

Introduction

Please complete the attached form to set up your organization correctly within the AppOne system. Access to AppOne provides access to all of AppOne's integrated lenders.

Complete the form as follows:

- Complete all information on the form. Every field is required.
- Attach a high-resolution JPEG of your organization logo.
- Send the completed form to your sales person.

AppOne will process your application in 10 days or less. Contact your sales person to check the progress of your application or with any questions.

New Virtual Financial Institution Setup Request Form

1. **Organization Type:**

1. Type: _____

2. **Organization Name:**

2. Name: _____

3. **Organization Address:**

a) Address 1: _____

b) Address 2: _____

c) City: _____

d) State : _____

e) Zip Code: _____

f) Zip Code +4: _____

4. **Organization Phone/Fax:**

a) Organization Phone (note: extension #s not allowed): _____

b) Organization Fax (note: extension #s not allowed): _____

5. **Organization Logo URL:**

Enter a URL for your co-branded AppOne/organization site. You should also attach a high-resolution JPEG of your organization logo.

6. **Administrative User:**

Provide one person to be the administrator for the AppOne account.

a) User name: _____

b) Email address: _____

7. **Supporting Documents:**

Provide copy of any Custom Forms, for example, a Funding Checklist, in MS-Word or unlocked PDF format. Note that there is a charge for custom forms. Charges vary from \$75 to \$400 depending on the form complexity.

8. **Dealers:**

You will have the ability to add dealers once your institution is set up in the system. The setup will allow you to configure applications, online credit application, and notifications for your dealers.