydqjdc | Elend Solutions Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy | |
| cartercountydcpq | ElendSolutionsPQ Interface | Dealer User | Gateway User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy | |
| cartercountyhycudl | CU DL Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy | |
| cartercountyhycudc | Elend Solutions Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy | |
| cchyuandaicpq | ElendSolutionsPQ Interface | Dealer User | Gateway User | Active | Carter County Hyundai | Ardmore | OK | Edit Delete Copy | |
| fchavez | Frank Chavez | Dealer Admin | ODE User | Active | Carter County Dodge Chrysler Jeep | Ardmore | OK | Edit Delete Copy | |
| keystonechevyucdl | CU DL Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy | |
| keystonechevydc | Drive Centric Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy | |
| keystonegbg | Gubagoo Interface | Dealer User | Gateway User | Active | Keystone Chevrolet | Sand Springs | OK | Edit Delete Copy | |

To create a new user, it is easiest to find a similar user id, and select the "Copy" action as highlighted above. You can then fill in the new user information and make any changes in the setup necessary.

User Information

UserID: * Password: * RetypePassword: *

First Name: * Middle Name: Last Name: *

Address: 123 Main Street

Zip: * City: * State: * Phone: *

48521 Tyvek MI

Email Address: * [Email Password](#)

Password Rules:
 Password must be at least 10 characters long.
 Password must contain an uppercase character.
 Password must contain a lowercase character.
 Password must contain a numeric character.
 Password and Retype Password must match.
 Password shouldn't match with last 13 password.

User Setup Information

User Type: * User Level: *

Web User Dealer Admin AutoGenerate Letter is on

Read Only

Dealer: ABC Dealer Select Default Dealer: ABC Dealer

Disable User

From IP To IP [AddAnotherIpRange](#)

No IP Ranges found

Restrict Days of week and time of day access
 Force Password change on next Login
 Show in QuickApp Dropdown

Security Questions

Question 1: favorite room in my house Answer 1: Music

Question 2: state born in Answer 2: Alaska

Question 3: pet Answer 3: Rodeo