

# Getting Started with AppOne and Branch Banking and Trust (BB&T)

## Signing up with AppOne is easy.

- Go to <http://www.appone.net> and click the [Sign up to be an AppOne Dealer](#) link.
- Complete our easy sign-up form
- You will need your Dealer ID number from BB&T.

## Set up your BB&T program

- BB&T has lending programs for your collateral types:
  - BB&T Marine program.
  - BB&T RV program.
- Check that your collateral shows in the **Collateral Type** list at the top of the page.
- Check the box in the **Select** column to enable a BB&T program for your dealership.
- Enter your Dealer ID BB&T in the **LenderDealerID** column.

## You're ready to start a deal

- Click on **New Deal** on the Home Page
- Use the **Customer** tab to enter personal, residence, and employment information for the buyer.
- Use the **Credit Bureau** tab to pull and print credit reports.
- Use the **Collateral** tab to verify or fill in information for your collateral.
- Use the **Structure** tab to enter itemization, fee, and other information. Add back-end products.
- Use the **Lenders** tab to select lenders and submit the deal. AppOne gives you the ability to submit electronically to integrated lenders and to fax apps to all other lenders.
- Use the **Forms** tab to print forms with the click of a button.

### Notes:

Complete, compliant BB&T documents are available for you right away. Get your free trial to print compliant forms for your non-AppOne lenders.

- Use the **E-Files** tab to upload deal slips immediately.

## For more information

Contact your dealer rep or Tyler Kelly; 877-277-6631, extension 1207947;  
[Tyler.Kelly@wolterskluwer.com](mailto:Tyler.Kelly@wolterskluwer.com).