



USER GUIDE
MARCH 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.

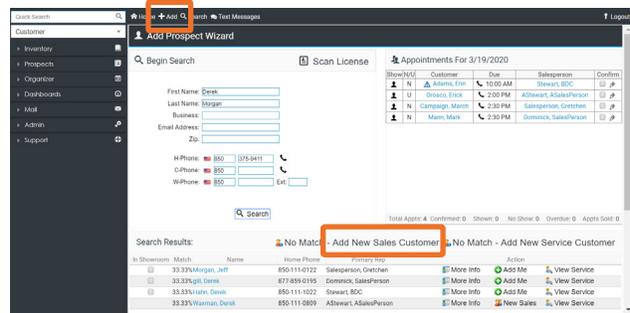
Elead has integrated our credit, compliance and prescreen solution, QuickScreen, into their platform. This brief guide will walk you through how to pull credit, monitor your compliance and run a prescreen in the Elead platform. If you have any questions, please feel free to reach out to our support desk at (866) 273-3848 or email us at: support@700Credit.com.

Adding a New Customer

Starting in the “Prospect” tab, choose the “Add Prospect Wizard” menu item and then click “Add” in the top tool bar.

First, ensure the consumer is not already in the system by typing in their first/last name and phone number into the search engine.

If this is truly a new customer, click the “Add New Sales Customer” link, circled to the right.

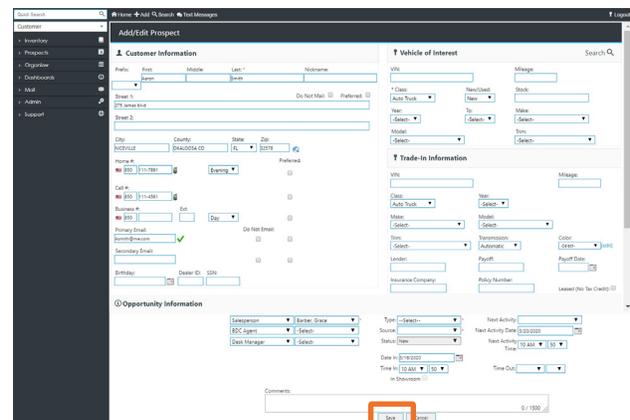


Fill out the customer’s information.

Information in a prospect’s profile includes:

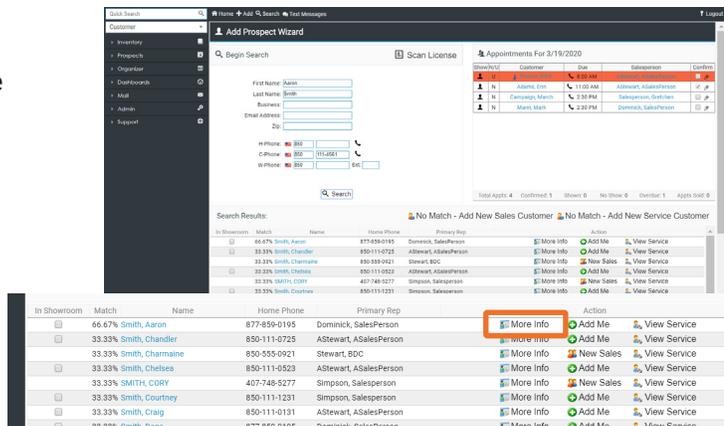
1. Vehicles of Interest
2. Trade-In Vehicle Information
3. Upcoming Activity/Meetings

Once completed, click “Save” at the bottom of the form’s screen.



To edit an existing customer’s information, return to the search engine, and search the customer through first/last name and phone number.

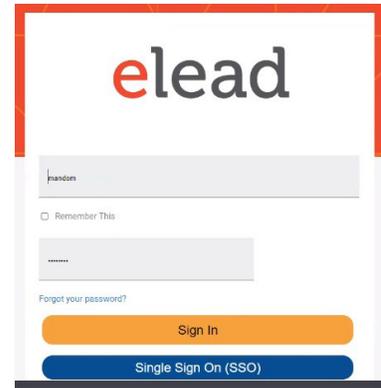
Locate the customer, and click “More Info” to pull up their profile and make edits.



Pulling Credit in Your Elead CRM

The access to a credit bureau is integrated within the **Elead CRM**. This feature provides the ability to obtain credit information for potential customers. The customer's name and address are required to obtain a credit score and auto summary. The feature offers visibility into the credit profile of the customer before a deal is negotiated. The information may help provide a vehicle payment estimate.

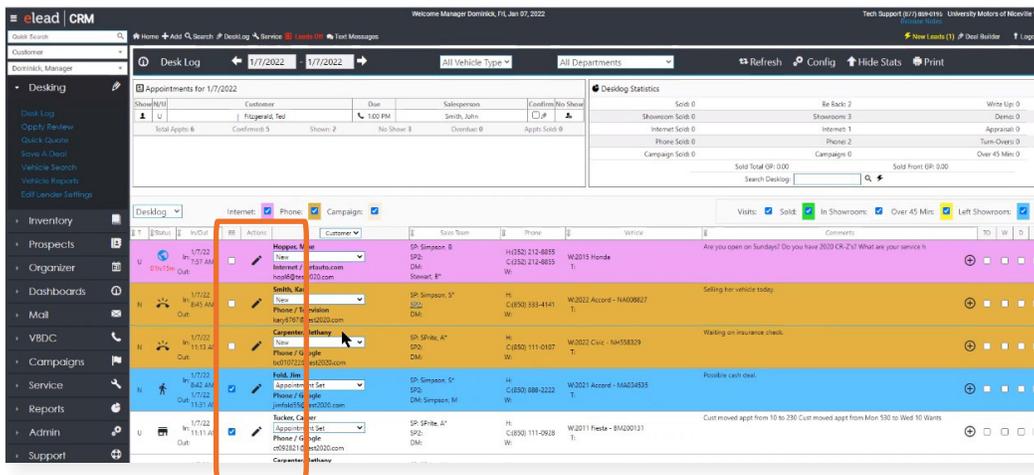
Dealers will begin by logging in using their provided credentials.



1. Pulling Credit in the Elead Desking Platform

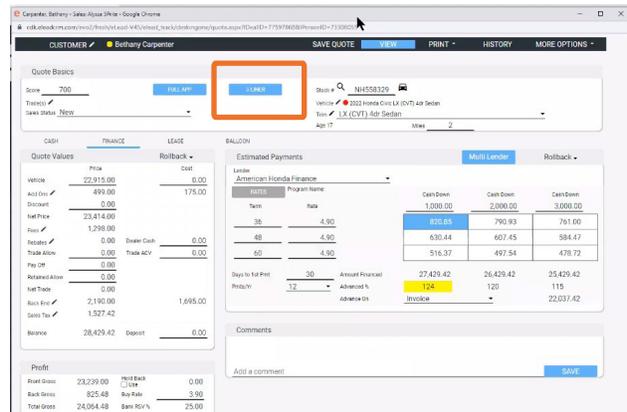
From the main desktop, there are two points of 700Credit integration where dealers can pull credit; (1) the **desking platform**, and (2) the **customer profile**.

Within the main desking log, dealers will click the pencil icon next to a consumer's name, as shown here.



A window pop-up will appear with the customer's information.

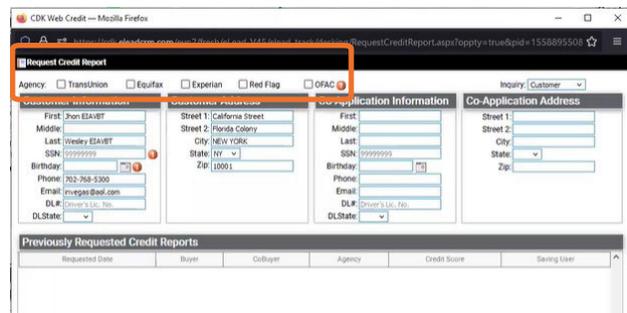
To begin the credit pulling process, click the blue "5 Liner" button at the top of the window, shown to the right.



This will prompt a second pop-up to appear, where the dealer will fill out the consumers information to pull the credit file.

At the top of the pop-up screen, select which bureaus you would like to use in pulling the credit file.

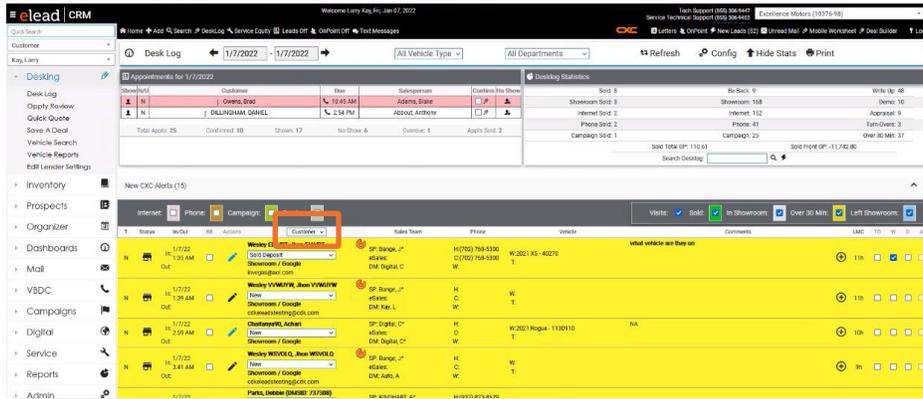
Upon completion, click "Request Credit Report".



Note: Any previously run credit reports on this consumer, will appear at the bottom of the pop-up under the title, "Previously Requested Credit Reports".

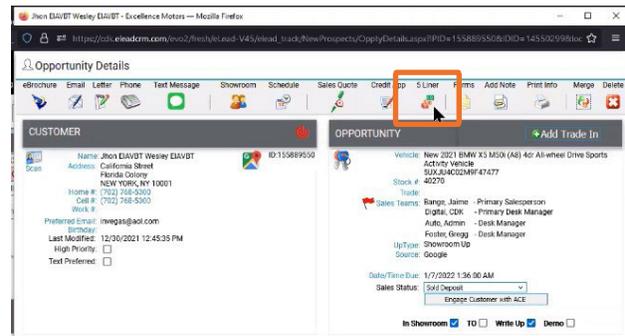
2. Pulling Credit in the Elead Customer Profile

Begin by selecting the consumer's name in which you would like to pull credit on.



A window pop-up will appear with the customer's information.

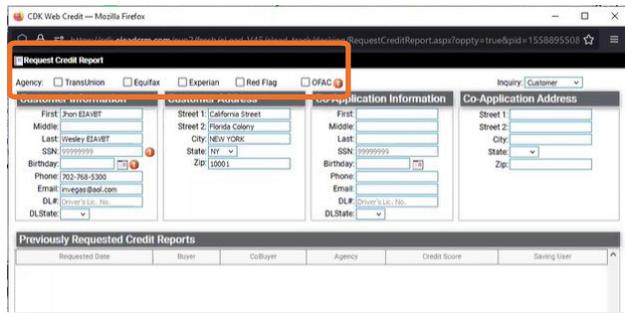
To begin the credit pulling process, click the icon at the top labeled "5 Liner", shown to the right.



This will prompt a second pop-up to appear, where the dealer will fill out the consumers information to pull the credit file.

At the top of the pop-up screen, select which bureaus you would like to use in pulling the credit file.

Upon completion, click "Request Credit Report".



Note: Any previously run credit reports on this consumer, will appear at the bottom of the pop-up under the title, "Previously Requested Credit Reports".

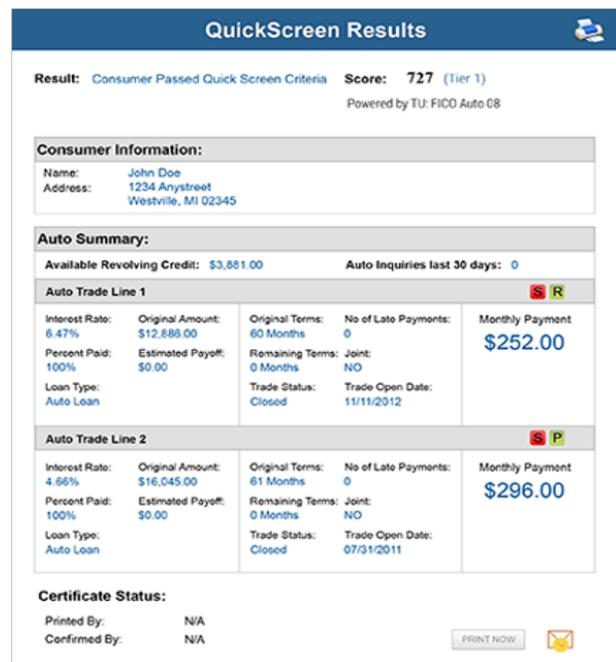
Introduction to QuickScreen

Welcome to 700Credit's **QuickScreen** credit soft pull solution. QuickScreen is integrated with your **Elead** 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 car they are interested in. In addition, knowing the customer's current car 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
Address: 1234 Anystreet
Westville, MI 02345

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%	\$12,888.00	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				
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	07/31/2011		

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 at the bottom of the prescreen results image to the right.

QuickScreen Results

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

Consumer Information:
Name: John Doe
Address: 1234 Anywhere
Westville, MI 02345

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

Auto Trade Line 1				
Interest Rate: 6.47%	Original Amount: \$12,888.00	Original Terms: 60 Months	No of Late Payments: 0	Monthly Payment: \$252.00
Percent Paid: 100%	Estimated Payoff: \$0.00	Remaining Terms: 0 Months	Joint: NO	
Loan Type: Auto Loan		Trade Status: Closed	Trade Open Date: 11/11/2012	

Auto Trade Line 2				
Interest Rate: 4.96%	Original Amount: \$18,045.00	Original Terms: 61 Months	No of Late Payments: 0	Monthly Payment: \$296.00
Percent Paid: 100%	Estimated Payoff: \$0.00	Remaining Terms: 0 Months	Joint: NO	
Loan Type: Auto Loan		Trade Status: Closed	Trade Open Date: 07/21/2011	

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

PRINT NOW

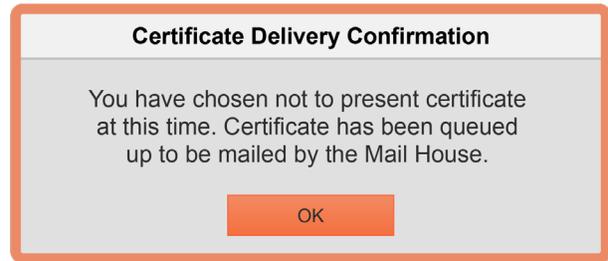
The dealer/user must then click on “**Yes**” or “**No**” if the Pre-Approval Certificate has been delivered to the customer.

Certificate Delivery Confirmation

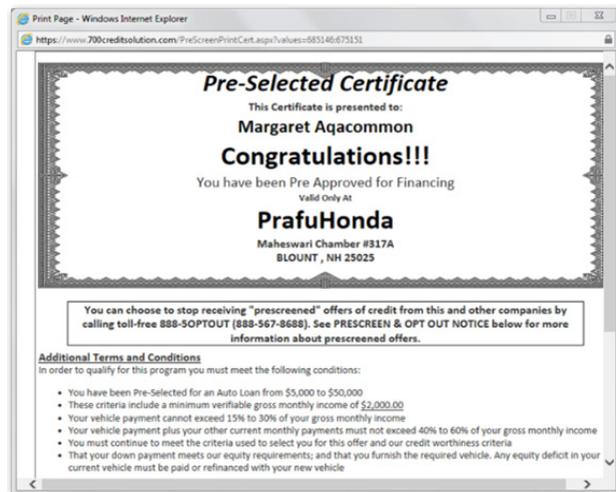
Has the Pre Approval Certificate been delivered to the consumer?

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.



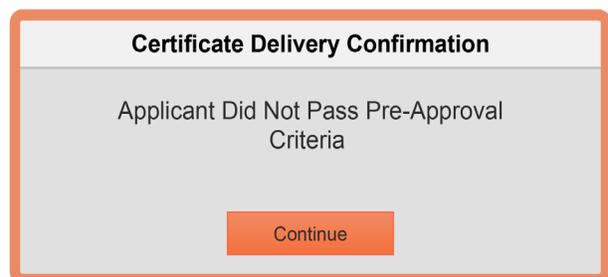
Prescreen Response: Fail

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:

Certificate

Customer was not found in database, please edit application and add additional information to search again.

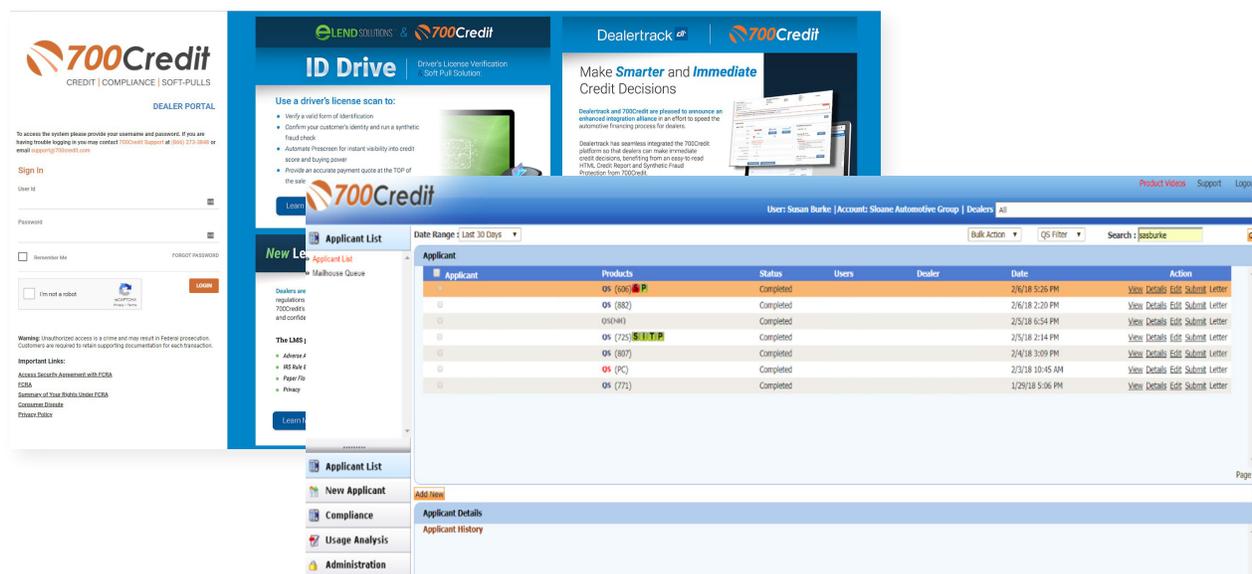
Decline:

Certificate

Applicant did not pass one or more of the pre-defined criteria in order to qualify.

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**.



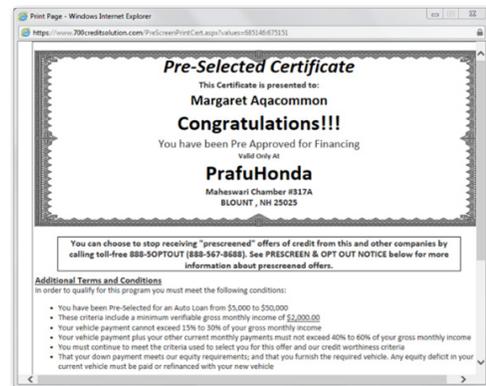
Firm Offer of Credit - Compliance Requirement

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 (**L**)
- Monthly Payment (**M**)
- 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
Address: 1234 Anystreet
Westville, MI 02345

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%	\$12,888.00	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	07/31/2011	

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 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 type="checkbox"/> >= 85 %	<input type="checkbox"/> <= 60 %

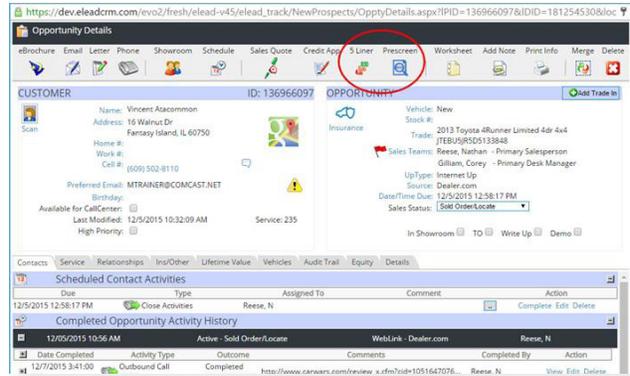
	Score Range	Probable Interest Rate
Interest Rate 1	Greater than 725	1.5 %
Interest Rate 2	Greater than 700	3.0 %
Interest Rate 3	Greater than 675	5.0 %
Interest Rate 4	Greater than 650	7.0 %
Interest Rate 5	Greater than 625	9.0 %
Interest Rate 6	Below 625	13.0 %

Access and Use the QuickScreen Solution within Your Elead CRM

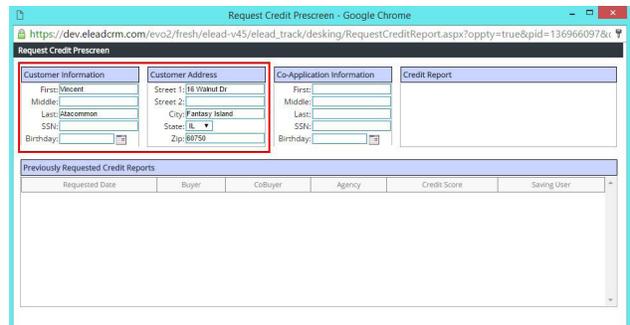
Dealership employees with permission to run credit prescreens may launch the Opportunity Details screen within any module in the platform and click the "Prescreen" icon.

If your employee has the position permission, they can pull a prescreen – the icon will appear as shown below.

Note: If your permission isn't turned on, the "Prescreen" icon will not show in the menu.



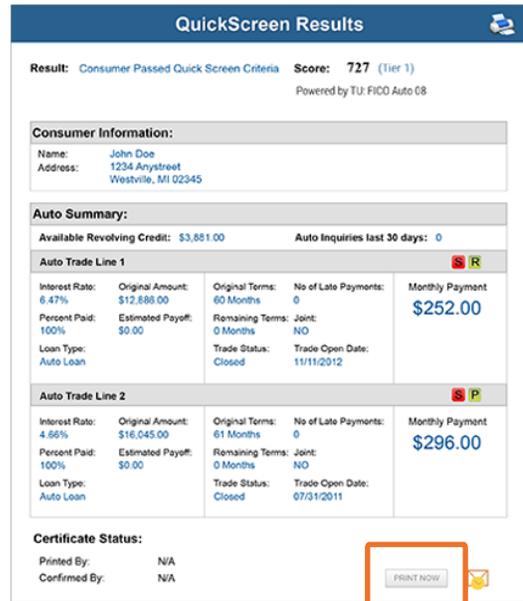
Existing customer information is imported into the dialog box but can be edited prior to transmission.



After a user clicks on **“Request Credit Prescreen,”** the 700Credit QuickScreen results page is displayed. This screen provides the consumer’s FICO score and auto credit summary.

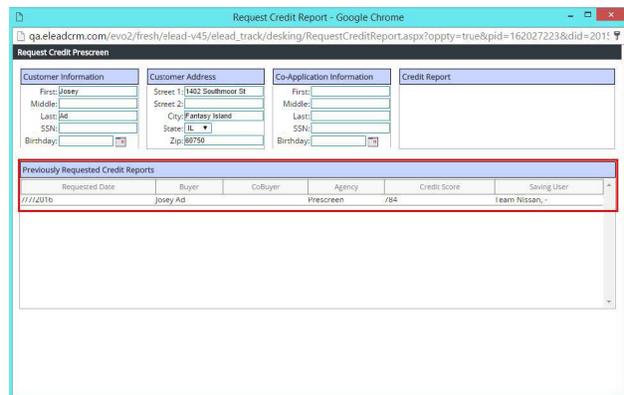
Because QuickScreen is a soft-pull solution that does NOT require a consumer’s consent, we are required by law to provide to the consumer a pre-approval certificate in one of three ways:

1. Click on the “Print Now” button at the bottom of the screen and hand to the consumer while they are in the store.
2. Click on the “Email” icon and have the certificate emailed to the consumer
3. If you do not choose either of these methods, a letter will be automatically mailed to the consumer’s home address.



Following any prescreen request, Elead displays the request history under **“Previously Requested Credit Reports”**.

You may click on a previous request to display the 700Credit QuickScreen corresponding to the request.



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 (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	Interest Rate	Original Amount	Original Terms	No of Late Payments	Monthly Payment
Auto Trade Line 1	8.47%	\$12,065.00	60 Months	0	\$252.00
Auto Trade Line 2	4.66%	\$10,045.00	61 Months	0	\$296.00

Credit Report

JANE ARDEN | DOB: 11/01/1950 | Date: 05/02/20
2 MAPLE CT | SSN: 000-00-1234 | In File: 09/06/20
WESTPORT, MA, 02790 | Reported: 03/14/20 | Subscriber: FDC
Sub Code: CS0001208G

PREVIOUS ADDRESSES:
Name: 5 SILVER RDG, WINCHAM, MA 02517
City: WAREHAM | State: MA | ZIP: 02517

EMPLOYMENT:
EMPLOYER X | 02/15/10

Trade	Account Name	Status	Orig Amt	Orig Date	Cur Bal	Monthly Pay	Next Due	Days Past Due	Days Delinquent	Payment Pattern
TD BANK N.A.	TD BANK N.A. 0748M021	Paid or paying as agreed	Open	08/26/2015	\$1254	\$392	00	00	00	11111111111111111111
CTC2NBANKNA	CTC2NBANKNA 0745T096	Paid or paying as agreed	Closed	10/08/2009	\$2074	\$301	00	00	00	11111111111111111111
RNC V LEASING	RNC V LEASING 0789D001	Paid or paying as agreed	Closed	03/26/2006	\$0	\$1035	00	00	00	11111111111111111111

Score Summary

Score Card	Score	Code	Score Factor Description
FICO Risk V2	700	12	serious delinquency, derogatory public record or collection filed
National Risk Model	502	18	amount owed on delinquent accounts
Bankruptcy	923	08	presence of non-satisfactory ratings on accounts or lack of open 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:

- Adverse Action Notices
- Risk-based Pricing Notices
- OFAC Search, Red Flag ID & Privacy Notices
- Out of Wallet Questions
- Our Compliance Dashboard also collects lead forms from our Credit Reporting and Soft-Pull products

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

Adverse Action Letter Program Monitor

	#	%
Total Applicants	43	
Letters Mailed	34	79%
Letters Queued to be Mailed View/Edit	4	9%
Letters Printed Locally	0	0%
Applicants with No Letter Delivered View/Edit	5	12%
Adverse Letters Delivered/Scheduled	38	88%

Current Adverse Action Setup
Request Setup Changes

Risk Based Pricing Notice Program Monitor

	#	%
Total Applicants	43	
Notices Mailed	35	81%
Notices Queued to be Mailed View/Edit	6	14%
Notices Emailed	0	0%
Notices Printed Locally	0	0%
Applicants with No Notice Delivered View/Edit	2	5%
RBPN Notices Delivered/Scheduled	41	95%

Current RBPN Setup
Request Setup Changes

Red Flag Program Monitor

Red Flag Alert Status		#	%
Total Applicants With Red Flag		38	46%
Red Flag Clear & Cautions		9	24%
Red Flag Alerts		29	76%
Alerts Unresolved View/Edit		27	
Alerts Resolved		2	

Work on Unresolved

Consumer Alerts		#	%
Fraud Victim and Security Alerts View		1	
Active Duty Alerts View		0	

ID Verifications		#	%
Complete		0	0%
Incomplete View/Edit		42	100%

Work on Incompletes

Out of Wallet Authentication Program Monitor

OOW Presented / Number of Alerts		#	%
		42/29	
Total Applicants with OOW Presented		42	100%
Applicants Passed		3	7%
Applicants Failed		0	0%
Authentication Abandoned		3	7%
Questions Unavailable		36	86%

OFAC Compliance

OFAC Status		#	%
Total Applicants With OFAC		39	
OFAC Alerts		0	0%
OFAC Unresolved View/Edit		0	
OFAC Resolved		0	

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.email	UserType	Status	Dealer	City	State	Actions
cartercountrypqcuad	CU DL Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypqic	Elead Solutions Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypqicp	EleadSolutionsPQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypquad	CU DL Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
cartercountrypquadic	Elead Solutions Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
ochyundaicpqc	EleadSolutionsPQ Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
schavez	Frank Chavez	Dealer Admin	ODE User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
keystonechevyquad	CU DL Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit Delete Copy
keystonechevydic	Drive Centric Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit Delete Copy
keystonezbp	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

UserID: * [text] Password: * [text] RetypePassword: * [text]

First Name: * [text] Middle Name: [text] Last Name: * [text]

Phone: [text]

Address: [text]

Zip: * [text] City: * [text] State: * [text] Phone: [text]

Email Address: * [text] [Email Password]

User Setup Information

User Type: * [text] User Level: * [text] AutoGenerate Letter in on [text]

Web User [text] Dealer Admin [text]

Read Only [checkbox]

Dealer: [text] Select Default Dealer: [text]

Disable User [checkbox]

From IP [text] To IP [text] AddressChange [text]

No IP Ranges found

Request Devs of week and time of day access [checkbox]

Force Password change on next Login [checkbox]

Show in QuickMap Dropdown [checkbox]

Security Questions

Question 1: [text] Answer 1: [text]

Question 2: [text] Answer 2: [text]

Question 3: [text] Answer 3: [text]

Creating a New User

UserID	Name	User.email	UserType	Status	Dealer	City	State	Actions
cartercountrypqcuad	CU DL Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypqic	Elead Solutions Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypqicp	EleadSolutionsPQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
cartercountrypquad	CU DL Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
cartercountrypquadic	Elead Solutions Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
ochyundaicpqc	EleadSolutionsPQ Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit Delete Copy
schavez	Frank Chavez	Dealer Admin	ODE User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit Delete Copy
keystonechevyquad	CU DL Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit Delete Copy
keystonechevydic	Drive Centric Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit Delete Copy
keystonezbp	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 in the previous step.

You can then fill in the new user information and make any changes in the setup necessary.

The screenshot shows a user creation form with two main sections:

- User Information:** Includes fields for UserID, Password, RetypePassword, First Name, Middle Name, Last Name, Address (123 Main Street), Zip (14521), City, State, Phone, and Email Address. A red box highlights the 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:** Includes fields for User Type (Web User), User Level (Dealer Admin), and a checkbox for "AutoGenerate Letter is on". It also has a "Read Only" checkbox, a "Dealer" dropdown (ABC Dealer), and a "Select Default Dealer" dropdown (ABC Dealer). There are checkboxes for "Disable User" and "Security Questions". Three security questions are listed: "Favorite room in my house" (Answer: Music), "State born in" (Answer: Alaska), and "pet" (Answer: Rooster).

Viewing Invoices

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

The screenshot shows the 700Credit online invoicing interface. On the left is a navigation menu with "Online Invoicing" highlighted. The main content area displays a "Billing Summary" for Invoice Number 605347. The summary includes:

- Part Due Balance: \$0.00
- Current Activity: \$1295.30
- Invoice Total: \$1295.30
- Online Payments: \$0.00
- Auto Payments: \$0.00
- Balance due by 12/11/2018: \$1295.30

At the bottom, there is a logo for "2019 Dealer Summit" and a "700Credit" logo. The invoice details include the dealer name "ELK GROVE KIA", address "8480 LAGUNA GROVE DR, ELK GROVE, CA 95757", and the invoice number "605347".

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