



# **USER GUIDE**

## **JUNE 2025**

**CarNow**

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## 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 21,000 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.

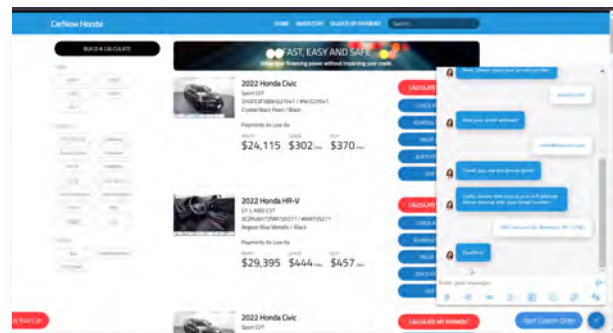
**CarNow has integrated our soft pull, prequalification solution (QuickQualify), as well as save-only push credit applications into their platform. This brief guide will walk you through the consumer's experience getting prequalified and submitting a credit app, and how to view soft pull lead data in the CarNow 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](mailto:support@700Credit.com).**

## Consumer Prequalification Experience

There are two places in which a CarNow user can get prequalified on a dealer website: (1) within the chat platform, and (2) within the digital retailing process. These next 2 sections will individually cover the consumer's experience in getting prequalified through both processes.

### 1) Chat Platform

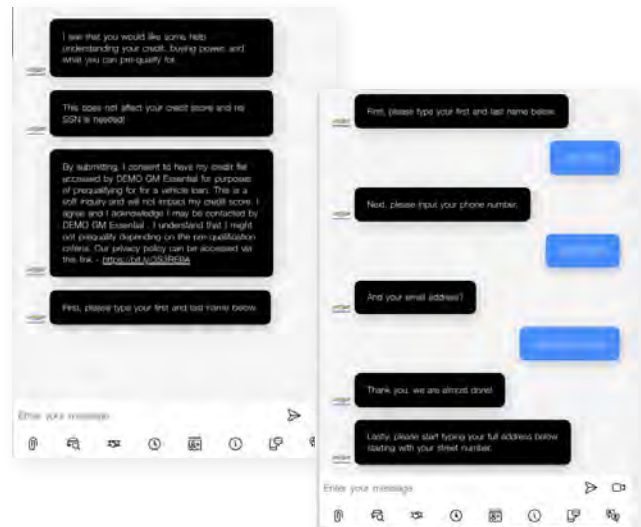
In the chat interface, the consumer is greeted with an automated chat workflow that takes them through an experience to see their score.



Prior to providing the necessary information, the consumer will see a disclaimer with a link to the appropriate privacy policy for the dealership.

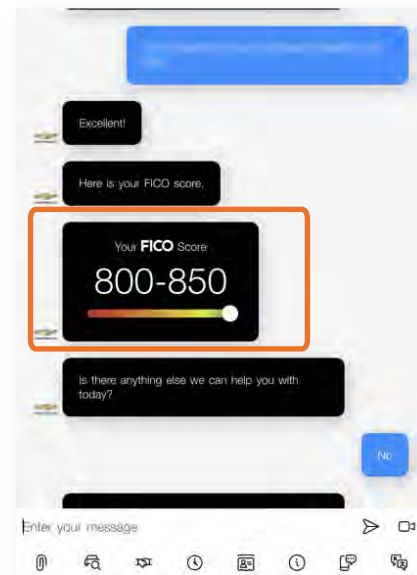
The consumer will then be asked to provide first and last name, phone number, email address, and home address.

**Note:** This process carries to the digital retail experience, if the dealer is subscribed.



After completing the short process, the score returned to the consumer will show a fixed range.

Consumers will fall into a traditional score range for "Excellent, Very Good, Good, Fair, Needs Work".

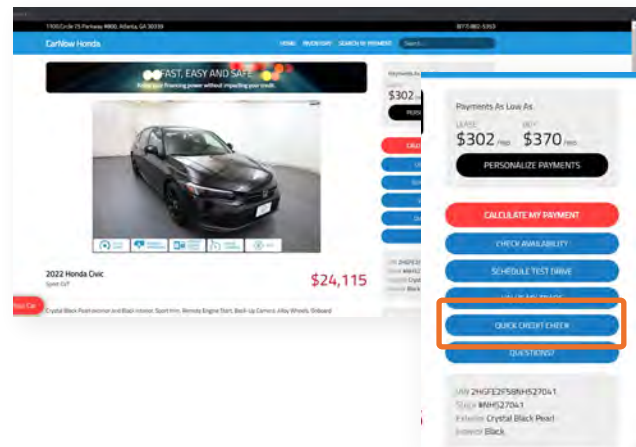


## 2) Digital Retailing

When the customer is going through the CarNow digital retail process on a dealer's website, they can leverage the QuickQualify product as a component of the process.

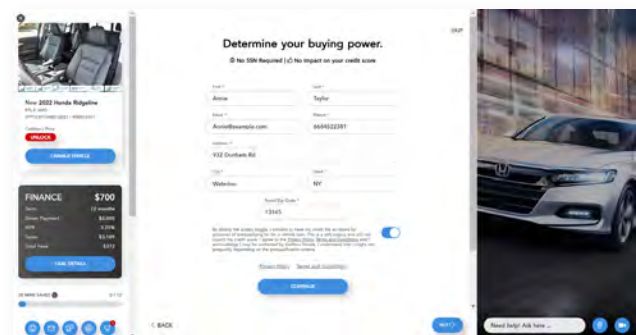
Upon locating the desired vehicle to be prequalified for, and opening the vehicle's detail page, the consumer will locate the **"Quick Credit Check"** button.

**Note:** This button's label is customizable by the dealership, however 700Credit recognizes **"Get Prequalified"** as a best practice and urges dealers to use that verbiage.

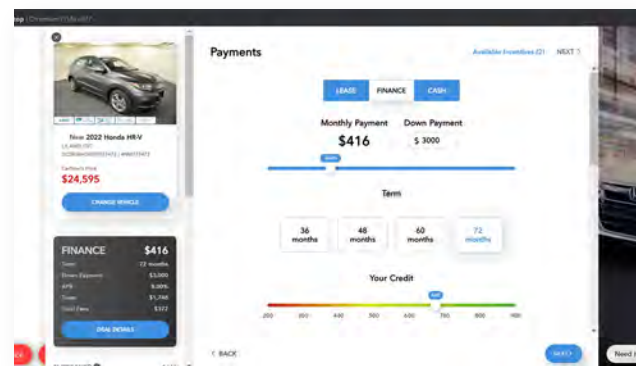


The prequalification form will appear for the user. They are instructed to complete the form by providing first and last name, phone number, email, and home address.

Once completed, they will click the acceptance toggle, and finally **"Continue"**.



The customer will then land on the payments step in the digital retail process with their score falling into one of the tiered buckets, and pre-setting a rate/payment.





## CarNow Dealer Portal

When a consumer submits the prequalification form through either of the experiences (chat platform vs. digital retailing process), appropriately-permissioned dealer users can see results of that prequalification.

## Viewing Your Prequalification Leads

After logging into the CarNow backend portal, select **"Active Leads"** in the side-bar menu options, and the user will be presented with a list of on-going deals currently in the system. Begin by locating a deal and opening its profile/details page.

The screenshot displays the CarNow Dealer Portal interface. On the left is a sidebar with navigation options: Home, Orders, Conversations, Active Leads, All Leads, Inventory, Trades, Outbound, Reports, Search Customers, Chat Invite, Feedback, and Log Out. The main area is titled 'Active Leads' and contains a table of leads. The first lead is highlighted with a pink border:

Name	Vehicle of Interest	Status	Deal Type	Description	Last Update
Jodi DIAMOND (Carline Honda)	2022 Honda HR-V LX Stock # N6M7472	Finance	BuyNow New Car Desktop Browser	09/26/2022 11:11 am	

Below the table are pagination controls (1-10) and a 'Next' button. The right sidebar, titled 'Live Action', shows a timeline of events:

- Soft pull submitted by Jodi DIAMOND (10:15am)
- Deal type changed to finance by Jodi DIAMOND (10:15am)
- Digital retail session (BuyNow) started by Jodi DIAMOND (10:15am)
- Universal request for Business F&I Accessories sent by Jason Parker to LIP Ford (9:06am)
- BuyNow completed by LIP Ford (9:04am)
- Deposit of \$5,354 submitted by LIP Ford (9:04am)
- Enclosed Base Delivery delivery quote for 2022 Honda Ridgeline selected by LIP Ford (9:03am)
- LIP Ford removed Vehicle Service Contract (9:02am)
- LIP Ford removed GAP Insurance (9:02am)
- Customer LIP Ford has received a quote for vehicle delivery (9:02am)
- Document (insurance photo) submitted by LIP Ford (9:01am)
- Document (license photo) submitted by LIP Ford (9:01am)
- LIP Ford has added Vehicle Service Contract (9:00am)
- LIP Ford has added GAP Insurance (9:00am)

At the top of the deal's profile page, locate and select the **"Credit"** tile, as shown below.

The screenshot shows the deal's profile page with a top navigation bar containing tabs: Deals (00:01), Appts (00:00), Trades (00:02), Credit (00:56), Docs (00:00), F&I (00:00), Forms (00:00), and Accs (00:00). The 'Credit' tab is highlighted with an orange box. Below the tabs are four main sections:

- Deal** (Finance): \$734.70/mo x 72mo @ 4.9% APR with \$3,000 down; N/A; Honda Financial Services
- Appointments**: Not Added
- Trades**: Not Added
- Credit**: Soft Pull; Tier 3; 646; 09/22/2022 15:54 PM



From the credit profile, users are able to see what tier the consumer was placed into, as well as their credit score.

To view the credit report, select “**View Report**”, as circled to the right.

The user will then be presented the 700Credit generated credit report.

The screenshot shows the 'Credit' section of the CarNow interface. It displays a 'Soft Pull' status with a tier of 3 and a credit score of 646. A blue button labeled 'View Report' is highlighted with an orange rectangle. An orange arrow points from this button down to the credit report below.

The screenshot shows a credit report from Experian for Chris A Campbell. The report includes personal information, previous addresses, employment history, and special messages. The date of the report is 11/21/2018 11:48:17 AM.

PREVIOUS ADDRESSES				
Name	City	State	Zip	Date Reported
PO BOX 274	WELDER	ID	83472	11-05
1030 WHITEHALL LN	INDIAN VALLEY	ID	83632	05-05

EMPLOYMENT				
Employer	Occupation	Date Hired	End Date	Date Rpt
Current: N SYRACUSE CICERO SCHOOL		02-18-2010	02-18-2010	02-10
Previous: N SYRACUSE		02-18-2010	02-18-2010	02-10

Special Messages

SSN Verified 0003 SSN NOT PROVIDED

## Submitting a Credit Application (Save-Only Push)

There are two ways in which a consumer can access the credit application: 1) via the **"Standalone Credit"** landing page, located in the top navigation bar, or 2) via the floating **"Standalone Credit"** button in the bottom-right corner of the dealer website.

**Note:** The location of the CTA is entirely customizable by the dealership, as is whether to have either the link, the CTA, or both.



The consumer is presented a 5-step form to complete; including, personal, residential, housing, income information.

If the user would like to include a co-applicant, they can select the **"Add Co-Applicant"** slider, as circled below.

A screenshot of the Standalone Credit form. The form is titled 'Tell us about yourself' and has a progress indicator at the top showing steps 1 through 5. The form fields include First Name (John), Middle Name, Last Name (Doe), Email (jdoe@fale.com), Phone, and Secondary Phone. A red box highlights the 'Add Co-Applicant (Optional)' slider, which is currently set to 'No'.

After providing all required information, the consumer is brought to the final step of the credit application where they can review/edit any details.

Once reviewed, scroll to the bottom of the form, agree to the terms and conditions, provide a signature, and then click **"Apply"**.

**Standalone Credit**

Review Your Information

**Applicant Contact Information**

Name: Doe, John  
Email: jdoe@fakes.com  
Phone: 6756546543  
Address: 123 Fake Street, OAK LAWN, IL 60453-0001

**Applicant Housing Details**

Housing Status: Own Outright  
Monthly Mortgage / Rent: 5  
Time at Address (years): 5  
Time at Address (months): 1

**Applicant Employment Details**

Social Security Number: 908902987  
Date of Birth: 5/3/1977  
Employment Status: Employed  
Employer: Fake Company

**Applicant Income**

Income: Monthly  
Amount: 2

**Standalone Credit**

Review Your Information

**Applicant Contact Information**

Name: Doe, John  
Email: jdoe@fakes.com  
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Social Security Number: 908902987  
Date of Birth: 5/3/1977  
Employment Status: Employed  
Employer: Fake Company

**Applicant Income**

Income: Monthly  
Amount: 2

If the application was successfully submitted, the consumer is provided the following message.

**Standalone Credit**

**All Set!**

You've completed the online credit application. As a next step, a representative from our dealership will be in touch with you to let you know the results of your credit application.

## 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!

QuickQualify Results

Result: Applicant Found

Score: 618

Powered by EX: FICO AUTO V8

Consumer Information:

Name: Jane Doe

Email: jdoe@email.com

Address: 123 Main St.

Phone: (999)-555-1234

Farmington Hills, MI 48334

Auto Summary:

Available Revolving Credit: \$1,459.00

Auto Inquiries last 30 days: 0

Auto Trade Line 1

Interest Rate: 17.52785%	Original Amount: \$17,079.00	Original Terms: 73 Months	No of Late Payments: N/A	Monthly Payment: \$382.00
Percent Paid: 81.12%	Estimated Payoff: \$3,224.00	Remaining Terms: 6 Months	Joint: NO	
Loan Type: Auto		Trade Status: Open	Trade Open Date: 11/19/2015	

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		Trade Status: Closed	Trade Open Date: 07/21/2011	

Certificate Status:

Printed By: N/A

Confirmed By: N/A

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.

Score Summary

EQUIFAX

FICO Auto V8

750

Experian

FICO AUTO V8

761

TransUnion

FICO Auto 08

780

Credit Report

JANE ARDEN

DOB: 11/01/1950

2 MAPLE CT

WESTPORT, MA, 02780

SSN: 000-00-1234

PREVIOUS ADDRESSES:

Name	City	State
5 SILVER RIDG	WINDHAM	ME
11 HIGH DAM RD	WAREHAM	MA

EMPLOYMENT:

EMPLOYER X

700Credit Auto Summary

Total Bal	Month Pay	Total Auto	Open Auto	30	60	90
\$20,480	\$252	3	1	0	0	0

Trade	Account Name	Status	Orig Open	Orig Amt	Cur Bal	Monthly Pay	Miss Rep	Payment Pattern
TO BANK N.A.	04684001	Open	06/26/2015	\$10,000	\$282	27	111111111111	111111111111
0120208078	07421569	Open	10/08/2008	\$5	\$1428	48	111111111111	111111111111
07421569		Closed	10/08/2008	\$5	\$15952	1	111111111111	111111111111
PNC V LEASING	07050001	Open	03/25/2005	\$0	\$1025	00	111111111111	111111111111

Score Summary

Score Card	Score	Code	Score Factor Description
FICO Risk V2	750	22	serious delinquency, derogatory public record or collection filed
National Risk Model	502	34	time since delinquency to last report or unknown
		18	number of accounts with delinquency
		14	amount owed on delinquent accounts
		19	average age of accounts
		35	delinquency on bank installment loans
		01	too few accounts now current
		08	presence of non-satisfactory ratings on accounts or lack of open accounts
		14	ratio of bank revolving balances to credit limits or lack of bank revolving account
		14	presence of derogatory accounts
		14	recently active or lack of bank, retail or finance accounts
		0	presence of delinquent accounts

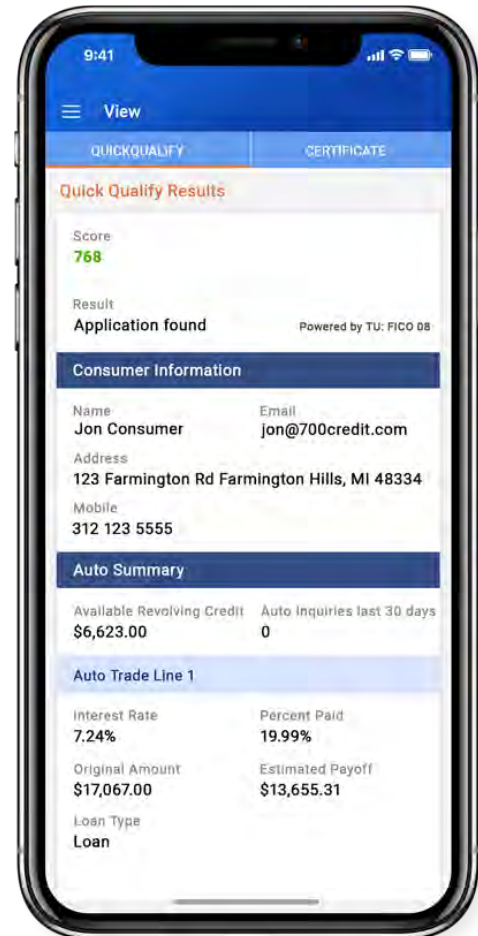
Above is an example of our HTML Credit Report. This image was split for display purposes but will normally provide dealers with a complete, single view.

## 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 QuickScan results.
- **Stay organized** by setting 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.

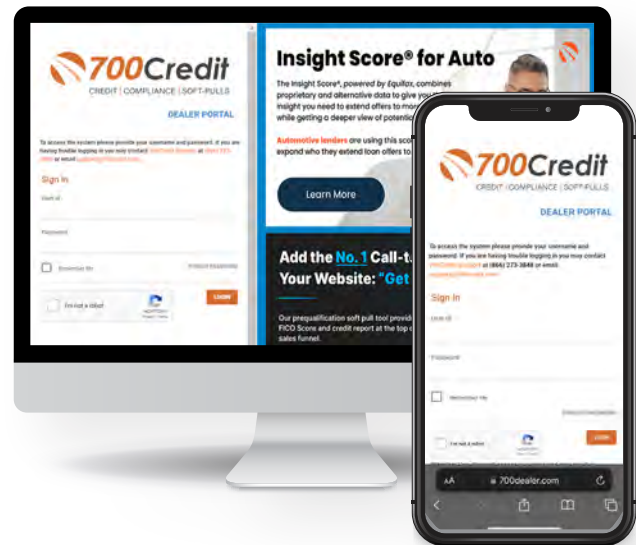
Contact our support team for assistance:  
**(866) 273-3848** or [support@700credit.com](mailto:support@700credit.com).



## Introduction to 700Dealer.com

All 700Credit dealers have exclusive access to their own personal credit portal hosted at [700Dealer.com](https://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](mailto:support@700credit.com) | (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 soft pull prequalification was run, you will see those results.

**QuickQuality Results**

Result: Applicant Found Score: 618  
Powered by EX: FICO AUTO V8

**Consumer Information:**

Name:	Jana Doe	Email:	jdoe@email.com
Address:	123 Main St, Farmington Hills, MI 48334	Phone:	(909) 555-1234

**Auto Summary:**

Available Revolving Credit:	\$1,459.00	Auto Inquiries last 30 days:	0
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**Auto Trade Line 1:**

Interest Rate:	17.52765%	Original Amount:	\$17,079.00	Original Term:	72 Months	No of Late Payments:	N/A	Monthly Payment:	\$382.00
Percent Paid:	61.12%	Estimated Payoff:	\$3,224.00	Remaining Term:	6 Months	Trade Status:	Open	Trade Open Date:	11/19/2019

**Auto Trade Line 2:**

Interest Rate:	4.96%	Original Amount:	\$16,045.00	Original Term:	61 Months	No of Late Payments:	0	Monthly Payment:	\$296.00
Percent Paid:	100%	Estimated Payoff:	\$0.00	Remaining Term:	0 Months	Trade Status:	Closed	Trade Open Date:	07/01/2011

**Certificate Status:**

Printed By:	N/A
Confirmed By:	N/A



## 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	4	9%
Letters Printed Locally	0	0%
Applicants with No Letter Delivered	5	12%
<b>Adverse Letters Delivered/Scheduled</b>	<b>38</b>	<b>88%</b>
<a href="#">Current Adverse Action Setup</a> <a href="#">Request Setup Changes</a>		

Risk Based Pricing Notice Program Monitor		
	#	%
Total Applicants	43	
Notices Mailed	35	81%
Notices Queued to be Mailed	6	14%
Notices Emailed	0	0%
Notices Printed Locally	0	0%
Applicants with No Notice Delivered	2	5%
<b>RBP Notices Delivered/Scheduled</b>	<b>41</b>	<b>95%</b>
<a href="#">Current RBP Setup</a> <a href="#">Request Setup Changes</a>		

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	27	
Alerts Resolved	2	
<a href="#">Work on Unresolved</a>		
Consumer Alerts		
Fraud Victim and Security Alerts	1	
Active Duty Alerts	0	
ID Verifications		
	#	%
Complete	0	0%
Incomplete	42	100%
<a href="#">Work on Incomplete</a>		

Out of Wallet Authentication Program Monitor		
	#	%
Total Applicants	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	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](http://700Dealer.com)
2. Click on the **'Users'** link in the left-hand navigation bar
3. To edit a user's credentials, click the **'Edit'** link on the right
4. To delete a user, click the **'Delete'** link on the right
5. To create a new user, click on the **'Copy'** link on the right.

UserID	Name	User Level	User Type	Status	Dealer	City	State	Action
cartercountydcuall	CJ DL Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcpc	Blend Solutions Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcqp	Blend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcud	CJ DL Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcudc	Blend Solutions Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
ochyundadcpq	Blend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
frchavez	Frank Chavez	Dealer Admin	ODE User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonechevyall	CJ DL Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonechevydc	Drive Centric Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonedcpq	Gubagoo Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

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: [password] Repeat Password: [password]

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

Address: [text]

City: [text] State: [dropdown] Zip: [text]

Email Address: [text]

**User Setup Information**

User Type: [dropdown] User Level: [dropdown] Auto-Generate Letter: ☐ on

☐ Read Only

Dealer: [dropdown] ABC Dealer

☐ Disable User

From IP: [text] To IP: [text] Addressed to: [text]

☐ Restrict Days of week and time of day access

☐ Force Password change on next Login

☐ Show in QuickMap Dropdown

☒ 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 Level	User Type	Status	Dealer	City	State	Action
cartercountydcuall	CJ DL Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcpc	Blend Solutions Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcqp	Blend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcud	CJ DL Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
cartercountydcudc	Blend Solutions Interface	Dealer User	Gateway User	Active	Carter County Hyundai	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
ochyundadcpq	Blend Solutions PQ Interface	Dealer User	Gateway User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
frchavez	Frank Chavez	Dealer Admin	ODE User	Active	Carter County Dodge Chrysler Jeep	Andmore	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonechevyall	CJ DL Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonechevydc	Drive Centric Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
keystonedcpq	Gubagoo Interface	Dealer User	Gateway User	Active	Keystone Chevrolet	Sand Springs	OK	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

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 the 'User Setup Information' form. It includes fields for 'User ID', 'First Name', 'Middle Name', 'Last Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Email Address'. There are also fields for 'User Level' (Web User, Dealer Admin), 'Dealer', and 'Select Default Dealer'. A 'Password Rules' box on the right lists requirements: password must be at least 10 characters long, contain an uppercase character, a lowercase character, a numeric character, and not match the last 3 characters. Below the form are checkboxes for 'Disable User', 'Restrict Days of week and time of day access', 'Force Password change on next login', and 'Show in QuickApp Dropdown'. A 'Security Questions' section has three questions with corresponding answers.

## 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 'Administration' menu on the left with 'Online Invoicing' highlighted. The main area displays a 'Billing Summary' for Invoice Number 605347. The summary includes fields for 'Past Due Balance', 'Current Activity', 'Invoice Total', 'Credit Payments', and 'Auto Payments'. The 'Balance due by 12/13/2010' is \$1,295.30. The invoice is dated 11-11-2010 and is for 700Credit. The footer includes the 700Credit logo and the text 'INVOICE'.

You should have been sent your [700Dealer.com](http://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](mailto:support@700Credit.com).