



## Setting Up Reynolds CreditMaster Codes in RouteOne

This document provides instructions on how to enter credit bureau codes from CreditMaster in the RouteOne system for Reynolds dealers only. RouteOne provides credit bureau access to dealerships not as a profit center, but as a method of providing all the services an F&I Manager needs to finance a customer, all from a single desktop. As a 'pass through' and not a reseller for credit bureau services, RouteOne simply processes the credit report request and displays the credit report.

1. If you have Dealership System Administrative (DSA) privileges, click on the Admin tab from any screen in the RouteOne system. Select Credit Bureau/DSP.

The screenshot shows the RouteOne web application interface in Internet Explorer. The browser address bar displays <https://pprod.routeone.net/Web/BIService?captiveId=ROUTEONE>. The application header includes navigation tabs: NewsInfo, Deals, New App, Credit Reports, Vehicle Values, F&I Exchange, Rates & Forms, Reports, and Admin. The Admin tab is currently selected. The main content area features a 'Welcome RouteOne' message and a 'This week at RouteOne...' section. A sidebar menu on the left contains links for MENU, NEWS, CONTACTS, TRAINING, GUIDES, ARCHIVE, and ONLINE HELP. The main content area includes a section titled 'Pulling Credit Bureaus within RouteOne' with a list of options for accessing credit reports, a 'Discounted F&I Conference Registration' announcement, an 'Adverse Action' section, and a 'Managing Compliance with RouteOne' section. The bottom of the screenshot shows the Windows taskbar with various open applications and the system tray.



2. The screen below will appear showing your current Dealer System Provider and Credit Bureau configuration. Click on Add/Edit Credit Bureau to change your credit bureau provider.

RouteOne Home | Participating Finance Sources | Participating Dealer Service Providers

News/info | Deals | New App | Credit Reports | **Payoff Quote** | Vehicle Values | F&I Exchange | Rates & Forms

Reports | Admin

### Manage Credit Bureau Source / Dealer System Provider

RouteOne highlighted = required field

#### Credit Bureau / Dealer System Provider Summary

Listed below are the Dealer System Providers in which your dealership is currently 'Active' with, or has 'Requested' activation with, as well as your Credit Bureau Source. Please click the 'Add/Edit DSP' button to modify your Dealer System Providers selections, or the 'Add/Edit Credit Bureau' to change your Credit Bureau selection.

| Dealer System Provider |                   | CREDIT APPLICATION             |   |  |               |
|------------------------|-------------------|--------------------------------|---|--|---------------|
| DSP                    | Dealer/DSP Status | Send Data from DSP to RouteOne | Send Data from RouteOne to DSP (Manually) | Send Data from RouteOne to DSP (Automatically) | F&I Reporting |
| Test DMS for Reynolds  | Requested         | Requested                      | Requested                                 | N/A  | Requested     |

Credit Bureau Source: None

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3. If you do not have Reynolds ODS selected as your DMS, you will see this screen. Select R&R.

The screenshot shows a web browser window displaying the RouteOne website. The page title is "Manage Credit Bureau Source / Dealer System Provider". A central dialog box titled "Select ADP or R&R" contains the following text: "This dealership has DSP associations with both ADP and R&R. Please select either ADP or R&R, and click Continue to view available credit bureaus. Note: direct credit bureau access powered by RouteOne will always be available." Below the text are two radio button options: "ADP" and "R&R", with "R&R" selected. There are "Continue" and "Cancel" buttons at the bottom of the dialog. The website header includes navigation links like "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". The footer of the page contains copyright information: "© 2003-2008, RouteOne LLC. All rights reserved. | Use Policy | Privacy Policy".



4. If you have selected Reynolds ODS as your DMS, you will see this screen. Select CreditMaster.

https://www.routeone.net/Web/BIServlet?captiveId=ROUTEONE - Windows Internet Explorer

RouteOne Home | Participating Finance Sources | Participating Dealer Service Providers

**CreditMaster**

Together with First American CREDCO, the leading provider of specialized credit reports to the automotive industry, Reynolds and Reynolds offers CreditMaster, a credit reporting service that delivers one-stop access to all three national credit bureaus. Get instant access to credit reports, FICO scores, fraud detection products, OFAC screening, and more. Start closing deals faster and with confidence today with CreditMaster. For more information call 1-800-694-1414.

Direct Credit Bureau Access Powered by **RouteOne**

Take advantage of direct credit bureau access powered by RouteOne! Request and view credit reports obtained directly from TransUnion, Equifax, and Experian. Obtain consumer credit reports, submit a credit application, and increase efficiencies by using one system to meet all your credit application needs.

RouteOne has negotiated pricing for consumer credit reports from TransUnion and Experian (discussions are in progress with Equifax). Dealers wishing to benefit from this offer must have an established direct relationship with one or more of the credit bureau agencies. For more information, contact the RouteOne Help Desk at 1-866-ROUTE01 (1-866-768-8301).

\*Please select a credit bureau source: I do not wish to select a credit bureau source at this time  
I do not wish to select a credit bureau source at this time  
**CreditMaster**  
Direct Access Powered by RouteOne

Continue Cancel

Start AIM Windows L... 3 Micros... 3 Windo... 3 Intern... DSP Integ... Microsoft ... 100% 1:40 PM



5. Enter your CreditMaster Number and Password in the required fields. If you do not know your CreditMaster Number and Password, please call CreditMaster/Credco at (800) 694-1414.

The screenshot shows a web browser window displaying the RouteOne website. The page title is "Manage Credit Bureau Source / Dealer System Provider". The main content area is titled "Reynolds & Reynolds Configuration" and contains a section for "Credit Bureau Configuration Information".

**Credit Bureau Configuration Information:**

The information below is required for CreditMaster integration. If you do not have this information, please leave this page blank for now, and click the "Continue" button. After submission of your request for CreditMaster integration, you will be contacted by a CreditMaster representative, who will be able to provide you with the information below.

CreditMaster Subscriber number:  Confirm:

CreditMaster Subscriber password:  Confirm:

Buttons:

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6. Click on Submit to save your CreditMaster configuration.

The screenshot shows a web browser window displaying the RouteOne application. The page title is "Manage Credit Bureau Source / Dealer System Provider". The main content area is titled "Verification" and contains the following text:

**Credit Bureau Source: CreditMaster**

Please review your selection above and verify that it is correct. If changes are necessary, click the "Back" button to change your selections. Otherwise, click the "Submit" button.

If you have selected to use direct access powered by RouteOne for your Credit Bureau source, and have configured at least one Credit Bureau, you can begin pulling credit Bureau Reports upon your next login to the CAMS.

At the bottom of the verification box are three buttons: "Back", "Submit", and "Cancel".

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The browser's taskbar at the bottom shows the Start button, several open applications (AIM, Windows Explorer, Microsoft Office), and the system tray with the time 1:41 PM.