

TABLE OF CONTENTS

We	elcome to 700Credit	4
С	redit Report Solutions	4
С	compliance Solutions	4
S	oft Pulls	4
	QuickQualify (prequalification)	4
	QuickScreen (prescreen)	4
ld	dentity Verification & Fraud Detection	5
	Identity Verification	5
	Synthetic ID Fraud	5
	Income & Employment Verification	5
D	river's License Authentication Solutions	5
	Mobile Scanner	5
	In-Store	5
Int	roduction to QuickQualify	6
С	redit Report Option	6
Q	uickMobile App (Dealer Mobile App)	7
70	OCredit/Gubagoo Prequalification Integration	8
1.	. Virtual Retailing (VR) Payments Step	8
2.	. Vehicle Detail Page (VDP)	10
3.	. GLive	11
4.	Shop By Credit Score	12
Int	roduction to QuickScan	13
В	enefits to Mobile QuickScanning	13
In	nitiating a QuickScan	14
	Option One: 700Dealer.com	14
	Option Two: QuickMobile App	15
С	onsumer Experience	16
Q	uickMobile App (Dealer Mobile App)	19
U	Inderstanding Your QuickScan Results	20
	(1) Images Submitted	20
	(2) ID Information Verification	20
	(3) Identity Verification	

(4) Synthetic ID Fraud Check	21
(5) Device Identification	21
(6) DMV Verification	22
(7) OFAC Check	22
Example Interface	23
QuickScan Monitor	24
Recommendations Based on Results	25
DMV-Lookup	26
QuickScan FAQ's	27
Consumers Sending a QuickScan Link	28
Consumers Sending a QuickScan Link	
-	29
Introduction to 700Dealer.com	29
Introduction to 700Dealer.com	29 30
Introduction to 700Dealer.com Viewing Your Leads Compliance Dashboard	29 30
Introduction to 700Dealer.com Viewing Your Leads Compliance Dashboard How You Benefit	29 30 31

Welcome to 700Credit

700Credit is the leading provider of credit reports, compliance solutions, soft pull products, identity theft and driver's license authentication platforms for automotive, RV, Powersports and Marine dealers in the US. Our product and service offerings include credit reports, prescreen and prequalification platforms, OFAC compliance, Red Flag solutions, 2022 Safeguards protection, Synthetic ID Fraud Detection, score disclosure, Risk-Based Pricing and Adverse Action notices, identity verification, and mobile and in-store driver's license authentication solutions. With over 22,000 direct dealer clients, and 230+ software partners, we look forward to becoming your trusted credit and compliance vendor.

Credit Report Solutions

We are the largest authorized reseller of credit reports from all three leading national credit companies, **Experian, Equifax and TransUnion**. All 700Credit clients receive their—choice of report format (HTML, enhanced, TTY or Merged Format), score, and ancillary products.

Compliance Solutions

We offer an array of products and services in a customized package for our dealerships, all of which work to automate your compliance practices and keep your dealership ready at all times for future audits. Our **Compliance Dashboard** is a complete monitoring solution, that is unique in the industry and helps you manage and stay on top of credit reporting and compliance from one single view. **Our compliance solutions include:**

- Adverse Action Notices
- Risk-Based Pricing Notices
- OFAC Search

- Red Flag ID
- Privacy Notices
- Out of Wallet Questions

Soft Pulls

The term "soft pull" refers to an action where a soft inquiry is made on a consumer's credit file using name and address only. Soft pull solutions do not require a customer's SSN or DoB and have no impact on a customer's credit profile. We have several soft pull solutions to choose from and help you engage consumers and speed the sales process, including:

QuickQualify (prequalification)

QuickQualify is a powerful "call-to-action" for your dealership website. This application requires only the consumer's name and address (no SSN or DoB) and provides dealers with a FICO® score and full credit report. Generate **3 to 4 times the leads** over a typical lead form and empower your sales team with the data they need to discuss qualified payment options.

QuickScreen (prescreen)

QuickScreen is a dealer-initiated soft pull solution that does not require a customer's SSN or DoB and does not impact their credit score. This solution can be integrated with many applications at your store, giving you visibility into your customer's credit profile before you work a deal, so you can work the right deal, right away.





Identity Verification & Fraud Detection

We are here to protect your store through our all-encompassing Identity Verification and Fraud Detection platform which includes the following solutions:

Identity Verification

Our platform is an automated solution that provides a summary table of results appended to each credit report. This vital service flags questionable information, focusing on high-risk applicants, social security numbers, driver's licenses and addresses. The 700Credit Identity Verification platform includes; OFAC Terrorist Search, ID Match, Synthetic Fraud, Military Lending Act (MLA), ID Verification, Red Flag, and Out of Wallet Questions (OOW).

Synthetic ID Fraud

A solution that uses proprietary logic and unique combinations of available data, the high-risk fraud score looks at a consumer's credit behavior and credit relationships over time to uncover previously undetectable risks. Dealers are returned a risk score with score factors to help determine if a new customer application is likely associated with a synthetic identity.

Income & Employment Verification

Combining the power of Experian's Verify[™] product with The Work Number® from Equifax® and gain a more accurate understanding of a customer's financial standing. Dealers can now reduce risk and expand their coverage, offering lending decisions to a broader spectrum of consumers.

Driver's License Authentication Solutions

Protect your store with the industry's most advanced data capture and driver's license authentication solutions for automotive retailers today. We have **two platforms** for dealer's to authenticate customers – both remotely and in-store.

Mobile Scanner

Our document authentication platform, QuickScan, provides dealerships real-time confirmation of the legitimacy of a customer's driver's license and identity. This platform can be used in-store, as well as remotely when verifying the identities of online car buyers and leads. **Includes DMV validation and Deal Jacket integration.**

In-Store

ID Drive provides dealers with the most comprehensive physical driver's license scanning solution for automotive dealers today. This platform combines our prescreen and prequalification platforms, as well as our suite of Identity Verification tools (*Red Flag and Synthetic Fraud detection*) to deliver fast, accurate results.

Gubagoo has integrated our soft pull prequalification solution, QuickQualify, and mobile driver's license scanning solution, QuickScan into their platform. This brief guide will walk you through the various options consumer's have to get prequalified/send a QuickScan to their phone and dealers viewing this lead data information.

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 QuickQualify

QuickQualify is a soft pull prequalification solution which places a soft inquiry on the consumer's file, that does not require a consumer's SSN or DoB - only name and address required. For each consumer that fills out the prequalification form and gets preapproved, dealers receive:

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

You can use this information to put the consumer in the right vehicle with the right financing, right away!

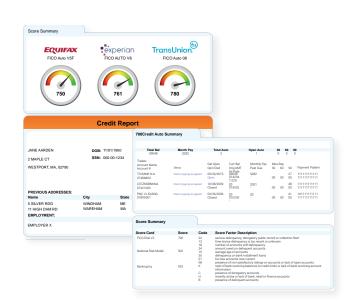
è **QuickQualify Results** Result: Applicant Found Score: 618 Powered by EX: FICO AUTO V8 Consumer Information: Jane Doe 123 Main St. Auto Summary: Available Revolving Credit: \$1,459.00 Auto Inquiries last 30 days: 0 Auto Trade Line 1 Interest Rate: 17.52765% Original Amount: \$17,079.00 \$382.00 Estimated Payoff: \$3,224.00 Percent Paid: 81.12% Auto Trade Line 2 \$296.00 Percent Paid: 100% Estimated Payoff: \$0.00 Remaining Terms: Joint: 0 Months NO Loan Type: Auto Trade Open Date 07/21/2011 Certificate Status: PRINT NOW

Credit Report Option

With our QuickQualify platform, dealers have the option of either getting the soft pull prequalification results as shown above, or you can opt to receive a full credit file from all three bureaus: **Equifax**, **TransUnion**, and **Experian**.

We **STRONGLY** suggest you set up your prequalification bureau to match the bureau and scorecard that matches your credit bureau used in your F&I Office.

Note: This report can only be used for information purposes and **CANNOT** be used to fund the deal.



Above is an example of our HTML Credit Report. This image was split for display purposes but will normally provide dealers with a complete, single view.

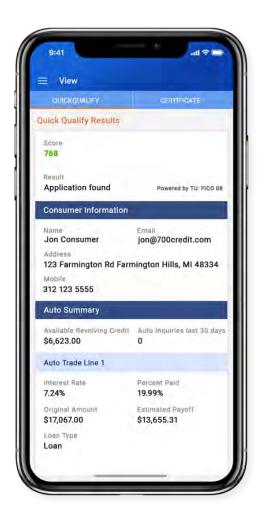


QuickMobile App (Dealer Mobile App)

Dealers are also able to receive immediate access to QuickScan lead information through the 700Credit **QuickMobile App**.

Specifically designed for dealers to manage their soft pull leads (*QuickQualify and QuickScan*) from a single, safe platform. It protects your consumer's information with a **secure login screen** and available at anytime on your own mobile or tablet device. .

- Receive direct mobile notifications when consumers complete the QuickQualify web form or QuickScan process.
- Optimize interactions with your consumers through one-click text response and mobile dialing.
- Immediate access to view all applicants and their credit score, credit file information, and OuickScan results.
- Stay organized by settling filters to view leads from only a specific period of time.
- Text or email the QuickQualify soft pull or QuickScan driver's license authentication forms directly to the consumer.



The **700Credit QuickMobile Dealer App** is offered at no charge and can be downloaded from the Apple and Android App Stores by searching for "**700Credit**" or by scanning the QR codes to the right.

Note: Installing the app does require your correct email address or cell phone be setup on your account to verify your user ID.

Contact our support team for assistance: (866) 273-3848 or support@700credit.com.











700Credit/Gubagoo Prequalification Integration

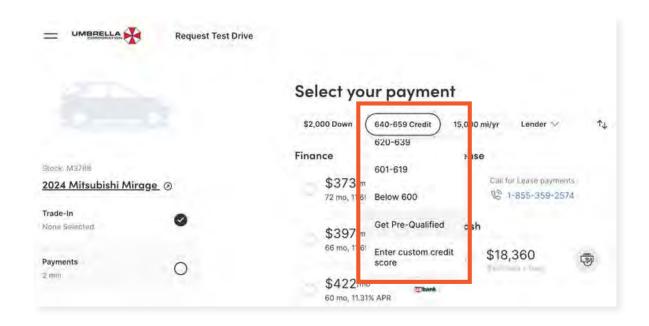
Consumer Experience

This portion of the "700Credit Prequalification Integration" section, will focus on the *consumer's* experience in getting prequalified. There are multiple ways in which a consumer can get prequalified through the Gubagoo platform:

- Virtual Retailing (VR) Payments Step
- Vehicle Detail Page (VDP)
- GLive (Customers Deal Page)
- **Shop by Credit Score** (future enhancement)

1. Virtual Retailing (VR) Payments Step

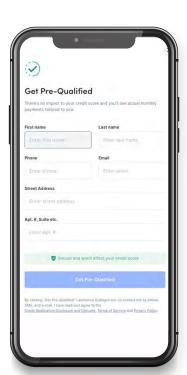
The prequalification can be accessed by selecting the "Credit Score" filter in the Virtual Retailing (VR) Payments step and selecting "Get Pre-qualified".





Filling out the Get Pre-Qualified form will present the consumer with their credit score range.

Note: Currently, the Gubagoo pre-qualification tools do not provide the consumer with their actual score, only the range.



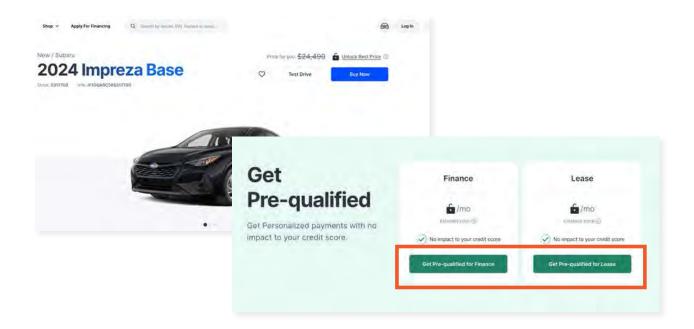




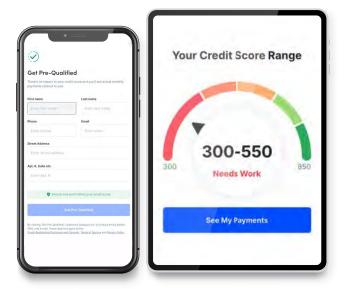


2. Vehicle Detail Page (VDP)

The latest Gubagoo VDP has a new "Get Pre-Qualified" widget with CTA's that launch the same 700Credit soft pull, prequalification form as above.



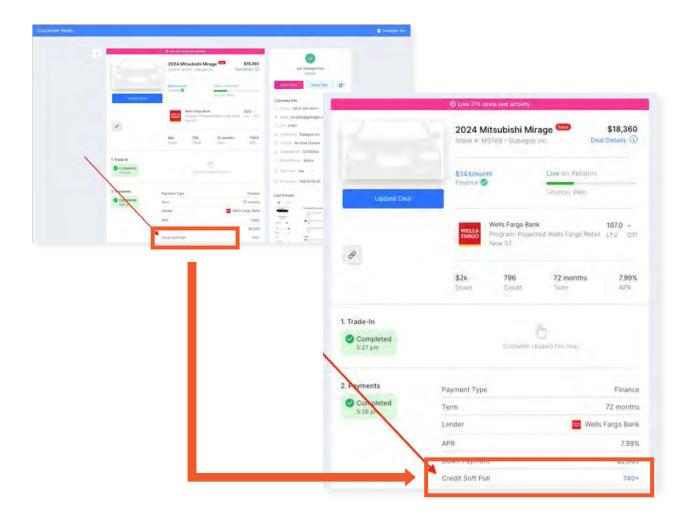
Just as the process described previously, filling out the Get Pre-Qualified form will present the consumer with their credit score range.





3. GLive

When a consumer performs a soft credit pull in either the VDP or Virtual Retailing, the corresponding session card in the **GLive Customer Deals page** will indicate what the customer's range is.

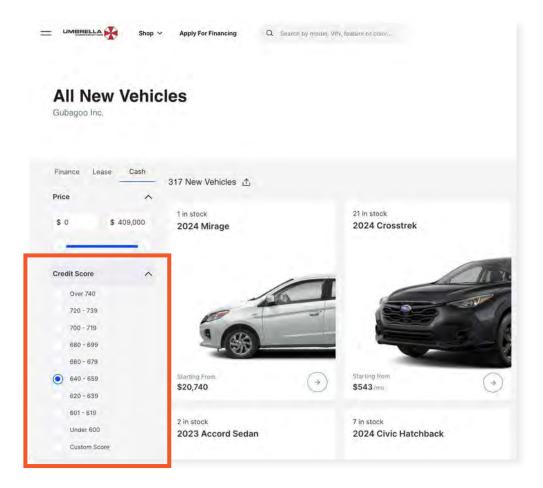






4. Shop By Credit Score (Future Enhancement)

A future enhancement slated to be released in Q1 of 2024 is our **Shop By Credit Score feature**. This feature will allow consumers to select their credit score range as a filter in Showroom, and in return see payments based off of that credit score range.



As a part of this feature, consumers will be able to select "Get Pre-qualified" from the filter and fill out the same form as shown previously. They will then see payments based on the credit score range returned by the pre-qualification.



Introduction to QuickScan

QuickScan from 700Credit is a powerful mobile document scanner that provides dealerships real-time confirmation of the legitimacy of a customer's driver's license and identity. QuickScan will verify a customer's driver's license and identity in minutes. Each time an online customer completes a QuickScan, you will be confident that you are working with the person your customer says they are without putting Non-Public Information (NPI) on your team's devices.

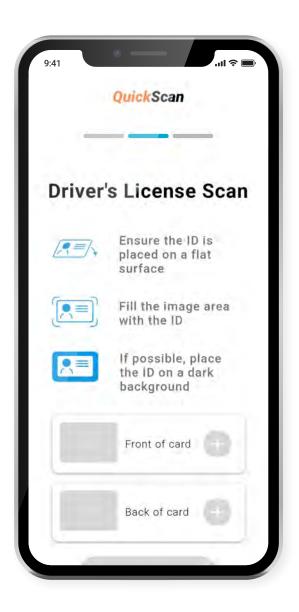
Although it can be used in-store, QuickScan can be particularly helpful when used to verify the identities of online car buyers.

Every scan includes:

- Driver's License/Document Verification
- Selfie Verification/Liveliness Detection
- Front/Back Driver's License Validation
- Device Verification
- Synthetic ID Fraud Detection
- Identity Verification Check

Benefits to Mobile QuickScanning

- Verify the identity of your customer at the top of the sales funnel. Before they even enter the store.
- Scanning both the front and back of the DL provides all data needed to validate the document.
- QuickScan takes the NPI (non-public information) out of the hands (and off the mobile devices) of your salespeople.





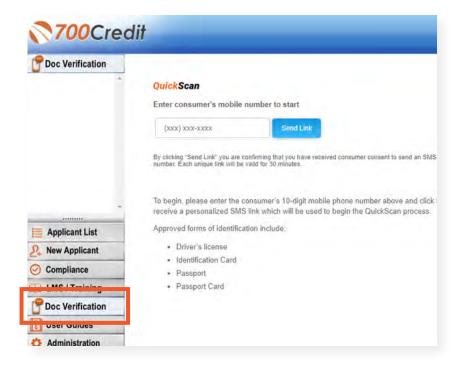


Initiating a QuickScan

Option One: 700Dealer.com

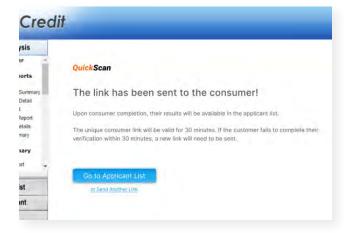
Dealer logs into 700Dealer.com and selects the "Document Verification" menu item in the left-hand navigation panel.

Upon accessing the page, the dealer is prompted to enter the customer's mobile number. Once entered, click the "Send Link" button to proceed.



When a link has been sent to the consumer, this message displays, prompting the dealer to review the application list to find the QuickScan results.

Note: The official result will not be available until the consumer finishes the document upload process.



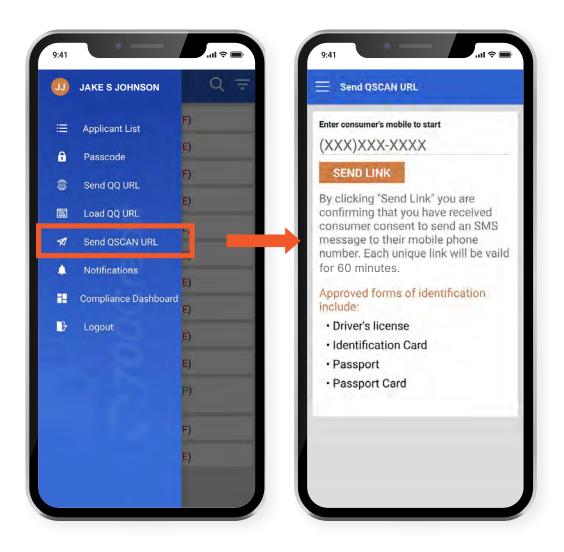




Option Two: QuickMobile App

From within the QuickMobile App, open up the left-hand navigation pane and click on the menu option, "Send QScan URL", as shown below.

Enter the consumer's mobile number, and click "Send Link".





Consumer Experience

The consumer will receive a link notification on their mobile device.

In order to proceed, the consumer must open the link and accept the terms and conditions.



The consumer selects the type of document to be captured.

Consumer's have the option between two documents that can be provided:

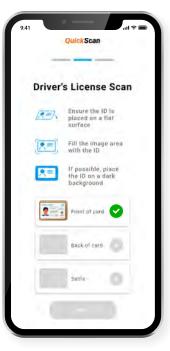
- Driver's License/Govt. Issues ID Card
- Passport/Passport Card

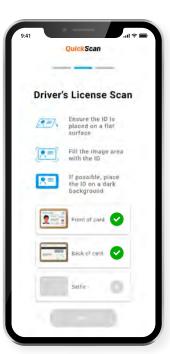




The consumer will be taken through the process uploading the 3 required images: front and back of document, and a selfie image. Click on the "+" attached to each image tab to open the drop-down and access the mobile phone's camera.

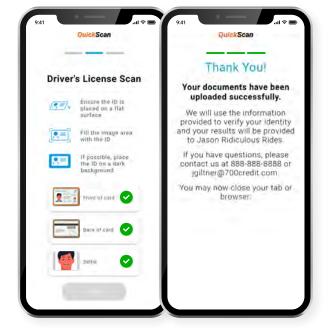






If the document was successfully uploaded, the customer will get a "Thank you" screen.

The dealer's unique contact information will be displayed as the contact reference for the customer.

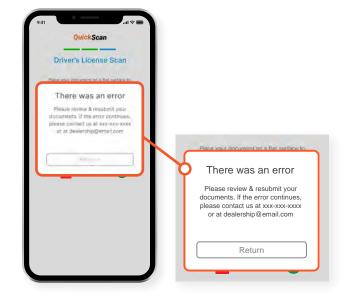




If a problem occurs with the consumer uploading their documents, the following error message will be presented on screen.

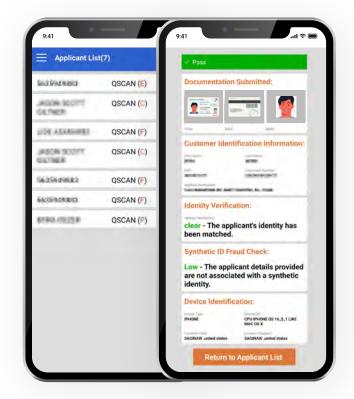
Hit "Return" to be redirected back to the beginning of the QuickScan process where the user is able to try again.

If the problem persists, contact 700Credit's 24/7/365 support team for assistance: (866) 273-3848 or support@700credit.com.



The information obtained from the consumer's license is immediately run against various identity verification tools to find any potential evidence of fraud.

Results are instantly stored and accessible to dealers within 700Dealer, 700Credit's online dealer portal [www.700dealer.com].





QuickMobile App (Dealer Mobile App)

Dealers are also able to receive immediate access to QuickScan lead information through the 700Credit **QuickMobile App**.

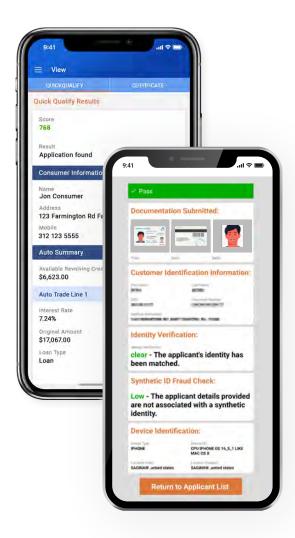
Specifically designed for dealers to manage their soft pull leads (*QuickQualify and QuickScan*) from a single, safe platform. It protects your consumer's information with a **secure login screen** and available at anytime on your own mobile or tablet device. .

- Receive direct mobile notifications when consumers complete the QuickQualify web form or QuickScan process.
- Optimize interactions with your consumers through one-click text response and mobile dialing.
- Immediate access to view all applicants and their credit score, credit file information, and QuickScan results.
- Stay organized by settling filters to view leads from only a specific period of time.
- Text or email the QuickQualify soft pull or QuickScan driver's license authentication forms directly to the consumer.

The **700Credit QuickMobile Dealer App** is offered at no charge and can be downloaded from the Apple and Android App Stores by searching for "**700Credit**" or by scanning the qr codes to the right.

Note: Installing the app does require your correct email address or cell phone be setup on your account to verify your user ID.

Contact our support team for assistance: (866) 273-3848 or support@700credit.com.















Understanding Your QuickScan Results

Every QuickScan result consists of the following five items:

- 1. Images Submitted
- 2. ID Information Verification
- 3. Identity Verification
- 4. Synthetic ID Fraud Check
- Device Identification

This section will break down each of these *five componenents* and explain what their purpose or benefit within the QuickScan process is.

(1) Images Submitted

This consists of a front & back of the driver's license (front-only for passport) and a selfie. QuickScan analyzes the front/back for a match and pulls the PII from the document. The selfie is checked for liveness and is also compared to the image on the document.







(2) ID Information Verification

QuickScan uses OCR (optical character recognition) to detect and digitize the information from a customer's document. This information is then checked against a known fraudster database, checked for accuracy in document info and is used to check that the front and back images are from the same document.

The document number (license number) is checked against doc numbers known to have been used in previously detected fraud.

Smaller details, like expiration date, are quickly weeded out by QuickScan.

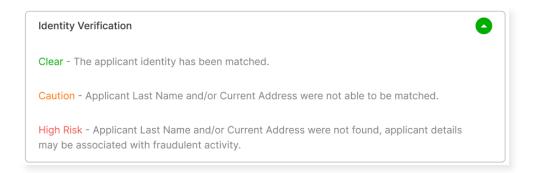






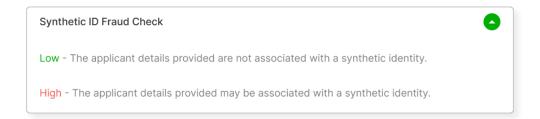
(3) Identity Verification

QuickScan's Identity Verification checks the customer's information against a known database to help determine that the identity can be matched to known identities.



(4) Synthetic ID Fraud Check

In addition to the Identity Verification, QuickScan delivers a Synthetic Fraud check on each applicant. Dealers see a low/high result for this section and are warned with a "Caution" regarding the applicant.



(5) Device Identification

With each applicant, QuickScan gathers detailed information about the device used to submit the documents. This includes the location (*display v. real*), the device type, OS, and more. The device identification section is for informational purposes only and is not checked for fraud at this time.

At launch, we will be collecting this information, but are not using it in determining a pass/fail.

Note: In the future, we may assign a score to the device to help determine if a dealer should do additional identity checks with the customer.





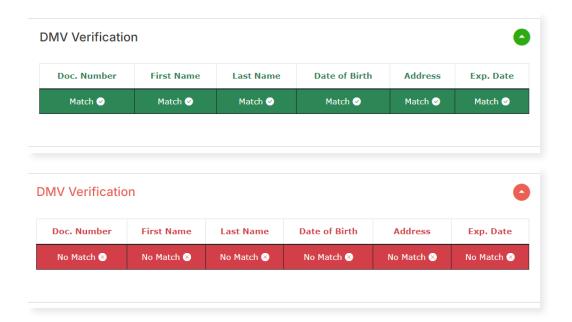


(6) DMV Verification

The DMV Verification feature will connect to certain state DMV agencies and verify the various pieces of information on the license:

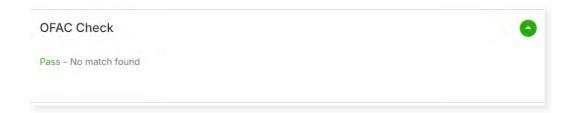
- 1. Document Number
- 2. First Name
- 3. Last Name
- 4. Date of Birth
- 5. Address
- 6. Expiration Date

There is an indicator for each of these on the QuickScan report:



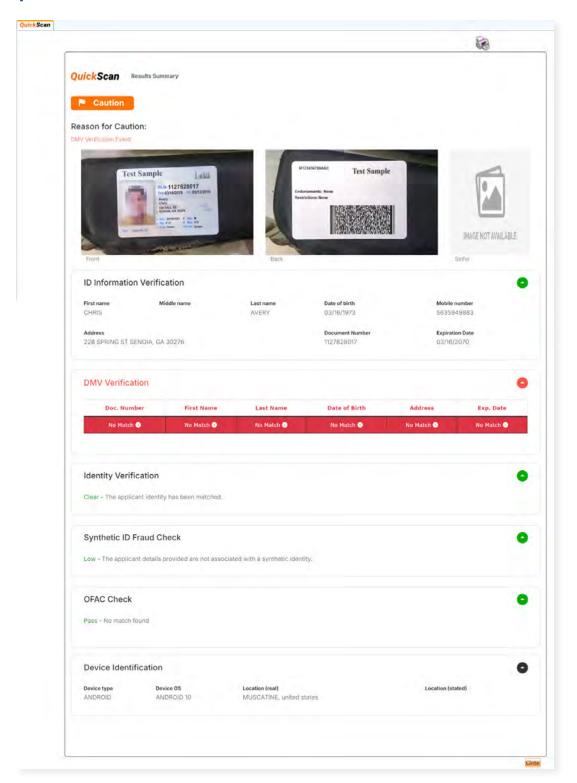
(7) OFAC Check

The OFAC feature in QuickScan runs an OFAC check on the individual and returns all information if there is a hit.





Example Interface



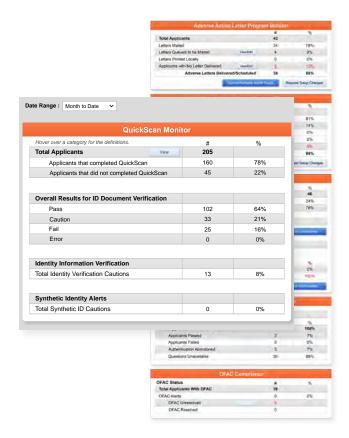


QuickScan Monitor

As a part of the Compliance Dashboard, dealers are able to view real-time analytics of their driver's license and identity verification activity.

Dealers have access to the following driver's license authentication and identity verifrication data:

- Total Number of Applicants: Breaks down the number/percentage between those that have completed a QuickScan, and those that have not.
- Overall Results for ID Document
 Verification: A quick "snapshot" results of your scan, categorizing them into one of four tiers: Pass, Caution, Fail, or Error.
- Identity Verification Cautions: Keeps a record of the number of identity verification flags that have occurred.
- Synthetic ID Cautions: Provides instant access to the number of synthetic ID alerts that have occurred.







Recommendations Based on Results

Fail Reasons:		Recommendations:	
ID appears to be digital or paper ID or a tampered document.	<u>></u>	We don't accept paper or digital copies of IDs. need to make sure customer takes photo of permanent ID.	
Liveness detection failed.	<u>-</u>	Image(s) don't appear live, check document/selfie.	
ID image is not usable.	<u>></u>	Have customer take photo of ID on dark solid background with as little glare as possible.	
Data extraction failed.		Have customer take photo of ID on dark solid background with as little glare as possible.	
Required PII data missing.	<u>></u>	Have customer take photo of ID on dark solid background with as little glare as possible.	
Front to back matching failed or issue with document number.	<u>></u>	Have customer take photo of ID on dark solid background with as little glare as possible.	
Known fraudster based on document number.	<u>></u>	Report them.	
ID expired.		Have them provide ID that's not expired.	
ID not allowed.		Non-U.S IDs/passports aren't accepted.	
DMV Verification failed.	<u>></u>	Ask for additional information, ex. utility bill.	
Caution Reasons:		Recommendations:	
Selfie does not match ID photo.		If photo isn't a straight on head-shot, our system won't be able to analzye all facial features. Can have customer do the QuickScan process again & make sure they take a straight on headshot.	
IDV Caution.	<u>></u>	Run full IDV before completing transaction.	
IDV High Risk.	<u>-</u>	Run full IDV before completing transaction.	
SID Hit.	<u>></u>	Complete Synthetic ID remediation.	
OFAC Hit.		Complete OFAC remediation.	
OFAC Check returned a match	<u>></u>	Additional verification recommended.	





DMV-Lookup

The following table represents the states that are currently participating in our DMV-Lookup feature.

Jurisdiction	Authorized	Unauthorized
AL	Х	
AR	Х	
AZ	Х	
CA		Х
СО	Х	
СТ	Х	
DC	Х	
DE	Х	
FL	Х	
GA	Х	
HI	Х	
IA	Х	
ID	Х	
IL	Х	
IN	Х	
KS	Х	
KY	Х	
LA		Х
MA	Х	
MD	Х	
ME	Х	
MI	Х	
MN		Х
МО	Х	
MS	Х	

Jurisdiction	Authorized	Unauthorized
MT	Х	
NC	Χ	
ND	Х	
NE	Х	
NH	Х	
NJ	Х	
NM	Х	
NV	Х	
NY		Х
ОН	Х	
OK	Х	
OR	Х	
PA		Х
RI	Х	
sc	Х	
SD	Х	
TN	Х	
TX	Х	
UT		Х
VA	Х	
VT	Х	
WA	Х	
WI	Х	
WV	Х	
WY	Х	





QuickScan FAQ's

Will QuickScan work overseas?

The text message will be sent. However, the user may be blocked when the link is clicked. This is due to the use of a foreign IP address. Most cyber-attacks come from overseas. As 700Credit doesn't do business outside the US, there is no need to let in those IPs.

Will non-US IDs and Passports work?

The list of acceptable documents for 700 Credit only includes US documents. Foreign documents are not allowed and will be categorized as Unsupported IDs. However, documents from US territories are not subject to these restrictions.

Images look fine but don't work?

QuickScan is powered by AI reading data from imagery that was captured by a consumer from their own personal device. AI is a great time saving device, but it is not as good as the human eye/mind combination. It might miss things that you and I can see. The human eye is equivalent to nearly 600 megapixels. Phone cameras, even when working properly, in perfect lighting/focus conditions, are far from that.

Failures due to Consumer Devices

QuickScan runs on a consumer grade device. It is limited to the abilities (perhaps degraded) of that device. The consumer must have a phone capable of receiving texts in that moment; the phone can't be powered down or out of text messages for the month. Then, it must be a smartphone with a functional browser (not corrupted by spyware/malware) and proper Internet access. The list of variables is lengthy. The point is that consumer devices can be a failure point.

Tap for Capture

Initially, QuickScan attempts to take the images automatically. After a short time, if unable to auto capture, the message with change to: "Make sure ID edges are inside the frame and tap screen to capture." At this point, the consumer should tap to capture the image and then follow any on screen prompts. If the consumer device is having issues, it should be rebooted, the browser cache should be cleared, and they can try again.

QuickScan Automated

Unlike other solutions in the industry, QuickScan is fully automated. There is no person-in-the-loop at any point during the transaction. The allows for consistent results and fast decisioning.

OuickScan Link Timeout

The OuickScan link sent to the consumer will timeout after 60 minutes.

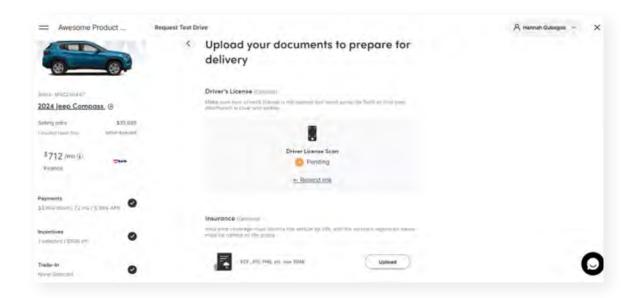




Consumers Sending a QuickScan Link

Once a consumer has decided to purchase a vehicle, they will be walked through the purchasing experience (within the VR Payments Step). Included in this process, users will be required to upload their driver's license and selfie images using their mobile phone.

To send the process to themselves, users will enter their phone number, and click "send link". They will then be walked through the rest of the required steps on their personal phone.





Introduction to 700Dealer.com

All 700Credit dealers have exclusive access to their own personal credit portal hosted at **700Dealer.com**. The unique platform provides dealers a single tool to seamlessly navigate and monitor credit data from all of their solutions; including, credit reports, compliance and soft pull solutions, ID verification and driver's license authentication platforms.

You should have received your username and password in a welcome email from our team. If you did not receive this email, or have misplaced it, please contact our support department at:

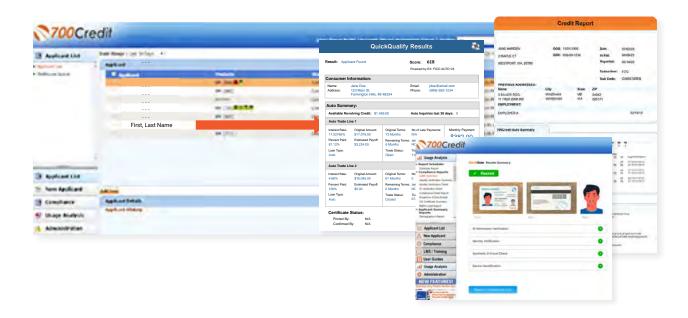
support@700credit.com | (886) 273-3848.



Viewing Your Leads

After logging into your <u>700Dealer.com</u> portal, locate/select the "Applicant List" menu item in the left-hand navigation panel where you will be presented with a mass list of all applicants in the platform. Select "Date Range" to filter the list and 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 QuickQualify was run, you will also see the soft pull, prequalification results.





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:

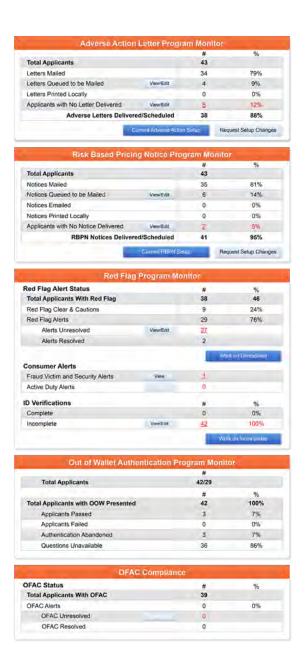
- Adverse Action Notices
- Risk-based Pricing Notices
- OFAC Search, Red Flag ID & Privacy Notices
- Out of Wallet Questions
- Our Compliance Dashboard also collects lead forms from our Credit Reporting and Soft Pull products

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







Managing Users

Dealers with the appropriate authorization can add, edit and/or delete customers and their credit/lead information with the following simple process:

- 1. Log in to your **700Dealer.com** platform using your provided credentials.
- 2. Click on the "Users" link in the left-hand navigation Administration panel.
- If editing a user's credentials, click the "Edit" link attached to the user's "Action" column.
- 4. To delete a user, click the "Delete" link.
- 5. If creating a new user, click on the "Copy" link.



If you need to alter the information of an applicant's pre-existing profile, select "Edit" attached to the user's listing. From theinformation profile, dealers can make the desired changes.

Once complete, save the profile before exiting out.





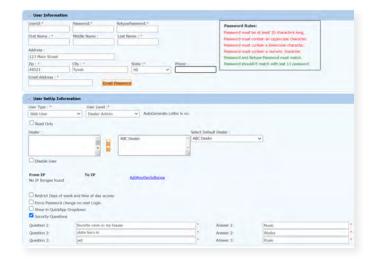


Creating a New User



To create a new user, it is easiest to find a similar user ID from the "Users" mass list, and select the "Copy" action, as highlighted above.

You can then fill in the new user's information into the user profile, as well as make any necessary changes.



Viewing Invoices

Dealers can also view their monthly invoices online by selecting the "Online Invoicing" tab in the left-hand "Administration" navigation panel.

Locate and select the desired invoice to open its details and view the billing summary.

