700Dealer.com

Quick Start Guide

July 2020

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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 14,000 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 Flags

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 of 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.

Auto Summary

We are pleased to provide the first automotive profile summary designed exclusively for the industry. Our summary appears at the top of all reports pulled and it provides a quick snapshot of all auto-specific information contained in the credit report.

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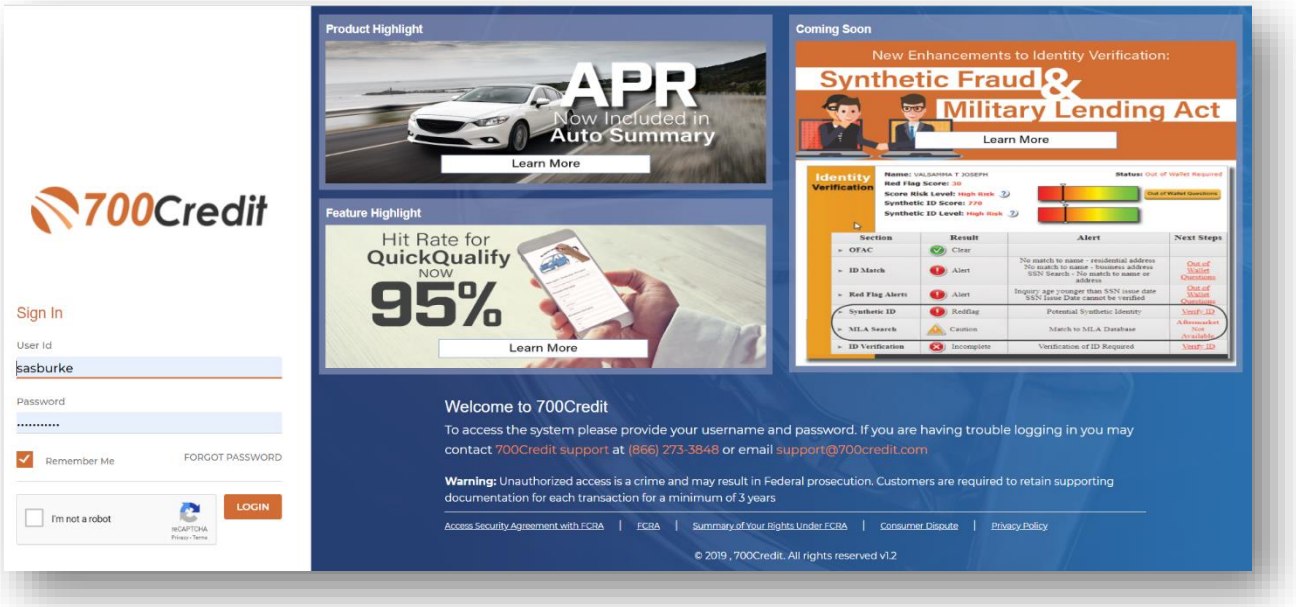
This guide walks you through the steps on how to log in to and manage your **700Dealer.com** portal. If you have any questions, please feel free to reach out to our support desk at: (866) 273-3848 or email us at: support@700Credit.com.

Introduction to Your 700Dealer.com Portal

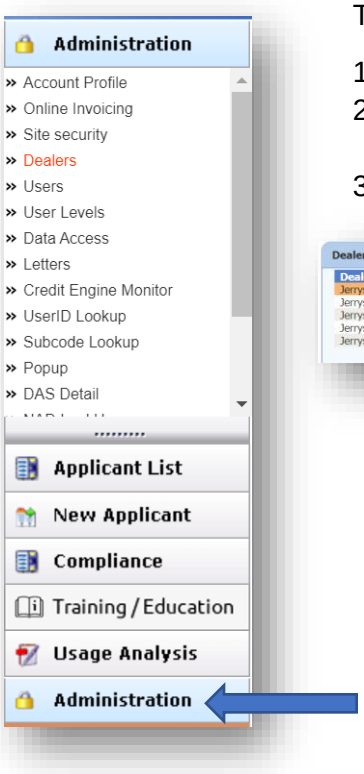
The 700Dealer.com portal is your one-stop place to go to:

- Manage your account with 700Credit
- Create/Add/Delete Users
- Manage your mailhouse options
- View your account reports
- View all applicant data
- View/pay your invoice
- View reports

Each 700Credit customer is sent a welcome email with their login credentials to access their account information at http://www.700dealer.com Once you log in you will be able to view all of your applicant history, as well as view your monthly invoice and other information related to your account.

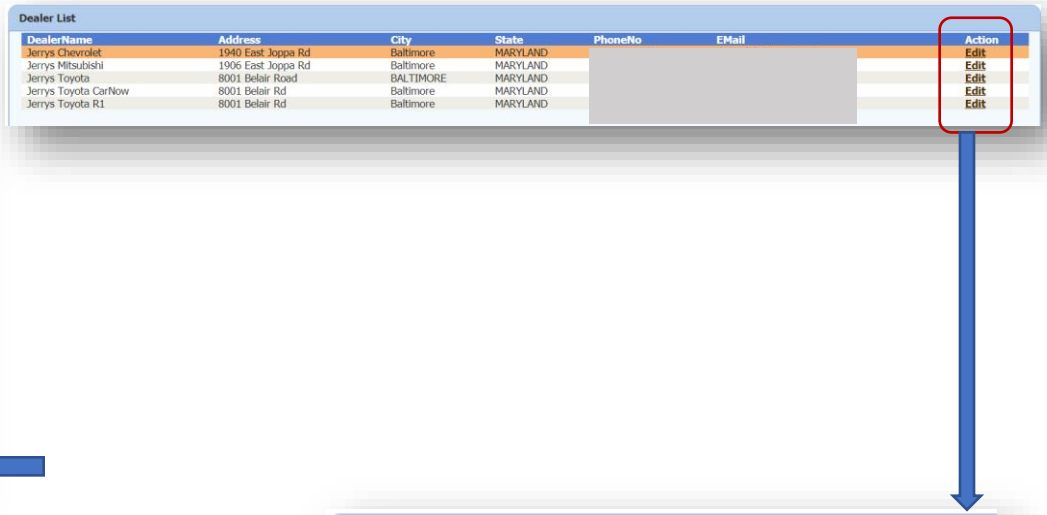


Configuring your Letter Generation Option

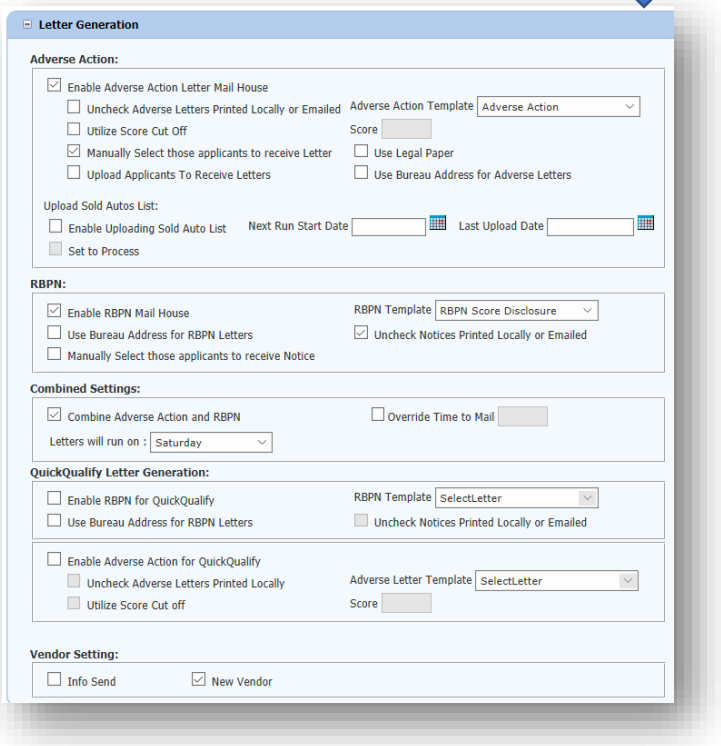


To configure your Adverse Action and RPBN letter options:

1. Log in to your 700Dealer.com portal
2. Select the Administration menu item on the left hand navigation bar
3. Select the "EDIT" action next to your dealership name



4. This screen shows where you enable and configure your mail house options for Adverse Action and RBPN.



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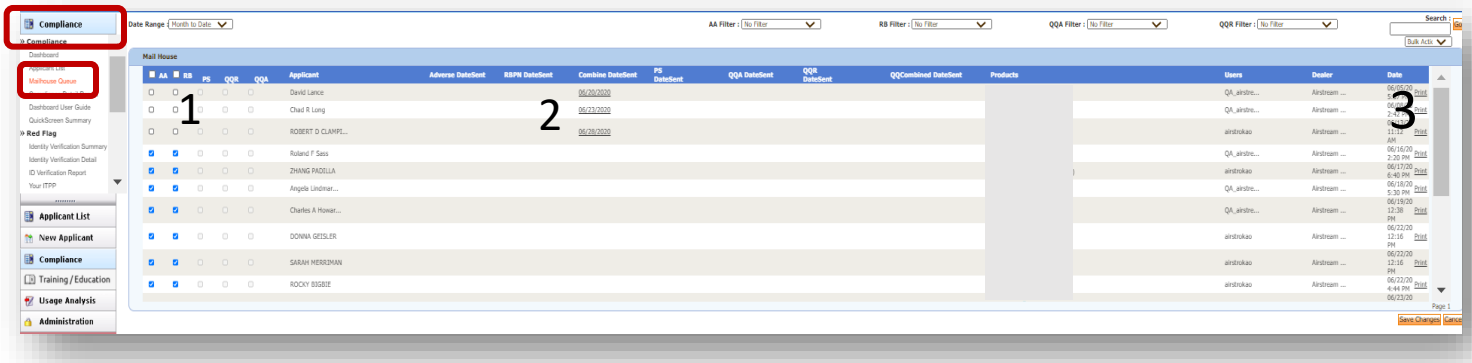
Mail House Queue



To view your mail house queue:

1. Select the “Compliance” item in the left-hand menu bar.
2. Select the Mailhouse Queue menu item
3. Your queue will pop up in the window frame as shown here, with check-marks in the boxes for letters that are in the queue:
    a. AA = Adverse Action
    b. RB = Risk based pricing notice
    c. PS = Compliance prescreen letter
    d. QQR = QuickQualify risk based pricing notice
    e. QQA = QuickQualify Adverse Action letter

Check boxes will appear in the first 2 columns (1) when AA/RPBN letters are queued to be printed. Once a letter is mailed, the check boxes disappear (1) and a date is noted when the AA/RPBN letters were mailed (2).

The date the AA/RPBN letter was queued appears in the Date column (3). Dealers can click the PRINT button (3) if you want to send the letter out manually versus waiting for the Mail House to automatically mail after 15 days.

Compliance Dashboard

With constantly changing laws and regulations, it can be difficult to stay on top of your compliance obligations. It is the responsibility of dealers to set-up in-house policies and procedures to monitor and report on these programs. Our Compliance Dashboard enables dealers to stay on top of and manage credit reporting and compliance from one single view.

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-rooftop views, ensuring you have your finger on the pulse of every compliance aspect in your business.

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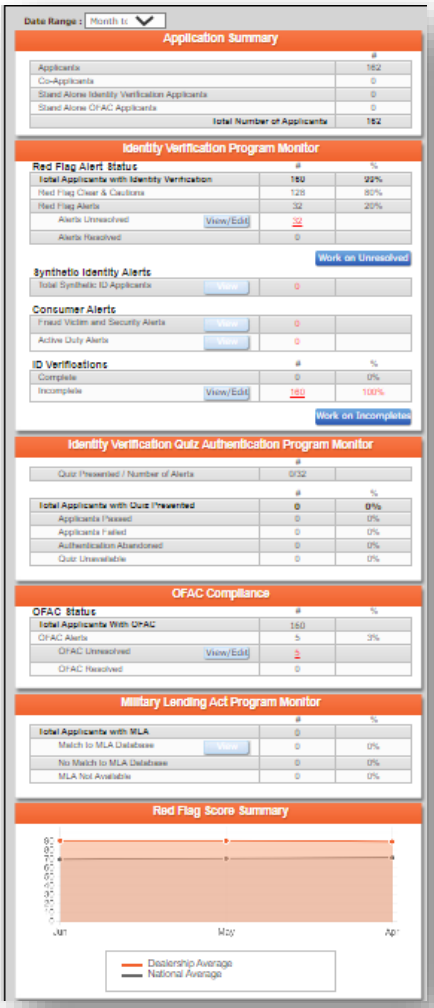
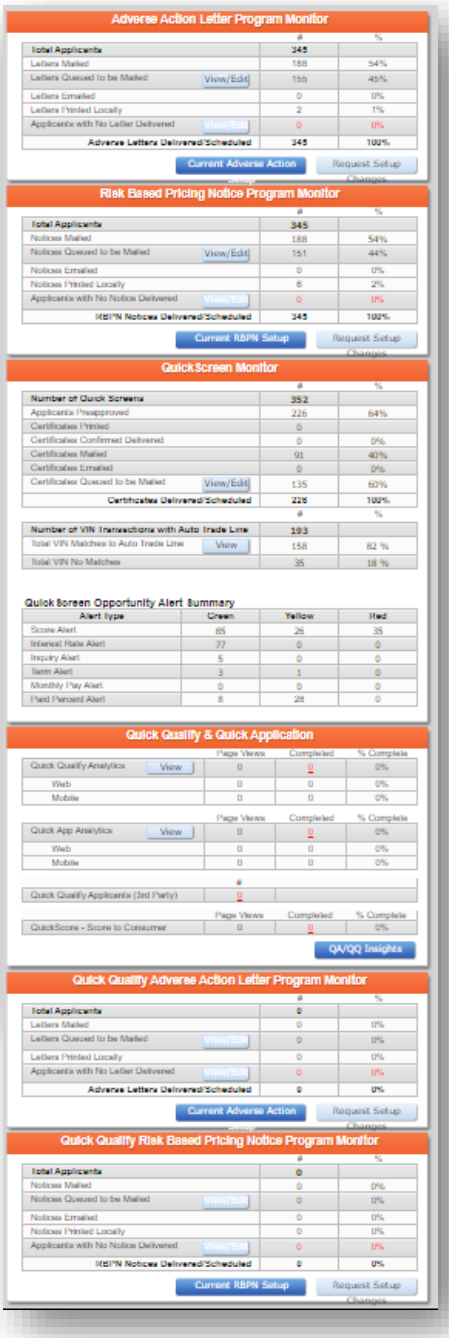
Your Compliance Dashboard will let you see easily in one place program monitors and summaries for:

- Applicants
- Red Flag Alert Status
- OFAC Compliance
- Adverse Action Letters
- RBPN Notices
- Identity Verification issues
- MLA Monitor

Lead Summaries For:

- Quick Qualify
- Quick Application
- PreScreen





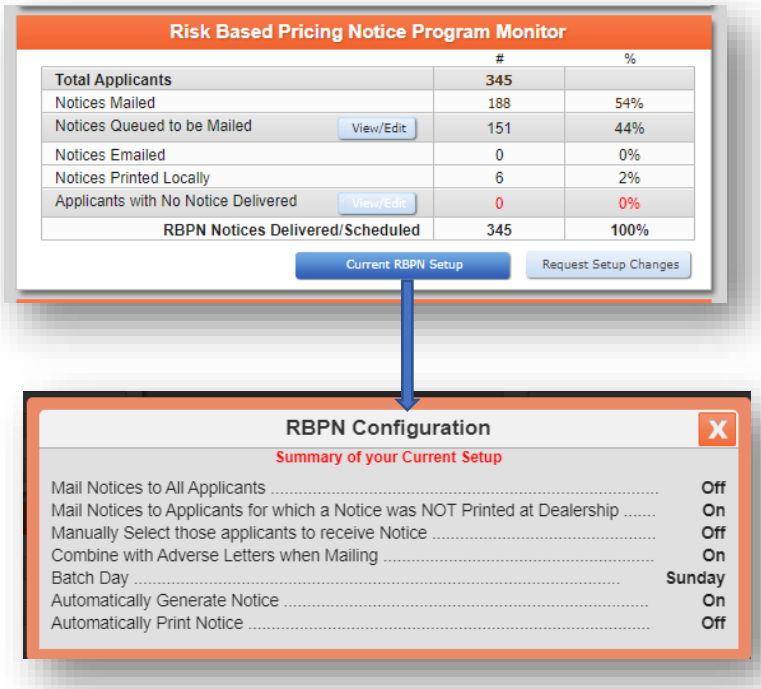
RPBN Monitor

Monitoring your RPBN program is a key requirement in your RPBN compliance program. The PRBN Program monitor in the compliance dashboard helps you easily manage your compliance, providing views into your total applicants and a distinct breakdown of numbers/percentages of:

- ✓ Notices mailed
- ✓ Notices queued to be mailed
- ✓ Notices emailed
- ✓ Notices printed locally
- ✓ Applicants with no notice delivered

Note: The total RBPN Notices Delivered/ Scheduled should match the TOTAL APPLICANTS number at the top of the monitor for a total of 100%.

Dealers can click on the "Current RBPN Setup" to review at any time.

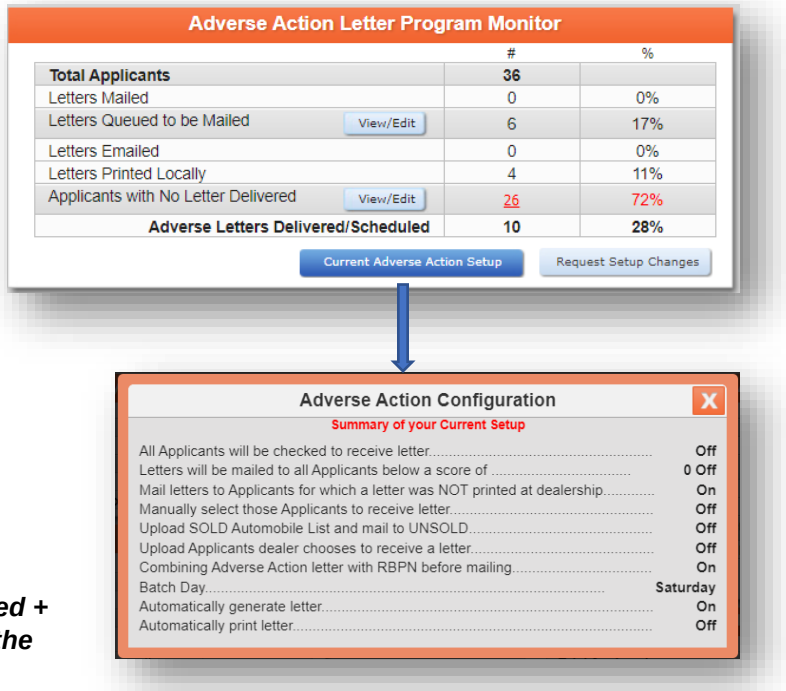


Adverse Action Letter Program Monitor

Monitoring your Adverse Action letters are also a key requirement in your compliance program. The AA Letter Program Monitor in your compliance dashboard helps you easily manage your compliance, providing views into your total applicants and a distinct breakdown of numbers/percentages of:

- ✓ Letters mailed
- ✓ Letters queued to be mailed
- ✓ Letters emailed
- ✓ Letters printed locally
- ✓ Applicants with no letter delivered

Note: The total Adverse letters delivered/scheduled + applicants with no letter delivered should match the TOTAL APPLICANTS number at the top of the monitor for a total of 100%.



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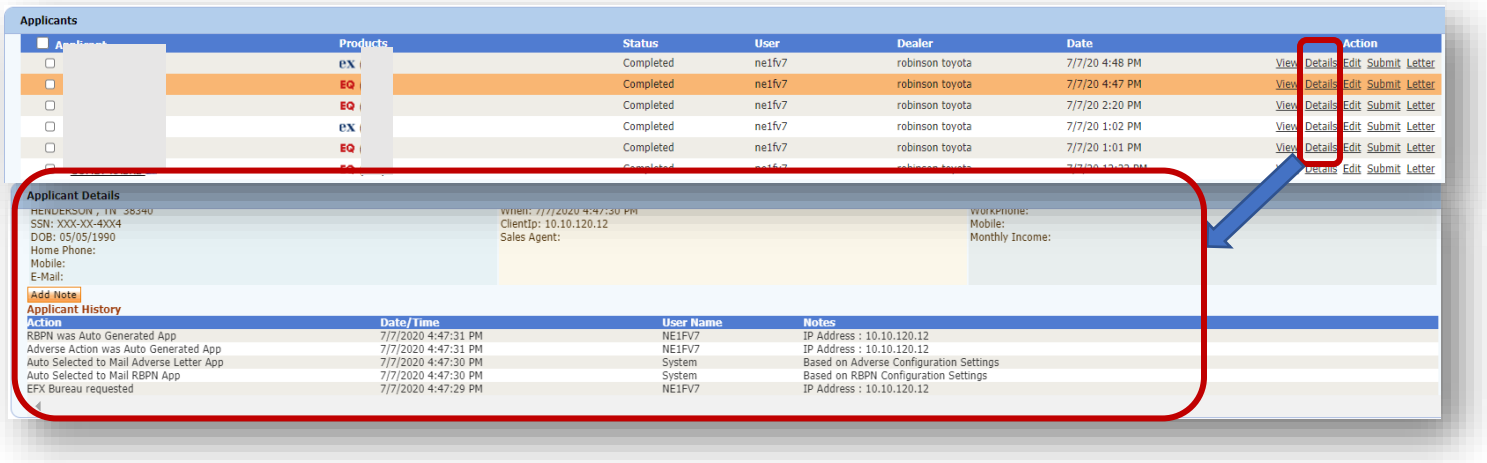
Adverse Action Letters Note:

Most best practice recommendations for Adverse Action letters state you don't have to mail notices to any consumer you sell a car to. In this Mail House solution, when a car is marked SOLD in the DMS an event is triggered to remove the customer from the Adverse Action Mail House queue.

Applicant Details

To check on the status of letters sent for an applicant, click on the DETAILS link on the appropriate row in the Applicant List shown as show here.



An Applicant Details frame will open and you will see the history detailing what letters were sent, when they were sent and by which USER at the dealership as circled here.

Letters Audit Report

An important part of your compliance program (and required by law) is an Audit Report that records every applicant you pulled credit on and HOW their Adverse Action and RPBN was delivered including date, time and user. Our compliance solution provides this audit report for you.

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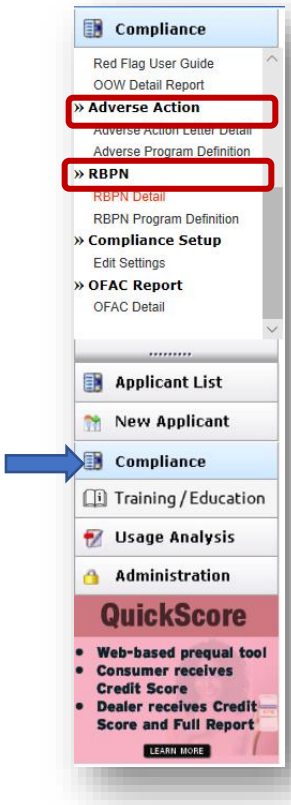
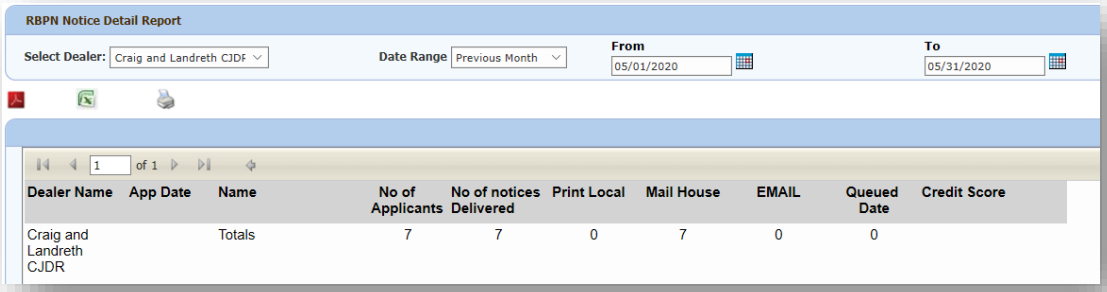


To view audit reports for Adverse Action and RPBN:

1. Log in to your 700Dealer.com portal
2. Click on Compliance in the left-hand menu
3. Select the audit report you would like to review: Adverse Action or RPBN



The report select will appear as shown. You can select your date range from the drop-down menu or pick a custom date.

This report breaks down:

- ✓ Total notices delivered
- ✓ # printed locally
- ✓ # sent through mail house
- ✓ # emailed to client

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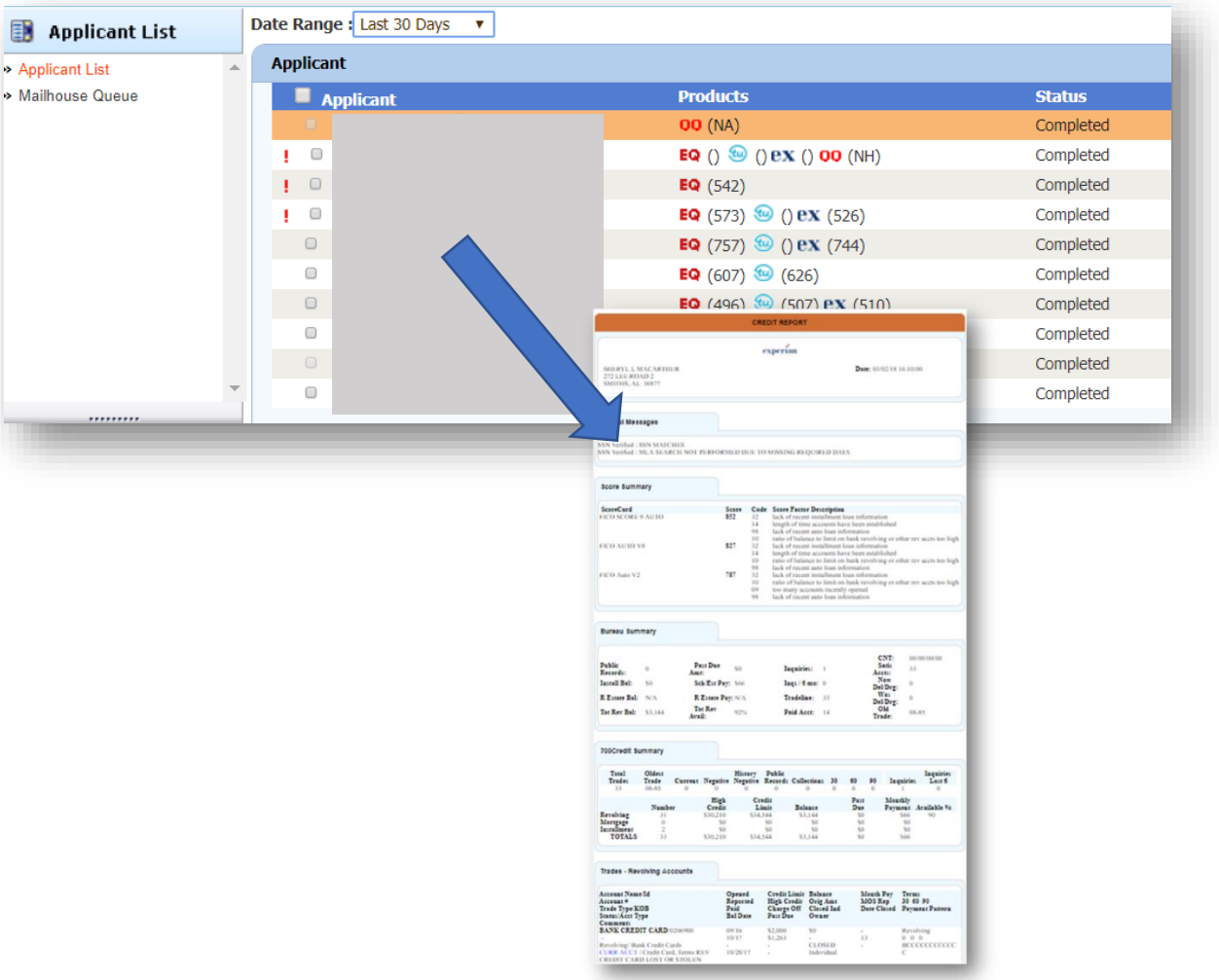
View your Applicants in 700Dealer.com

In addition to retrieving your applicant data in the Reynolds platform as described in this document, you can log in to your 700dealer.com portal and see your complete applicant list results as shown below.

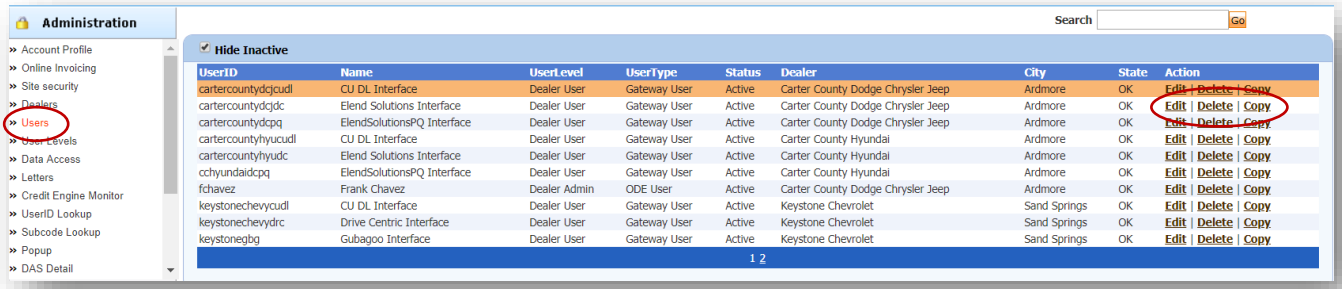
When you log in to 700Dealer.com, simply click on the **Applicant List** menu item in the left-hand column. You can select **Date Range** to view different timeframes. To view your applicants credit file(s), just click on the customer name and you will be served up a window with their complete credit results.



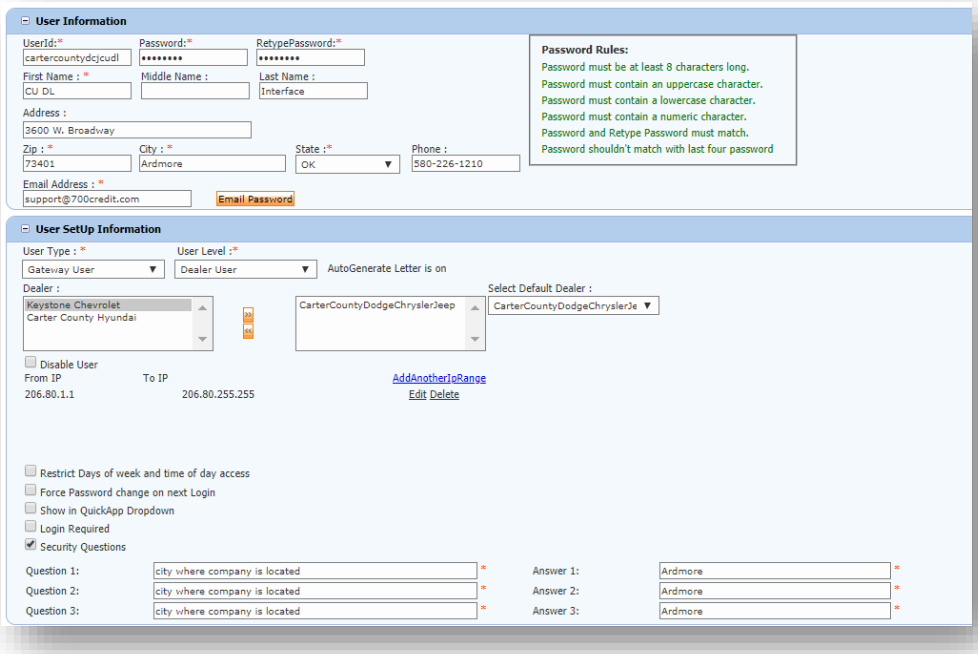
Managing Users

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.
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.



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



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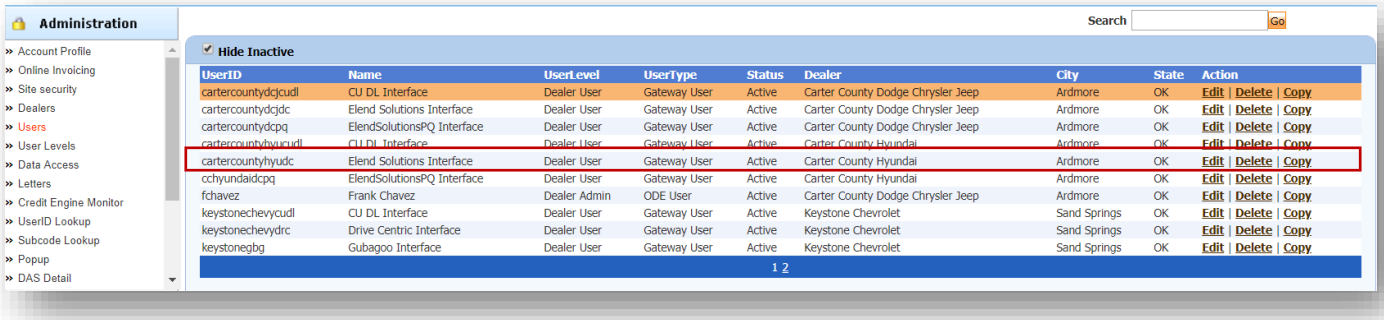
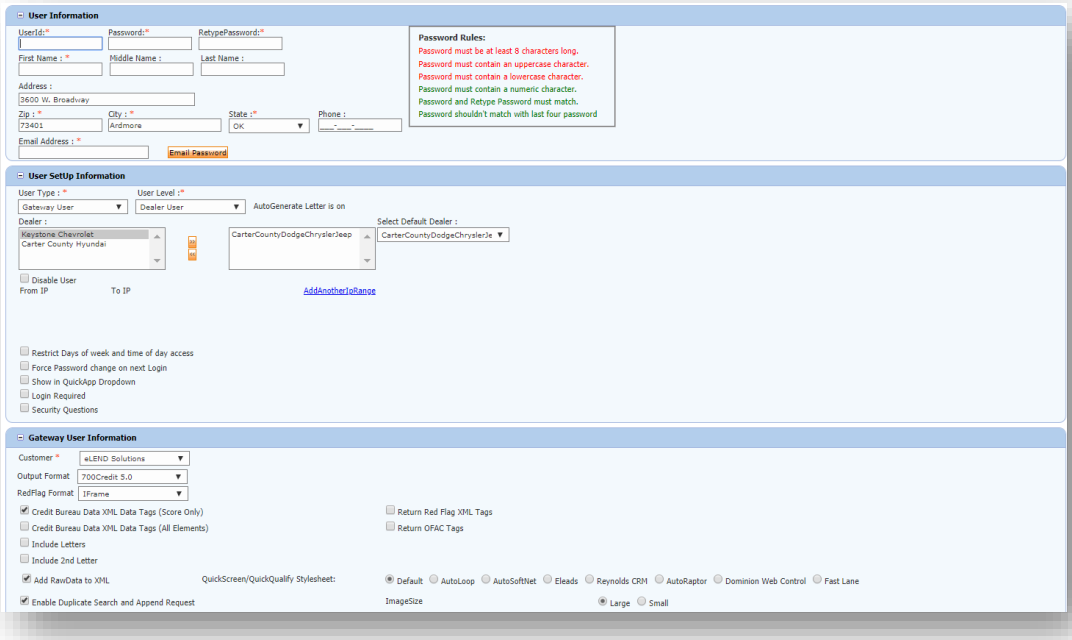
Creating a New User



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



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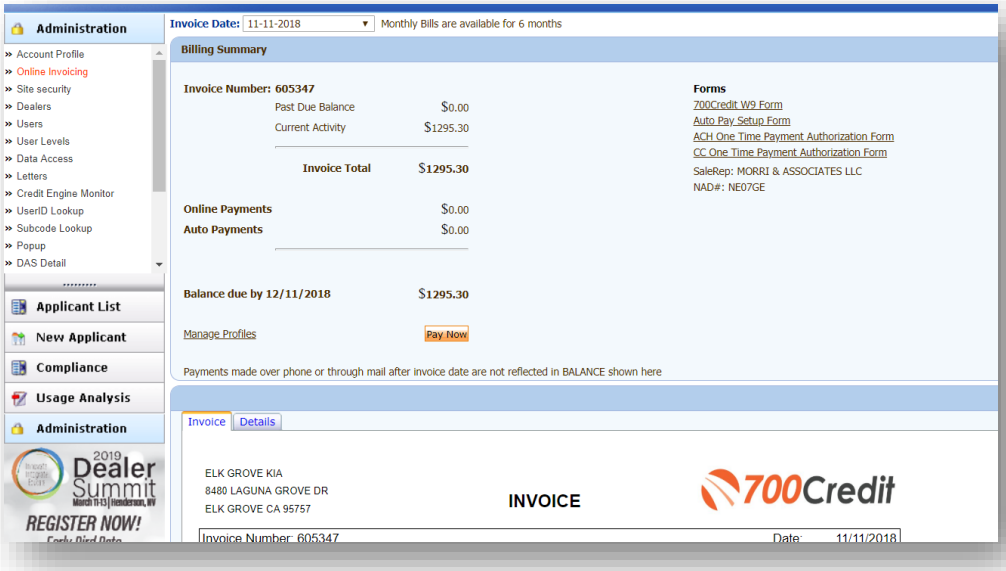
Viewing Invoices

Dealers can also view their monthly invoices online by selecting the “Online Invoicing” in the left-hand menu.



You should have received your 700Dealer.com login credentials in one of our welcome emails to you. If you cannot locate your credentials, you may send us an email or give us a call at the following: Support: 866-273-3848 (Option 4) or email support@700credit.com.

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