



AppOne®

**Online Dealer Sign-Up for ACA
Quick-Start Training Guide**

November 2016

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Dealer Setup Overview

This guide provides instructions on these topics:

- Signing up with American Credit Acceptance Corporation (ACA) and AppOne.
- Getting started in the AppOne portal.

On AppOne's portal, you'll have access to ACA's auto collateral program in real time, when you facilitate financing for your customers.

Before you start

You will need to have this information ready before you start:

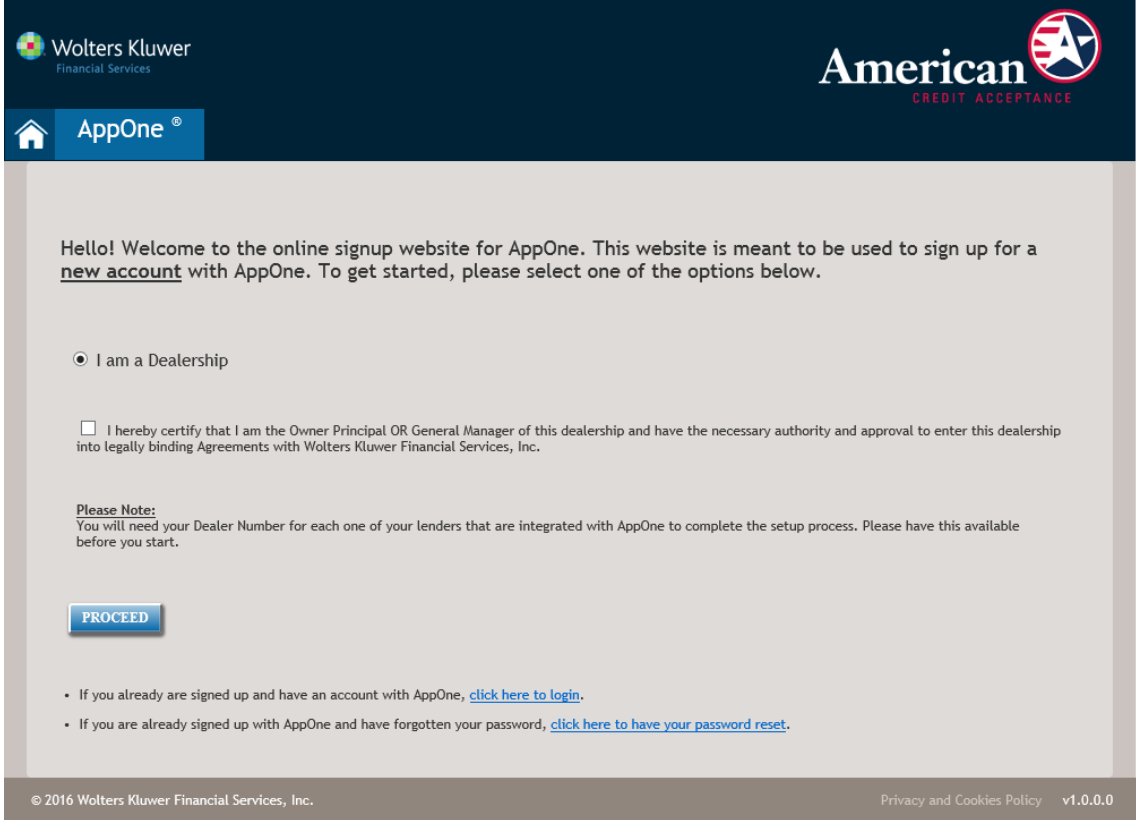
- Your dealer ID number for ACA.
- Information about your lot, including your Tax ID number and your dealer license number.

Signing in

Navigate to this page:

<https://www.appone.net/signup/aca>

AppOne recommends you use Internet Explorer, Microsoft Edge, Google Chrome, or Netscape Firefox. Apple computers such as the iMac or MacBook, tablets including the iPad, and smart phones of any kind are not supported by AppOne.



In the Welcome screen:

1. Make sure **I am a Dealership** is selected.
2. Check the box to certify that you have the authority and approval to enter the dealership into legally-binding agreements.
3. Click **Proceed**.

In the Information screen

1. Fill in the **Dealership Information**. Fields with a red asterisk (*) are required.

DEALERSHIP INFORMATION

Store Name * Legal Business Name *

Organization Type * Federal TaxID * Dealer License # * Dealer License State * Years In Business * Primary Collateral Sold *

Address1 * Address2 ZipCode * City * State * County *

Phone1 * Phone2 Fax1 * Fax2

Internet Access Dealer Management System Website How Did You Hear About Us? *

2. Fill in the **User Information**. Fields with a red asterisk (*) are required.

Note:

AppOne will send you an email confirming your username and password. Make sure you keep track of the username and password, as you will need them to use the portal

The screenshot shows a web form titled "USER INFORMATION". It contains several input fields: "First Name", "Last Name", "Email Address", "Title" (with a dropdown arrow), and "Mobile Phone". Below these are "Desired Username", "Desired Password", "Re-Type Desired Password", "Security Question" (with a dropdown arrow), and "Security Answer". A note states: "Passwords must be a minimum of 8 characters and have at least 1 lowercase letter, 1 uppercase letter and 1 number." Below the form is a "Terms of Use" section with a scrollable text area containing an introduction and acceptance of terms. At the bottom of the terms is a checkbox with the text: "I hereby certify that I am the Owner Principal OR General Manager of this dealership and have the necessary authority and approval to enter this dealership into legally binding Agreements with Wolters Kluwer Financial Services, Inc. I further certify that I have read and accept the terms and conditions of the agreement above on behalf of my dealership." A blue "PROCEED" button is located at the bottom left of the form area.

3. Check the box to certify you have the authority and approval to enter the dealership into legally binding agreements.
4. Click **Proceed**.

Enter system defaults

On the System Defaults page:

1. Set default values for taxes and fees. These will be calculated automatically for your applications.
2. Complete back-end product information.
3. Click **Save**.
4. When you are done setting up defaults and back-end products, click **Proceed to Next Step** at the bottom of the page.

Set up lender

Collateral Type:

Click here to view lender specific documents & forms

AppOne Lenders

Selected	Disabled	Lender Name	Program Name	Description	Lender Dealer ID	Lien Holder Address	Insurance Address
<input type="checkbox"/>	<input type="checkbox"/>	Auto Finance	Auto Finance Program	This program is only for use for Commercial Truck lenders for commercial debts. The program is a loan program and provides collateral coverage for Auto-CT Program. PLEASE NOTE: The Dealer ID you enter for this program must be a Mississippi or an Arkansas. The Dealer ID given to you is not to be used for other purposes. For more information, please contact your Account Manager.		P.O. Box 8104 Cantonville, TN 37030	P.O. Box 8143 Cockeysville, MD 21030
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	American Credit Acceptance Corp. - R1	American Credit Acceptance	Use this program to submit apps (via fax) and print docs for Auto collateral for American Credit Acceptance.	12345	P.O. BOX 1899 Spartanburg, SC, 29304	P.O. BOX 4537 CARMEL, IN, 46082
<input type="checkbox"/>	<input type="checkbox"/>	Various National Bank of America	IND Auto Finance Program	Use this program to submit apps (via fax) and print docs for Auto collateral for American Credit Acceptance.		100 South Broad Street Spartanburg, SC 29304	100 South Street Carmel, IN 46032

In the AppOne Lenders section:

1. Check the box in the **Enable** column for American Credit Acceptance Corp. A pop-up opens offering three options:
 - If you have a dealer ID number for ACA, enter the dealer ID and click **Save**.
 - If you have an agreement with ACA but do not know your dealer ID, click the link for the second option. AppOne gets a dealer ID from the lender, validates it, and sends it to your dealership.
 - If you do not have an agreement with the ACA but want more information, click the link for the third option. Enter your contact information in the dialog and click **Submit**. AppOne sends your contact information to the lender with a request for information.
2. Click **Save**.

When you are done setting up lenders

Click **Proceed to Next Step**.

Set up users

In the **Manage Users** page, click **Add User** to set up a new user. Fill in necessary user information in the **Add/Edit User** popup, and click **Save** when you are done.

Note:

A user must have administrative rights to set up a new user or perform other tasks on the **Admin Console**. To set up a user with administrative rights, select **Yes** from the **Admin** list.

When you are done adding users, you are ready to use the AppOne portal. You can also click **Proceed to Next Step** to set up Alerts. Your ACA form selection rules are setup in the portal for you, so your documents will be selected automatically on the **Forms** Tab once you enter a deal on the **Home** Tab.

After signing up

After you have signed up, AppOne will send you a confirmation of your username and password. Make sure you keep a record of these.

After you log out, add the AppOne login page to your **Favorites** list (Internet Explorer) or **Bookmarks** list (Firefox and Chrome) so you have it for future reference

Get more information

For more information on AppOne, check the **Support** tab on the portal.

For support, call 877-277-6631 or email support@appone.net. You can also contact your business development manager (BDM) at 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	chad_schaefer@reyrey.com
FL IL IN MI MO OH	Nate (Robert) Veldman, Ext. 1207784	nate_veldman@reyrey.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@reyrey.com
AL AR CT DE KY MA MD ME NC NH NJ NY OK PA RI WV	Kristopher Tovsen, Ext. 1207796	kristopher_tovsen@reyrey.com

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