



**AppOne®**

**ACA Dealer**

Training Guide

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## AppOne Dealer Portal

The AppOne dealer portal provides you an easy way to print state specific Retail Installment Contracts that are accepted by American Credit Acceptance (ACA).

### Initial Set-up

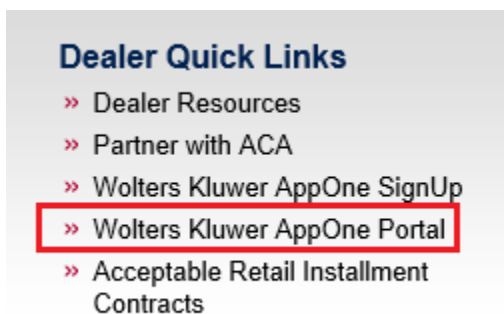
**Navigate to the AppOne Portal Sign-up site through the ACA website.**

On the ACA home page (<http://www.americancreditacceptance.com/>), under Dealer Quick Links, click the **Wolters Kluwer AppOne SignUp** link. Complete and submit the online sign up form. You will receive an email from AppOne with your login information for the AppOne dealer portal.



### Log on to the AppOne Portal

You can connect to AppOne through the American Credit acceptance Dealer Quick Links.



You can also go directly to the AppOne portal at <https://gateway.appone.net/dealer/>

**AppOne Portal**  
Wolters Kluwer Financial Services | appone

welcome to the **AppOne Portal**

**Please Note:**

- All passwords must include at least 1 Uppercase letter, 1 Number and be at least 8 characters long.
- Your account will be locked out after 5 failed attempts.
- If your account is locked out, please contact the administrator at your dealership/organization to reset your account.
- You are required to change your password once every 90 days.
- If you have forgotten your password, please click on **FORGOT YOUR PASSWORD** link OR contact the administrator at your dealership/organization to reset your account.

**Dealer Login**

Username:

Password:

[Forgot your password?](#)

**Organization Login**

Organization Code:

Username:

Password:

[Forgot your password?](#)

Enter your username and password in the **Dealer Login** area. The first time you log in, you will be asked to change your password. Your new password must include at least 1 uppercase letter, 1 number and be at least 8 characters long.

**Password Change Form**

User: secondcontact

Current Password:

New Password:

Confirm New Password:  \*

Email:

Security Question:

\* Security Answer:

From the portal HOME page, select the **ADMIN CONSOLE** tab to set up your system defaults.

The screenshot shows the 'System Defaults' page in the Admin Console. It includes a navigation bar with tabs like HOME, CREDIT REPORTS, LENDERS, VENDORS, ADMIN CONSOLE, SUPPORT, and ANNOUNCEMENTS. Below the navigation, there are links for My Lenders, My Form Batches, System Defaults, Dealership Info, Manage Users, Reserve Statements, My Info, Add New Location, My Alerts, Online Credit App, and 3rd Party Interfaces. The 'System Defaults' section is expanded to show 'Taxes' and 'Fees'.

**Taxes**

State Sales Tax Rate:  City Sales Tax Rate:  County Sales Tax Rate:

**Fees**

Code	Name	Rate	Amount	Taxable	Modified
depxvdfce	Deputy Service Fee	-	<input type="text" value="0.00"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
doc	Documentation Fee	-	<input type="text" value="125.00"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
inspection	Inspection Fee	-	<input type="text" value="38.75"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
license	License Fee	-	<input type="text" value="75.75"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
registration	Registration Fee	-	<input type="text" value="10.00"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
title	Title Fee	-	<input type="text" value="15.00"/>	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx
vt	Vehicle Inventory Tax	0.0025000	-	<input type="checkbox"/>	3/14/2016 12:54 PM kmleatlx

## Create a Deal

### 1. Click the New Deal button

The screenshot shows the top navigation bar of the AppOne portal. It includes a search bar with the text 'FIND APP Enter AppID OR Last Name GO'. Below the search bar, there are two buttons: '+ New Deal' and 'Refresh'. The '+ New Deal' button is highlighted with a red rectangular box.

### 2. Enter customer information

The screenshot shows the 'Cash Deal' application form. The form is divided into several sections: Customer, Credit Bureau, Collateral, Structure, Lenders, Forms, Notes, and E-Files. The 'Cash Deal' section is selected, and the 'Application Type' is set to '1 Individual'. The form includes fields for Applicant #1 - Personal Information (FName, MI, LName, Suffix, SSN, DOB, Home Phone, Cell Phone, DL No., Email), Current Residence Information (Address #, Street, Apt #, Zip/City/State, County, How Long, Status, Rent/Mortgage Pmt, Landlord/Mortgage Co., Landlord/Mortgage Phone), and Current Employment Information. There is a checkbox for 'Enter Mailing Address (different than Current/Physical Address)'.

Step through the application process by clicking **PROCEED TO NEXT STEP** in each tab. Click **SAVE** to save the information without moving to the next tab.

### 3. Enter collateral Information

Enter the **VIN** and click **Lookup**. The system populates collateral information if the VIN is correct. If the VIN does not return collateral information, check the **Enable Manual Entry** box and enter information manually.

The screenshot shows a web application interface with four tabs: Customer, Credit Bureau, Collateral, and Structure. The 'Collateral' tab is active. Below the tabs is a green header bar. The main content area is titled 'Vehicle Information' and contains the following fields and controls:

- Collateral Type:** A dropdown menu set to 'Auto' with a 'Includes autom' label to its right.
- Type:** A dropdown menu set to 'Used' with checkboxes for 'Certified Pre-Owned' and 'Auction'.
- VIN:** A text input field containing '1gnec13z36r152511'.
- Mileage:** A text input field containing '120,000'.
- Lookup:** A button highlighted with a red rectangular border.
- Enable Manual Entry:** An unchecked checkbox.

At the bottom of the page, there is a footer: © 2003-2016 Wolters Kluwer Financial Services, Inc. All rights reserved.

Click **Bookout** to value the vehicle.

**Vehicle Information**

Collateral Type: **Auto** Includes automobiles, light/medium duty trucks and vans.

Type: **Used**  Certified Pre-Owned  Auction

VIN: #gnec13z36r152511 **RESET**

Year: 2006

Make: **CHEVROLET TRUCK**

Model: **Tahoe-V8**

Body Style: **Utility 4D LS 2WD**

Mileage: #120,000

Color:

MSRP: \$35,915.00

**Bookout Information** **Bookout**

Base Values:  
Mileage Adjustments:  
Final Adjusted Values:  
Final Values:

**Vehicle Accessories**

Bose Premium Stereo  Leather Seats  
 Power Sunroof  Towing/Camper Pkg  
 W/o 3rd Row Seat  
 **THIS VEHICLE HAS NO OPTIONAL EQUIPMENT.**  
Please be sure to check any optional equipment to ensure that vehicle is accurately evaluated.

#### 4. Enter the structure information

Enter the front-end itemization, fees, rate and term, and back-end products on the **Structure** tab.

**Structure**

App ID: 1326097 Customer Name: STEVE SMITH

Total Balance Due: \$16,240.50 Total Sales Tax Amount: \$937.50 Payment: \$452.66

**Front-End Itemization**

Selling Price: \$15,000.00

Dealer Installed Options: \$0.00 **Modify Options**

Total Selling Price: \$15,000.00 (Taxable Selling Price: \$15,000.00)

Trade-In Allowance: \$0.00

Trade-In Payoff: \$0.00

Sales/Other Tax: **net** 6.35000% \$937.50  manual override

Rebate: \$0.00

**Back-End Products**

**F&I Express**

Vehicle Service Contract/Warranty \$0.00  
 GAP \$0.00  
 Credit Life \$0.00  
 Credit Disability \$0.00  
 Pre-Paid Maintenance \$0.00

AppOne Partners with F&I Express to provide access to more than 90 providers of aftermarket products.

**Back-End Products**

**F&I Express**

**Vehicle Service Contract/Warranty** \$0.00  
 **GAP** \$0.00  
 **Credit Life** \$0.00  
 **Credit Disability** \$0.00  
 **Pre-Paid Maintenance** \$0.00

Enter trade-in information, if applicable, on the **Structure** tab.

### Trade-In Information

**Trade-In #1 Information**

VIN:

Year:  Make:

Model:  Mileage:

Lien Holder:  Phone:  Account #:

**Trade-In #2 Information**

## 5. Create a Manual Print

On the **Lenders** tab, locate the **American Credit Acceptance Corp** program and click **Manual Print**. Note that you do not submit the application to the lender.

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

## 6. Set the approval terms and save the callback

The **Decision Status** is automatically set to **Approved**.

Lender:	American Credit Acceptance ✓
Transmission Status:	<b>NOT SENT</b> 9/7/2016 06:46 PM (rntesttx)
Lender AppID:	<input type="text"/>
Analyst Name:	<input type="text"/>
Analyst Phone:	<input type="text"/> Ext: <input type="text"/>
Decision:	<b>Approved</b> ✓ <b>PRINT CALLBACK</b>
Expiration Date:	<input type="text"/>
Buy Rate:	<input type="text" value="22.00%"/>
Max Rate:	<input type="text" value="22.00%"/>
Max Term:	<input type="text" value="60"/>
Advance Amount:	<input type="text" value="\$0.00"/>
Max LTV:	<input type="text" value="0.00%"/>
Max Loan Amount:	<input type="text" value="\$0.00"/>
Max Payment:	<input type="text" value="\$0.00"/>
Max VSC:	<input type="text" value="\$0.00"/>
Max GAP:	<input type="text" value="\$0.00"/>
Max Back-End:	<input type="text" value="\$0.00"/>
Min Cash Down:	<input type="text" value="\$0.00"/>
Lender/Admin Fee:	-
Trade Equity:	<input type="text" value="\$0.00"/>
Special Slips:	
Submit Notes to Lender:	-
Notes:	<input type="text"/>
SELECT CALLBACK:	<input type="button" value="SELECT/PRINT"/>



## 7. Select the callback and, optionally, review the deal structure

Click **Select/Print**.

Lender:	American Credit Acceptance ✓
Transmission Status:	<b>NOT SENT</b> 9/7/2016 06:46 PM (rntesttx)
Lender AppID:	-
Analyst Name:	-
Analyst Phone:	-
Decision:	<b>APPROVED</b> 9/7/2016 6:46 PM
Expiration Date:	10/07/2016
Buy Rate:	22.00%
Max Rate:	22.00%
Max Term:	60 mths
Advance Amount:	-
Max LTV:	-
Max Loan Amount:	-
Max Payment:	-
Max VSC:	-
Max GAP:	-
Max Back-End:	-
Min Cash Down:	-
Lender/Admin Fee:	-
Trade Equity:	-
Special Steps:	-
Submit Notes to Lender:	-
Notes:	-
SELECT CALLBACK:	<input type="button" value="SELECT/PRINT"/>

In the confirmation dialog, click **YES** to open the Structure tab and verify the structure. Click **NO** to open the **Forms** tab for printing.

**Confirmation Dialog**

Do you want to verify/change the Deal Structure prior to printing forms?

## 8. Print forms

Click **Print Selected Forms**. All forms required for funding by ACA are selected automatically.

## Contacts

### Main Contacts

877-277-6631—support for Risk Mitigation Services (RMS) Auto dealerships

[support@appone.net](mailto:support@appone.net)

### Business Development Managers (BDM's)

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

State	BDM	Email (firstname_lastname@reyrey.com)
AZ CA CO KS NV TX	Chad Schaefer, Ext. 1207771	<a href="mailto:chad_schaefer@reyrey.com">chad_schaefer@reyrey.com</a>
FL IL IN MI MO OH	Nate (Robert) Veldman, Ext. 1207784	<a href="mailto:nate_veldman@reyrey.com">nate_veldman@reyrey.com</a>
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	<a href="mailto:michael_riley@reyrey.com">michael_riley@reyrey.com</a>
AL AR CT DE KY MA MD ME NC NH NJ NY OK PA RI WV	Kristopher Tovsen, Ext. 1207796	<a href="mailto:kristopher_tovsen@reyrey.com">kristopher_tovsen@reyrey.com</a>

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