



USER GUIDE

APRIL 2023

TABLE OF CONTENTS

Introduction	3
Welcome	3
Credit Reports	3
Red Flag	3
Out of Wallet Questions	3
Risk-Based Pricing Notices	3
Adverse Action Letters	4
How to Pull Credit	5
Introduction to QuickScreen	8
Prescreen Results	9
Prescreen Response: <i>Pass</i>	9
Prescreen Response: <i>Fail</i>	10
Prescreen Response: <i>Decline or No Hit</i>	11
Firm Offer of Credit – Compliance Requirement	12
OpportunityAlerts!	12
Set-Up Process	13
Getting Started with Prescreens	14
Pulling a Prescreen	15
Introduction to 700Dealer.com	17
Viewing Your Leads	17
Compliance Dashboard	18
How You Benefit	18
Managing Users	19
Creating a New User	20

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 20,000 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 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

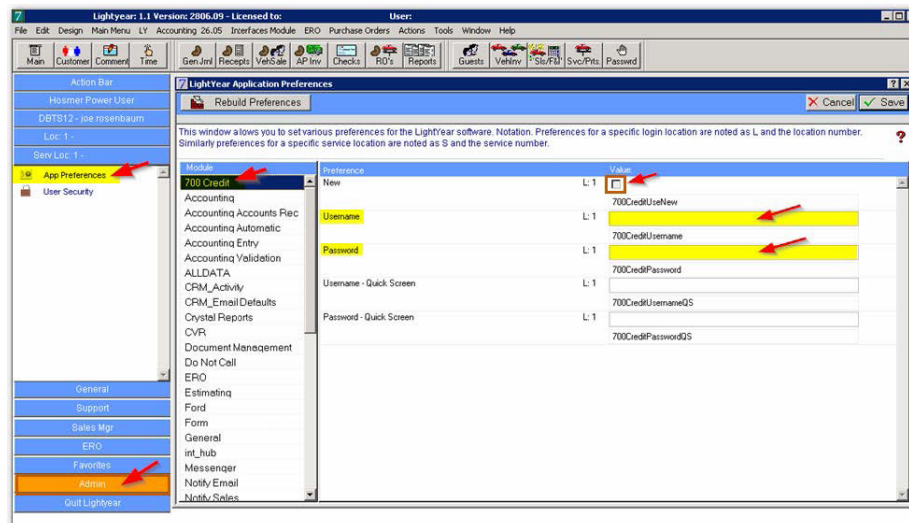
We have developed a base solution that follows industry best practice (and the best liability protection) to help keep you in compliance with federal and state laws and regulations. Our services can be tailored to fit your dealership's interpretation of the law and internal policies.

DealerBuilt has integrated our credit, compliance and prescreen solution into their platform. This guide will walk you through how to pull/view prescreen and credit reports from within your DealerBuilt 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.

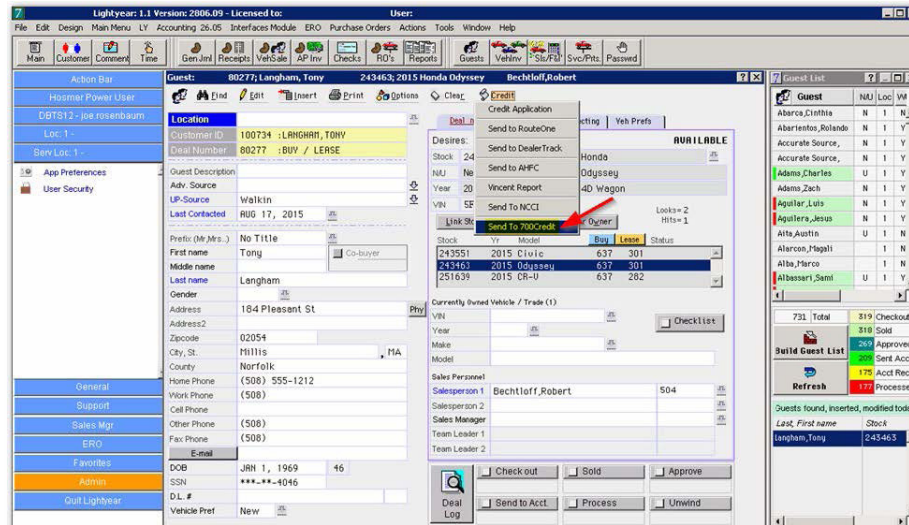
How to Pull Credit

The 700 Credit interface can be enabled in the LightYear Application Preferences window.

1. Log into LightYear with credentials that have Admin privileges.
2. Select the **"Admin"** button along the left in the **"Action Bar"** section.
3. Click the **"App Preferences"** option.
4. Select **"700 Credit"** in the **"Module"** list.
5. Place a check in the **"New"** box and configure the credentials appropriately.

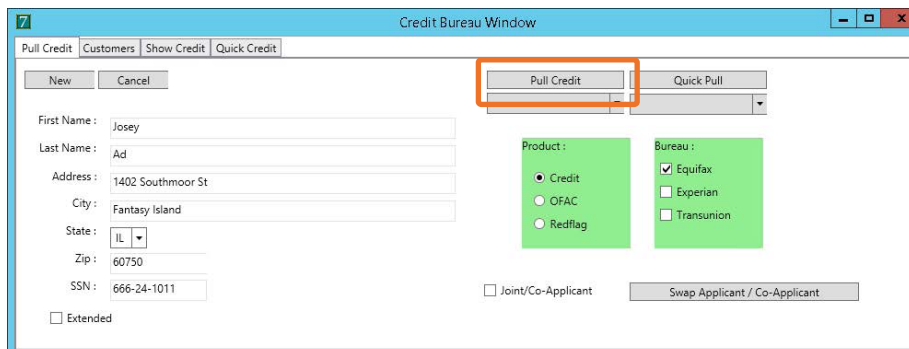


The 700 Credit interface can be accessed by clicking the **“Send to 700Credit”** option on the Guest window in the **“Credit”** menu.

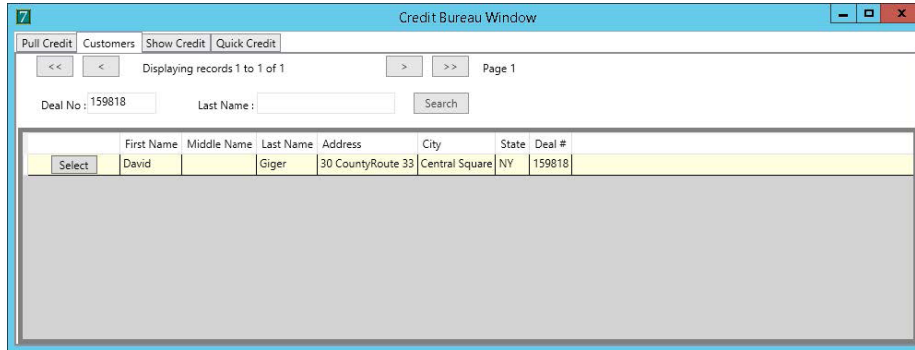


When the Credit Bureau window opens, it will find the current guest or deal record and automatically pull the guest information into the window.

If the information is correct, click on the **“Pull Credit”** button.

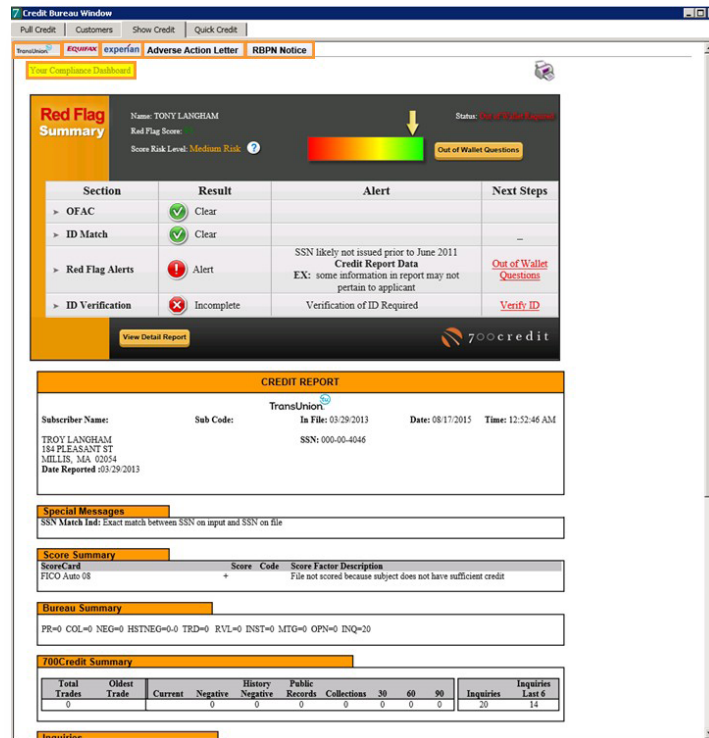


Users can easily switch to the **Customers** tab if they choose to search for a different guest or deal.



Select	First Name	Middle Name	Last Name	Address	City	State	Deal #
	David		Giger	30 CountyRoute 33	Central Square	NY	159818

Below is an example of the 700Credit HTML credit report within an iframe. Here, users can pan between the 3 different bureaus' returns, as well as view the Adverse Action Letter, and RBP. There is also a link to the Compliance Dashboard, as circled below.



Red Flag Summary

Name: TONY LANGHAM
Red Flag Score: Medium Risk
Score Risk Level: Medium Risk

Status: Not a Red Flag

Section	Result	Alert	Next Steps
> OFAC	Clear		
> ID Match	Clear		
> Red Flag Alerts	Alert	SSN likely not issued prior to June 2011 Credit Report Data EX: some information in report may not pertain to applicant	Out of Wallet Questions
> ID Verification	Incomplete	Verification of ID Required	Verify ID

[View Detail Report](#)

CREDIT REPORT

Subscriber Name: TROY LANGHAM
Sub Code: 184 PLEASANT ST
Date Reported: 03/29/2013

TransUnion
In File: 03/29/2013
Date: 08/17/2015
Time: 12:52:46 AM
SSN: 000-00-4046

Special Messages

SSN Match Ind: exact match between SSN on input and SSN on file

Score Summary

ScoreCard: FICO Auto 08
Score: +
Code: +
Score Factor Description: File not scored because subject does not have sufficient credit

Bureau Summary

PR=0 COL=0 NEG=0 HSTNEG=0 TRD=0 RVL=0 INST=0 MTO=0 OPN=0 INQ=20

700Credit Summary

Total Trades	Oldest Trade	Current	Negative	History Negative	Public Records	Collections	30	60	90	Inquiries	Inquiries Last 6
0			0	0	0	0	0	0	0	20	14

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

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%	\$12,586.00	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%	\$15,045.00	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

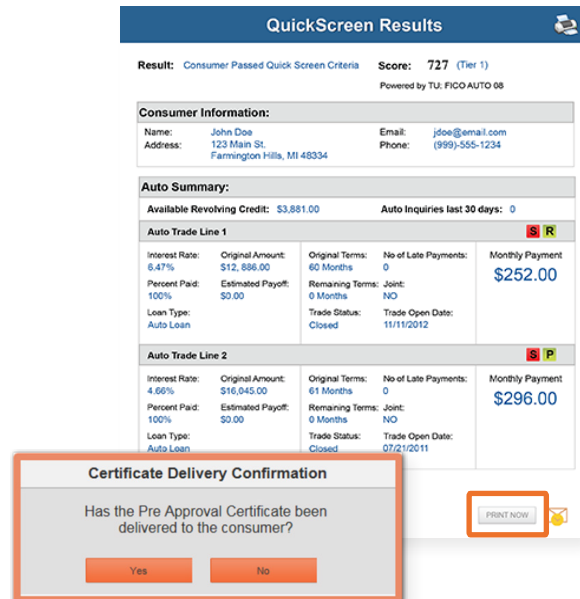
After clicking “Prescreen”, there are four possible responses:

- **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.

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



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: 6.47%	Original Amount: \$12,886.00	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				S P
Interest Rate: 4.66%	Original Amount: \$16,045.00	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 Delivery Confirmation

Has the Pre Approval Certificate been delivered to the consumer?

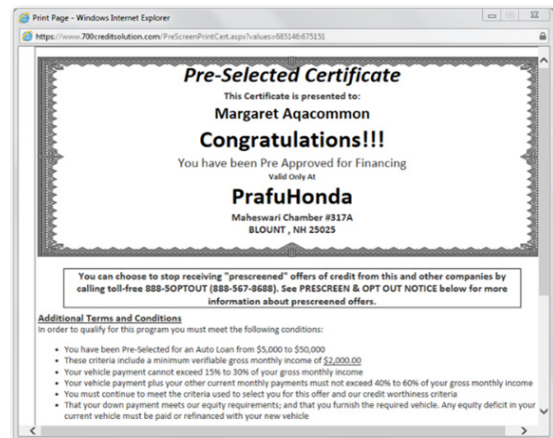
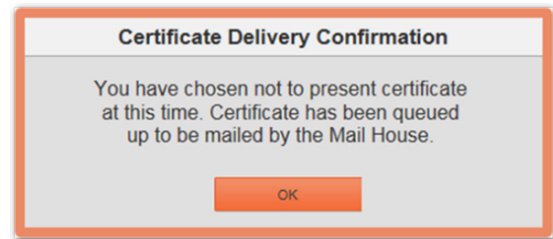
Yes No

PRINT NOW

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.

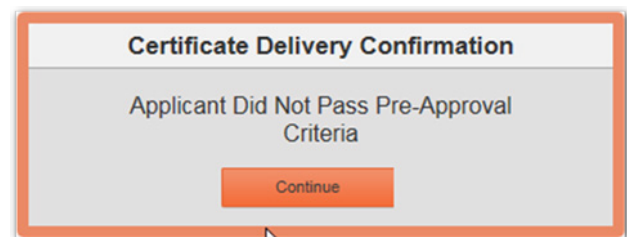
Please Note: Any certificates printed within 700Dealer.com to the dealership's local printer will not be charged. The dealer can print to their local printer for free.



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.

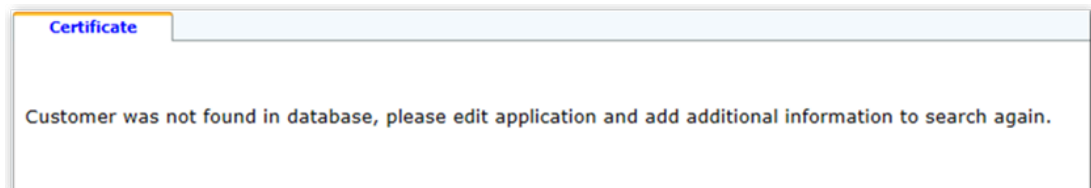


Prescreen Response: *Decline or No Hit*

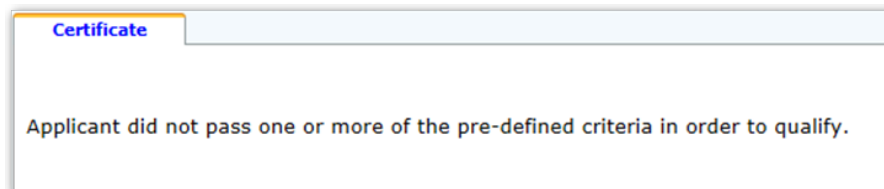
The other two possible return messages are “**Decline**” and “**No Hit**”. A “**No Hit**” signifies that no data was found on that particular consumer and a “**Decline**” means that data was found, however, the consumer did not meet the minimum criteria set up in the Configuration Guide.

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**.



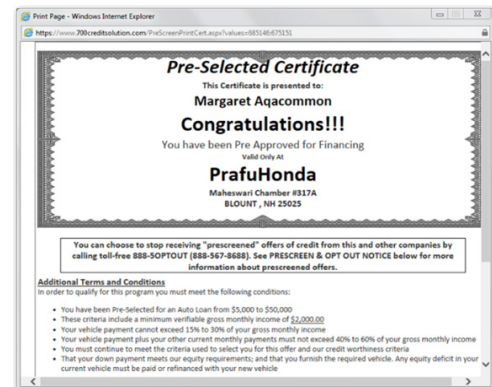
Firm Offer of Credit - Compliance Requirement

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

Interest Rate:

6.47%

Original Amount:

\$12,886.00

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:

4.66%

Original Amount:

\$16,045.00

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 **BENEFITS** of OpportunityAlerts! include:

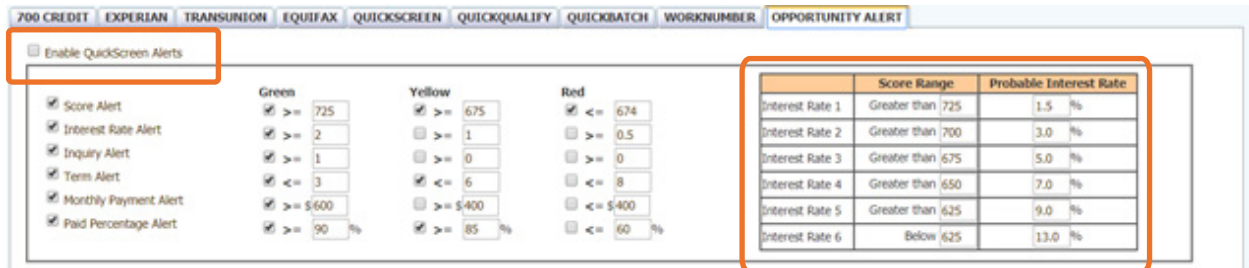
- Quickly identifies opportunities that exist in the QuickScreen results
- Makes the QuickScreen product easier to read and easier to use
- Helps the dealer to focus on the data that will help them work - and close - the best deal
- Adds value and complexity to our product that make it more difficult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

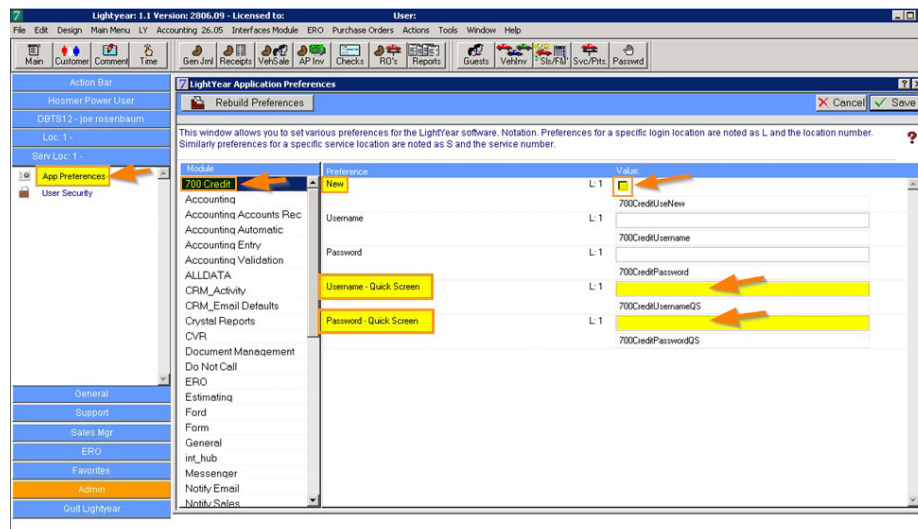


	Score Range	Probable Interest Rate
Interest Rate 1	Greater than 725	1.5 %
Interest Rate 2	Greater than 700	3.0 %
Interest Rate 3	Greater than 675	5.0 %
Interest Rate 4	Greater than 650	7.0 %
Interest Rate 5	Greater than 625	9.0 %
Interest Rate 6	Below 625	13.0 %

Getting Started with Prescreens

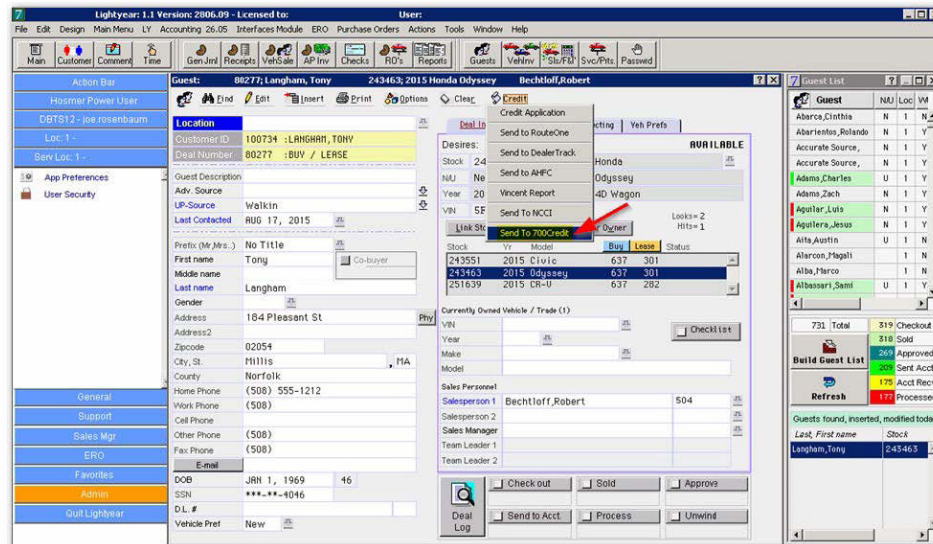
The 700Credit QuickScreen interface can be enabled in the LightYear Application Preferences window by following these simple steps:

1. Log into LightYear with credentials that have Admin privileges.
2. Select the **"Admin"** button along the left in the **"Action Bar"** section.
3. Click the **"App Preferences"** option.
4. Select **"700 Credit"** in the **"Module"** list.
5. Place a check in the **"New"** box, then enter the 700Credit Gateway Quickscreen credentials in the fields shown highlighted below.



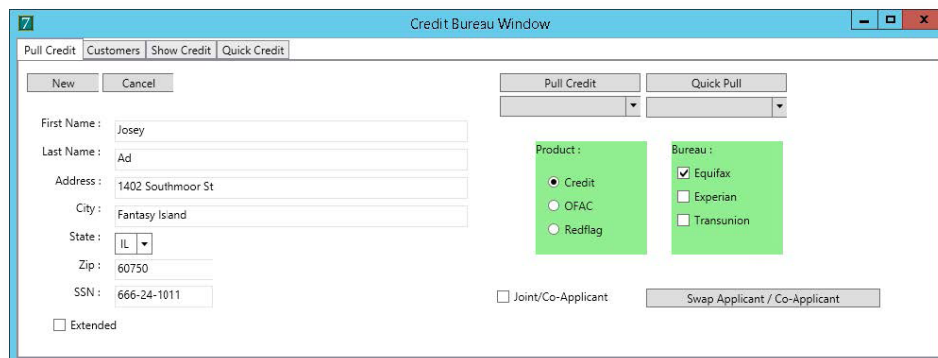
Pulling a Prescreen

The 700Credit interface can be accessed by clicking the “**Send to 700Credit**” option on the “**Credit**” menu dropdown box, as shown below.

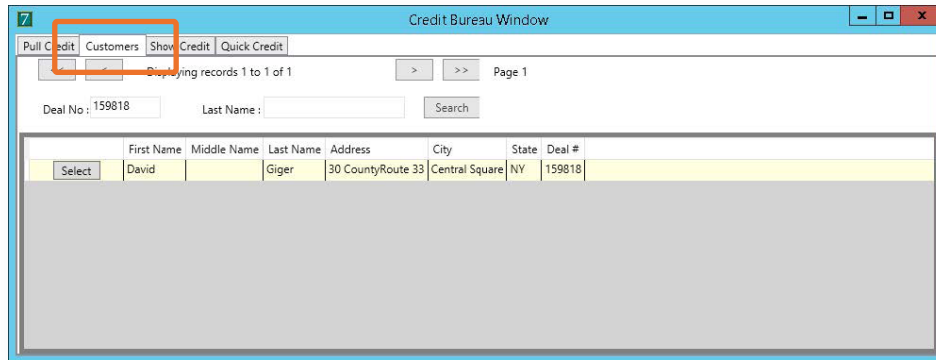


When the Credit Bureau Window opens, it will find the current guest or deal record and automatically pull the guest information into the window. Check the information, and click the “**Quick Pull**” button.

PLEASE NOTE: You will NOT need the customer’s SSN to run a Quick Pull.

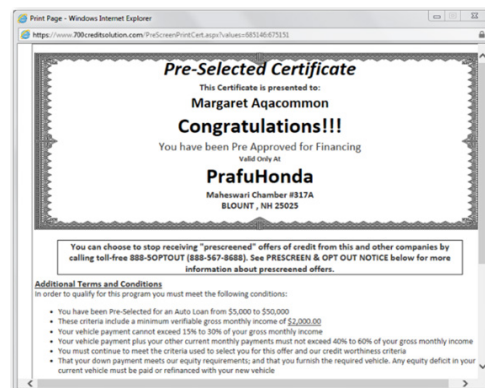
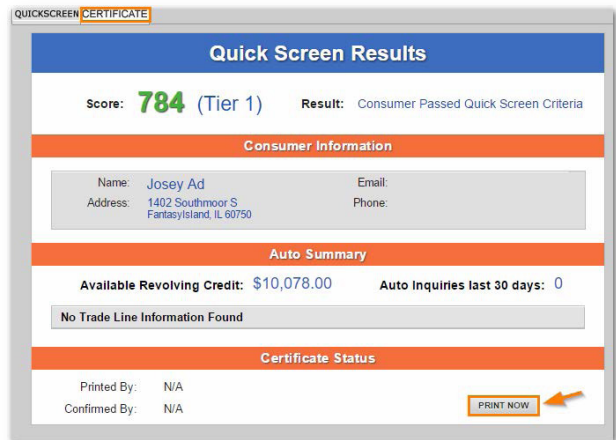


Users can easily switch to the “**Customers**” tab if they choose to search for a different guest or deal.



To the right is an example of the 700Credit QuickScreen report within an iframe.

From here you can also print the report, or view the “**Pre-Selected Certificate**”, also shown to the right.



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. F.

Consumer Information:
Name: John Doe Email: jdoe@...
Address: 123 Main St Phone: (999) ...
Farmington Hills, MI 48334

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

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

Auto Trade Line 2
Interest Rate: 4.65% Original Amount: \$16,045.00 Original Terms: 60 Months No of Late Payments: 0
Percent Paid: 100% Estimated Payoff: \$0.00 Remaining Terms: Joint
Loan Type: Auto Loan Trade Status: Closed Trade Open Date: 07/21/2011

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

Credit Report
JANE JARON: DOB: 11/21/1980 Date: 05/02/20
2 MAPLE CT SSAN: 088-09-1234 In Plan: 09/08/20
WESTPORT, MA, 02796 Reported: 03/14/20
Subscriber: FDC
Sub Code: 1209K12389

PREVIOUS ADDRESSES:
Name: City: State: ZIP
5 SAUER RDG WINDHAM ME 04092
11 WINDHAM RD WINDHAM ME 04092

EMPLOYMENT:
EMPLOYER: X
821510

700Credit Auto Summary

Trade	Interest Rate	Original Amount	Original Terms	No of Late Payments	Percent Paid	Estimated Payoff	Remaining Terms	Trade Status	Trade Open Date
Trade 1	6.47%	\$12,888.00	60 Months	0	100%	\$0.00	Joint	Closed	11/11/2012
Trade 2	4.65%	\$16,045.00	60 Months	0	100%	\$0.00	Joint	Closed	07/21/2011

Score Summary

Score Card	Score	Grade	Score Factor Description
FICO 8	727	B	Score Factor Description
Experian	727	B	Score Factor Description
Equifax	727	B	Score Factor Description
TransUnion	727	B	Score Factor Description

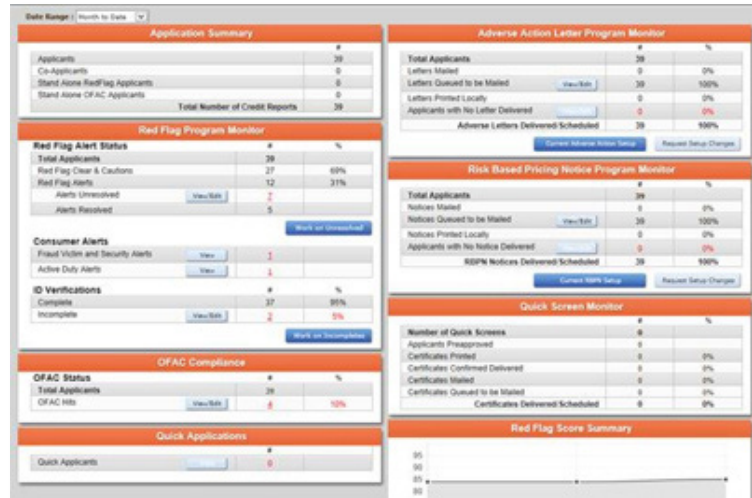
Compliance Dashboard

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.

[illegible]

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 : *
<input type="text" value="mkwestest"/>	<input type="password" value="*****"/>	<input type="password"/>
First Name : *	Middle Name :	Last Name : *
<input type="text" value="Michael"/>	<input type="text" value="West"/>	
Address :		
<input type="text" value="123 Main Street"/>		
Zip : *	City : *	State : *
<input type="text" value="48524"/>	<input type="text" value="Tyrvek"/>	<input type="text" value="MI"/>
Phone :		<input type="text"/>
Email Address : *		
<input type="text" value="m.west@abcdealer.com"/>	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 : *	
<input type="text" value="Web User"/>	<input type="text" value="Dealer Admin"/>	AutoGenerate Letter is on
<input type="checkbox"/> Read Only		
Address :	Select Default Dealer :	
<input type="text" value="ABC Dealer"/>	<input type="text" value="ABC Dealer"/>	
<input type="checkbox"/> Disable User		

From IP **To IP** [Add Another Ip Range](#)

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 :	<input type="text" value="favorite room in my house"/>	Answer 1 :	<input type="text" value="Music"/>
Question 2 :	<input type="text" value="state born in"/>	Answer 2 :	<input type="text" value="Alaska"/>
Question 3 :	<input type="text" value="pet"/>	Answer 3 :	<input type="text" value="Rodeo"/>

Creating a New User

Administration									
<div> <div> <div>Account Profile</div> <div>Online Invoicing</div> <div>Site security</div> <div>Dealers</div> <div>Users</div> <div>User Levels</div> <div>Data Access</div> <div>Letters</div> <div>Credit Engine Monitor</div> <div>UserID Lookup</div> <div>Subcode Lookup</div> <div>Popup</div> <div>DAS Detail</div> </div> <div> <div>Hide Inactive</div> <div>Search <input type="text"/></div> <div>Go</div> </div> </div>									
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	Copy
cartercountydqdc	Elend Solutions Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit	Copy
cartercountydcpq	Elend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit	Copy
cartercountyyhucudl	CU DL Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit	Copy
cartercountyyhucdc	Elend Solutions Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit	Copy
cchyundaicpq	Elend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Ardmore	OK	Edit	Copy
fchavez	Frank Chavez	Dealer Admin	ODE User	Active	Carter County Dodge Chrysler Jeep	Ardmore	OK	Edit	Copy
keystonechevydcudl	CU DL Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit	Copy
keystonechevydc	Drive Centric Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit	Copy
keystonegbg	Gubagoo Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	Edit	Copy
1 2									

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: *

Retype Password: *

First Name: *

Middle Name: *

Last Name: *

Address: *

123 Main Street

Zip: *

48521

City: *

Tyvek

State: *

MI

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: *

Web User

Dealer Admin

AutoGenerate Letter is on

Read Only

Dealer: *

ABC Dealer

Select Default Dealer: *

ABC Dealer

Disable User

From IP

No IP Ranges found

To IP

Add Another IP Range

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:

Rode