



AppOne®
2016.2

AppOne Dealer Portal for ACA

Quick Guide

April 2016

Preface

This publication was written for AppOne®

Publication Information / Version

Document Title: AppOne Dealer Portal for ACA

Release Date: April 2016

Distributed Subject to Terms of a License or other Agreement

The contents of this publication, including its appendices, exhibits, and other attachments, as updated or revised, are highly confidential and proprietary to Wolters Kluwer Financial Services, Inc. or its subsidiaries or affiliates ("Wolters Kluwer Financial Services"). This publication is distributed pursuant to a Non-Disclosure Agreement, Evaluation Agreement, License Agreement and/or other similar agreement(s) with Wolters Kluwer Financial Services, Inc. or its subsidiary or affiliate. Unless otherwise specifically provided in such agreement(s), the reproduction of this publication is strictly prohibited. Use and distribution of this publication are also subject to the responsibilities and obligations of such agreement(s), which require confidential treatment of this publication and its contents.

Information in this guide is subject to change without notice and does not represent a commitment on the part of Wolters Kluwer Financial Services.

Do Not Reproduce or Transmit

Unless otherwise specifically authorized in the agreement or license under which this publication has been provided, no part of this publication may be posted, played, transmitted, distributed, copied or reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, or retaining on any information storage and retrieval system, without prior written permission from Wolters Kluwer Financial Services.

Requests for permission to reproduce content should be directed to Wolters Kluwer Financial Services, Inc., Corporate Legal Department, by telephone at 1-800-397-2341.

Not a Substitute for Legal Advice

This publication is intended to provide accurate and authoritative information about the subject matter covered based upon information available at the time of publication. Examples given in this publication are for illustrative purposes only. Development of this publication and the software (including forms, disclosures, reports, and other documents generated by the software) or other products that it describes was based on Wolters Kluwer Financial Services' understanding of various laws, regulations and commentaries. Wolters Kluwer Financial Services cannot and does not guarantee that its understanding is correct.

This publication is not intended, and should not be used, as a substitute for legal, accounting, or other professional advice. Wolters Kluwer Financial Services is not engaged in providing legal, accounting or other professional services. If legal or other professional assistance is required, you should seek the services of a competent professional. We encourage you to seek the advice of your own attorney concerning all legal issues involving the use of this publication and any products described in this publication. If your interpretations or your counsel's interpretations are contrary to those expressed in this publication, you should of course, follow your/your counsel's interpretations.

The following notice is required by law:

Wolters Kluwer Financial Services' PRODUCTS AND SERVICES ARE NOT A SUBSTITUTE FOR THE ADVICE OF AN ATTORNEY.

Warranty Disclaimer

Except only for the warranties (if any) expressly set forth in the agreement(s) under which this publication is provided (i.e., your agreement or license for the described product), this publication is provided "as is", and Wolters Kluwer Financial Services makes no warranty, express, implied, by description, by sample or otherwise, and in particular and without limitation, makes no implied warranties of merchantability or fitness for purpose. No modifications to this Warranty Disclaimer are authorized unless in writing and signed by the President or a Vice President of the Wolters Kluwer Financial Services entity licensing the product described in this publication.

Attributions and Acknowledgements

All trademarks are the property of their respective owners.

Copyright Information

©2014 Wolters Kluwer Financial Services, St. Cloud, Minnesota

This publication is the confidential information of Wolters Kluwer Financial Services. Distribution of this publication is subject to restrictions in the license or agreement under which this publication is provided to authorized Wolters Kluwer Financial Institution customers.

All rights reserved.

Table of Contents

Welcome to the AppOne Dealer Portal.....	1
Getting Started.....	1
You're ready to start a deal.....	1
More about the deal tabs.....	2
For More Information.....	3

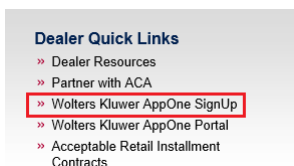
Welcome to the AppOne Dealer Portal

The Wolters Kluwer AppOne Dealer Portal provides you an easy way to print state-specific retail installment contracts that are accepted by American Credit Acceptance (ACA).

Getting Started

Sign up with AppOne

- From the ACA home page, click on the **Wolters Kluwer AppOne SignUp** link under **Dealer Quick Links**.



- Complete and submit the online sign up form.
- You will receive an email from Wolters Kluwer with your login information for the AppOne Dealer portal.

Log in to the AppOne portal

- To log in, go to <https://gateway.appone.net/dealer/>.
- You will be asked to set a new password. Your new password must include at least 1 Uppercase letter, 1 Number and be at least 8 characters long.

Check your set-up on the ADMIN CONSOLE

- In the **My Lenders** page, make sure the **American Credit Acceptance** program is checked, and enter your dealer number in the **LenderDealerID** column.
- In the **System Defaults** page, set up the default fees and taxes for your dealership.

You're ready to start a deal

1. Click **New Deal** on the far right side of the **HOME** page.
2. On the **Customer** tab, enter personal, residence, and employment information for the buyer.
3. On the **Credit Bureau** tab, pull and print credit reports (if applicable).
4. On the **Collateral** tab, verify or fill in information for your collateral.
5. On the **Structure** tab, enter itemization, fee, and other information.

6. On the **Lenders** tab, select ACA as a lender, create a manual callback, and approve the deal. Optionally, you can go back to the **Structure** tab to add back-end products.
7. On the **Forms** tab, click the **Print Selected Forms** button. AppOne automatically selects all forms required by ACA.

Click **Proceed to Next Step** when you are done on each tab. You can also click **Save**.

At any time, you can use the **Notes** or **E-Files** tab to attach notes or files to the application.

More about the deal tabs

Customer tab

- Enter personal, residence, and employment information for the buyer or buyers.
- Fields with blue, bold titles are required.
- Select joint borrowers, cosigners, or guarantors in the **Application Type** list.
- When information on the **Customer** tab is complete, click the **Proceed to Next Step** button.

Credit Bureau tab

- Pull and print credit reports.
- You must be signed up with Credco to use this feature.
- When you are done on the **Credit Bureau** tab, click the **Proceed to Next Step** button.

Collateral tab

- Enter the **VIN** and **Mileage**, and click the **Lookup** button. Then click the **Bookout** button. If the **VIN** is correct, the system values the vehicle.
- If the **Lookup** and **Bookout** buttons do not return the correct vehicle information, check the **Enable Manual Entry** box to enter the information manually.
- When you are done on the **Collateral** tab, click the **Proceed to Next Step** button.

Structure tab

- Verify or enter information in the **Front-End Itemization**, **Fees**, and **Rate and Term** sections. Enter **Trade-in Information** if any.
- When you are done on the **Structure** tab, click the **Submit Application** button.
- When you are done on the **Structure** tab, click the **Proceed to Next Step** button.
- When you are done selecting a lender, come back to the **Structure** tab to confirm the structure and add back-end products.

Lenders tab

- Check the **Select Lender** box for **American Credit Acceptance Corp.**
- If you already have approval from ACA, create a manual callback so that you can print documents.
 - Click the **Manual Print** button.

	American Credit Acceptance Corp. - R1
Fax	866-740-0569
Notes	-
SELECT LENDER	<input checked="" type="checkbox"/>
	<input type="button" value="Manual Print"/>

- In the **Manual Callback** pop-up, click the **YES, I want to create a manual print** button.
- Select **Approved** from the **Decision** list and complete the remaining information on the callback.

Lender:	American Credit Acceptance
Transmission Status:	NOT SENT
Lender ApplID:	-
Analyst Name:	
Analyst Phone:	<input type="text"/> Ext: <input type="text"/>
Decision:	<input checked="" type="button" value="Incomplete"/> <input type="button" value="Pending"/> <input type="button" value="Declined"/> <input type="button" value="Conditioned"/> <input type="button" value="Approved"/>
Expiration Date:	
Buy Rate:	
Max Rate:	0.00%
Max Term:	0

- If you do not have approval from ACA, you need to submit the application.
 - Fax the application to ACA.
 - When you receive approval from ACA, select **Approved** from the **Decision** list and complete the remaining information on the callback.
- Click the **Save** button, then the **Select/Print** button.

Forms tab

- Enter insurance information.
- Click the **Print Selected Forms** button. AppOne automatically selects all forms required by ACA for funding purposes automatically.

Notes tab

- You can add a note to the deal at any time.

E-Files tab

- Attach scanned document files, such as proof of income or credit applications, to the deal.
- Send the attached files by secure mail to ACA.

For More Information

Main Number

877-277-6631 (Dealer Portal Hotline)

Auto Business Development Managers

1-877 -277- 6631, Option 4, or call your BDM directly at the extension listed below.

State	BDM	Email
AZ CA CO KS NV TX	Chad Schaefer, Ext. 1207771	chad.schaefer@wolterskluwer.com
FL IL IN MI MO OH	Nate (Robert) Veldman, Ext. 1207784	nate.veldman@wolterskluwer.com
AK GA IA ID LA MN MS MT ND NE NM OR SC SD TN UT VA VT WA WI WY	Mike Riley, Ext. 1207931	michael.riley@wolterskluwer.com
AL AR CT DE KY MA MD ME NC NH NJ NY OK PA RI WV	Kristopher Tovsen, Ext. 1207796	kristopher.tovsen@wolterskluwer.com

About Wolters Kluwer Financial Services - Whether complying with regulatory requirements or managing financial transactions, addressing a single key risk, or working toward a holistic enterprise risk management strategy, Wolters Kluwer Financial Services works with more than 15,000 customers worldwide to help them successfully navigate regulatory complexity, optimize risk and financial performance, and manage data to support critical decisions. Wolters Kluwer Financial Services provides risk management, compliance, finance and audit solutions that help financial organizations improve efficiency and effectiveness across their enterprise. With more than 30 offices in 20 countries, the company's prominent brands include: FRSGlobal, FinArch, ARC Logics®, TeamMate®, Bankers Systems, VMP® Mortgage Solutions, AppOne®, GainsKeeper®, Capital Changes, NILS®, AuthenticWeb™ and Uniform Forms™. Wolters Kluwer Financial Services is part of Wolters Kluwer, a leading global information services and solutions provider with annual revenues of (2012) €3.6 billion (\$4.6 billion) and approximately 19,000 employees worldwide. Please visit our website for more information.

Wolters Kluwer Financial Services

6815 Saukview Drive
St Cloud, MN, 56303
Toll-free: 800.274.2711

To learn more visit WoltersKluwerFS.com.

© 2014 Wolters Kluwer Financial Services, Inc. All Rights Reserved.



Wolters Kluwer
Financial Services