

Protect your business and support your compliance processes through the efficient and secure electronic storage of your credit applications and other documents originated on RouteOne.

Enjoy the compliance and efficiency benefits of the **RouteOne SecureDocOne** electronic document storage tool, fully integrated to RouteOne platform, with all of its credit and compliance services. Documents (including credit applications, credit bureaus, IDOne transactions, and more) originated within 60 days of your enrollment will be automatically archived on a nightly basis and made available for quick and easy online retrieval by only the users your dealership authorizes.

By utilizing **RouteOne SecureDocOne** with the additional **RouteOne compliance toolset**, your business can enjoy unparalleled compliance benefits:

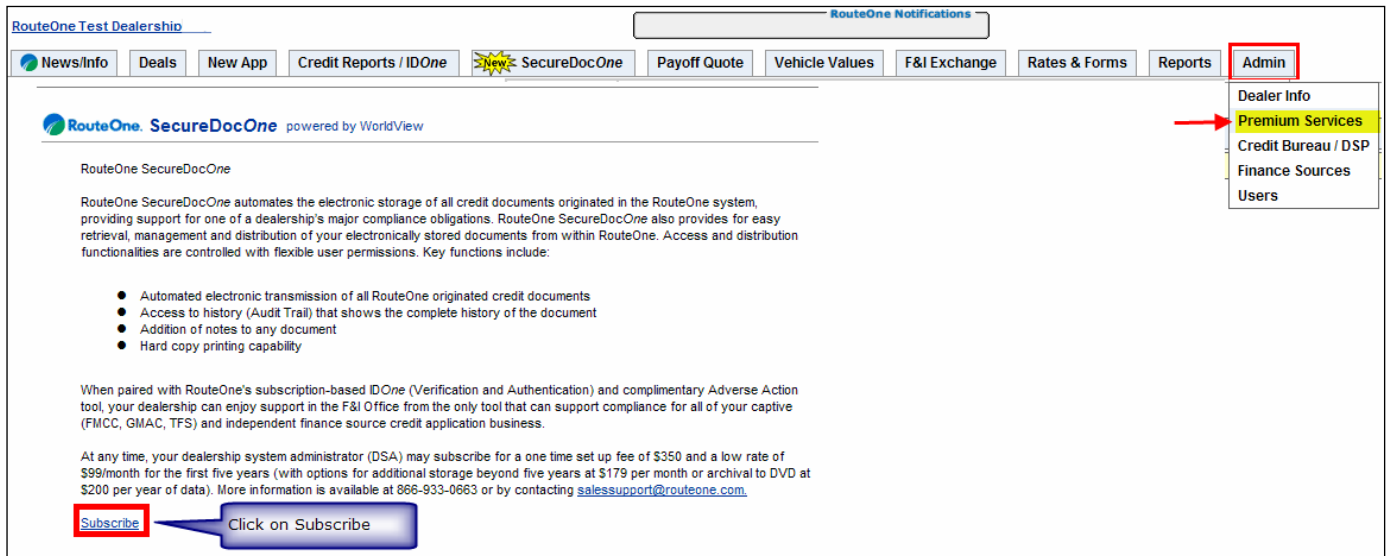
- **IDOne (ID Verification and Authentication)**
- **Access to all major credit bureaus and credit bureau re-sellers**
- **RouteOne’s complimentary Adverse Action tool**
- **Activity Alert, the complimentary product notifying dealers of potentially suspicious dealership activity**

RouteOne SecureDocOne also serves as the only product that supports document storage compliance for all of your captive (Ford Credit, GMAC, Toyota Financial Services) and non-captive credit application business.

Your **Dealership System Administrator (DSA)** may subscribe your dealership to RouteOne SecureDocOne at any time. Contact your captive or RouteOne representative for information on enrollment specials.

Subscribing to RouteOne SecureDocOne

1. Under the ‘Admin’ tab, select ‘Premium Services’.
2. Within the SecureDocOne section on the ‘Premium Services’ page, click ‘Subscribe’.



The screenshot shows the RouteOne Test Dealership interface. At the top, there is a navigation bar with tabs: News/Info, Deals, New App, Credit Reports / IDOne, **SecureDocOne** (marked with a 'New' star), Payoff Quote, Vehicle Values, F&I Exchange, Rates & Forms, Reports, and **Admin** (highlighted with a red box). A dropdown menu is open under the Admin tab, showing options: Dealer Info, **Premium Services** (highlighted with a yellow background and a red arrow), Credit Bureau / DSP, Finance Sources, and Users. Below the navigation bar, the main content area displays the 'RouteOne SecureDocOne powered by WorldView' section. It includes a description of the service, a list of key functions (Automated electronic transmission, Access to history, Addition of notes, Hard copy printing), and subscription information. At the bottom left of the content area, there is a 'Subscribe' button (highlighted with a red box) and a callout box that says 'Click on Subscribe'.

- You will then be guided through the remainder of the subscription process, which includes entering your billing information and preferred payment method.

SecureDocOne - Subscription RouteOne.

* highlighted = required field

This page allows you to edit your dealership billing address and billing contact information. If you use Credit Card or ACH for additional product(s) in RouteOne, any changes you make will be applied across products. Once you are finished editing the profile, please click on the "Submit" button at the bottom of the page, and your Dealer profile will be updated.

Dealership Information Jodi/Jenna Test dir, Livonia, MI

Dealership Information:

*Dealership Legal Name: Jodi/Jenna Test dir Phone Number:
 *Doing Business As: Jodi/Jenna Test dir Fax:
 Dealership Group: Main Dealership Email:
 *Country: United States Of America This email address is: Shared Private
If you select 'Private', sensitive information may be sent to that address.

Enter Credit Card or Bank Account information

Payment Information:

Credit Card-\$99.00/Month; Plus an initial subscription Setup fee of \$350.00 Bank Account Withdrawal(ACH)-\$99.00/Month; Plus an initial subscription Setup fee of \$350.00 Other

*Cardholder Name: wolfe | Jenna *Name on Account:
 Last/Business Name First Last/Business Name First
 *Card Type: American Express *Routing Number:
 *Credit Card Number: XXXXXXXXXXXX0002 [\(What is this?\)](#)
 *Security Code: *Account Number:
 *Expiration Date: 10 | 2009 [\(What is this?\)](#)
 *Cardholder Zip Code: 48178

Enter Invoice mailing address and the name of your billing contact person here.

Invoice Mailing Address: **Billing Contact:**

*ZIP Code: 48170 *Name: test
 *Address Line 1: 123 R1 *Title/Position: test
 Address Line 2: *Phone Number: 123 | 1231231 | Ext: 2
 *City: Livonia *Email: test@test.com
 *State: Michigan *This email address is: Shared Private
 Country: United States Of America If you select 'Private', sensitive information may be sent to that address.

- Read and accept the terms of the agreements and click 'Submit'.

World View Document Retention Dealer Participation Agreement. THE DOC RETENTION SERVICE IS PROVIDED BY ROUTEONE ON AN "AS IS" BASIS AND USE OF THE DOC RETENTION SERVICE IS ENTIRELY AT YOUR RISK. ROUTEONE DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO ANY MATTER WHATSOEVER, INCLUDING INACCURACIES IN OR THE TIMELINESS OF INFORMATION OR THE ACCURACY OF ANY INFORMATION EXCHANGED. NO ORAL ADVICE OR WRITTEN INFORMATION PROVIDED BY ROUTEONE, ITS EMPLOYEES OR REPRESENTATIVES, WILL CREATE A WARRANTY AND NO USER OF THE CAS MAY RELY ON ANY SUCH INFORMATION OR ADVICE. IN NO EVENT SHALL ROUTEONE'S LIABILITY OF ANY KIND INCLUDE ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL LOSSES OR DAMAGES, EVEN IF ROUTEONE SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE. Dealer agrees to indemnify, defend, and hold harmless RouteOne from and against any and all claims, damages, costs, losses, liabilities, expenses incurred by RouteOne in connection with Dealer's breach of any terms in this Agreement.

By checking this box and clicking on 'Submit', I agree to be bound by the terms of the WorldView Dealer Agreement as described above. Print

Document Retention Terms of Use The RouteOne Doc Retention service is designed to supplement dealerships' internal processes. THE DOC RETENTION SERVICE IS PROVIDED BY ROUTEONE ON AN "AS IS" BASIS AND USE OF THE DOC RETENTION SERVICE IS ENTIRELY AT YOUR RISK. ROUTEONE DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO ANY MATTER WHATSOEVER, INCLUDING INACCURACIES IN OR THE TIMELINESS OF INFORMATION OR THE ACCURACY OF ANY INFORMATION EXCHANGED. NO ORAL ADVICE OR WRITTEN INFORMATION PROVIDED BY ROUTEONE, ITS EMPLOYEES OR REPRESENTATIVES, WILL CREATE A WARRANTY AND NO USER OF THE CAS MAY RELY ON ANY SUCH INFORMATION OR ADVICE. IN NO EVENT SHALL ROUTEONE'S LIABILITY OF ANY KIND INCLUDE ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL LOSSES OR DAMAGES, EVEN IF ROUTEONE SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE. Dealer agrees to indemnify, defend, and hold harmless RouteOne from and against any and all claims, damages, costs, losses, liabilities, expenses incurred by RouteOne in connection with Dealer's breach of any terms in this Agreement.

Read and agree to the terms of the agreements and click submit.

By checking this box and clicking on 'Submit', I agree to amend the terms of the RouteOne Dealer Participation Agreement as described above. Print

By clicking on Submit, you agree to pay the setup and recurring monthly fees as described above where applicable. Your payment information will be processed with the base pricing listed, however, in the event of any discounts, the adjustments will be reflected in your actual bill.

RouteOne collects personal information for the sole purpose of completing your payment transaction and to process recurring payments. Consumer or customer information will not be disclosed to any third party outside of what is necessary to complete payment transactions.

5. Once your subscription information is completed, you will receive an email from WorldView (typically within one business day) advising that your documents are ready for viewing. If at any time you wish to unsubscribe from the product, click on the 'Unsubscribe' link and choose a cancellation option for your data.

Premium Services Main Menu RouteOne

Select an option

RouteOne SecureDocOne powered by WorldView [Edit Information](#)

RouteOne SecureDocOne automates the electronic storage of all credit documents originated in the RouteOne system, providing support for one of a dealership's major compliance obligations. RouteOne SecureDocOne also provides for easy retrieval, management and distribution of your electronically stored documents from within RouteOne. Access and distribution functionalities are controlled with flexible user permissions. Key functions include:

- Automated electronic transmission of all RouteOne originated credit documents
- Access to history (Audit Trail) that shows the complete history of the document
- Addition of notes to any document
- Hard copy printing capability

When paired with RouteOne's subscription-based IDOne (Verification and Authentication) and complimentary Adverse Action tool, your dealership can enjoy support in the F&I Office from the only tool that can support compliance for all of your captive (FMCC, GMAC, TFS) and independent finance source credit application business.

At any time, your dealership system administrator (DSA) may subscribe for a one time set up fee of \$350 and a low rate of \$99/month for the first five years (with options for additional storage beyond five years at \$179 per month or archival to DVD at \$200 per year of data). More information is available at 866-933-0663 or by contacting salesupport@routeone.com.

[Unsubscribe](#) Click unsubscribe, and select an option of burning your archived data to DVDs or deleting your archived data.

Burn archived data to DVD

Delete all archived data

6. Assign the 'Archived Document Access' permission to the preferred users within the dealership.

Permissions:

User Status: Dealer Group Administration

Does this person need access to personal/private customer data in the RouteOne System (Deal Manager)?

Yes - Allow complete access to personal/private customer data in credit applications and/or credit reports.

No - Prohibit subsequent retrieval/access to personal/private customer data after credit applications is saved/sent.

Does this person need access to archived documents

Yes - Allow complete access to archived personal/private customer data

No - Prohibit complete access to archived personal/private customer data

Archived Document Access

Using RouteOne SecureDocOne

1. Click the 'SecureDocOne' tab within RouteOne.



2. Search on all document types, or select one from the drop down menu. Enter your search criteria in the right hand column and click 'Submit' (note that the date field will search based on the date the document was created).

9.4 UAT Dealership RouteOne Notifications [RouteOne Help](#) | [My RouteOne](#) | [Exit RouteOne](#)

[News/Info](#) [Deals](#) [New App](#) [Credit Reports / IDOne](#) [SecureDocOne](#) [Payoff Quote](#) [Vehicle Values](#) [F&I Exchange](#) [Rates & Forms](#)

[Reports](#) [Admin](#)

SecureDocOne Presented by WORLDVIEW * highlighted = required field

Instructions:

- 1) Active X control must be installed to view/retrieve documents ([click here](#) to see if you're ready)
- 2) Search all document types or select one from the drop down
- 3) Enter applicant/co-applicant info for a specific search, or a minimum of one character and "*" for a wildcard search
- 4) Click SUBMIT

***Document Type:** All Documents
All Documents
Credit Application
Decision Details
Credit Report
Credit Report Disclosures (CR DISC)*
Adverse Action Notice
IDOne Summary

Last/Business Name:

First Name:

SSN/Tax ID: Ex: xxxxxxxx

RouteOne App#: Ex: 01-1-xxxxxxxxxx

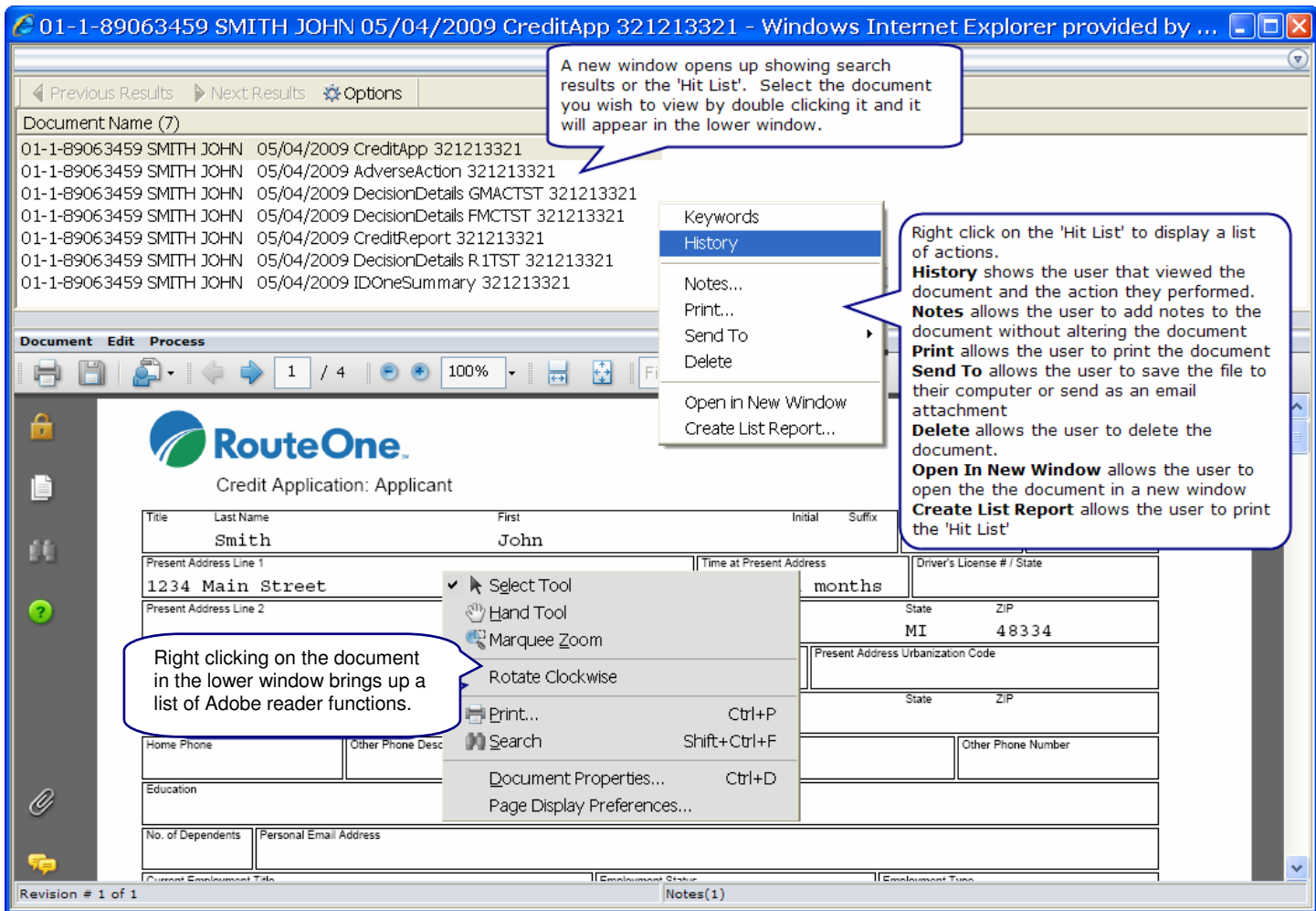
Start Date: March 2009

End Date: March 2009

* Credit Report Disclosure applicable only in states where required by law

Legal Disclaimer: Archived document searches and results are provided by WorldView and are based on archived documents stored in the WorldView system. RouteOne is not responsible for the accuracy of the search results or archived document availability.

3. A separate window will open in the format shown below.



After reviewing your selected documents, you may close the window, which will return you to the 'SecureDocOne' tab within RouteOne.

Frequently Asked Questions

1. **Why can't I view my documents right away?**
 - Documents will be available once the activation/confirmation email from WorldView has been received.
2. **I received a message that states "no documents found." What should I do?**
 - Close the window and return to your search criteria. Make sure you've entered your search criteria in correctly, and you've selected a date range.
3. **When I try to view my documents I get an error message about 'ActiveX control'. What do I do?**
 - Select the 'Click here' button under the 'Instruction' section within the 'SecureDocOne' tab. This link will provide instructions on installing the Active X controls on your machine.
4. **I unsubscribed to Document Retention... why can I still use it?**
 - Because you will be able to use Document Retention through the end of your billing cycle, a refund will not be provided. Your billing cycle renews each month, one month from the day you subscribed. The billing cycle starts on the day you subscribed ('Start Date'), and will end on the day ('End Date') preceding the 'Start Date' in the following month. For example, if a start date is February 3rd, the 'End Date' would be March 2nd, and the 'Start Date' of the next billing cycle would be March 3rd.

For information on RouteOne SecureDocOne or any other RouteOne product, contact your captive representative, or call the RouteOne Sales Support team at 866.933.0663, or email salesupport@routeone.com.