

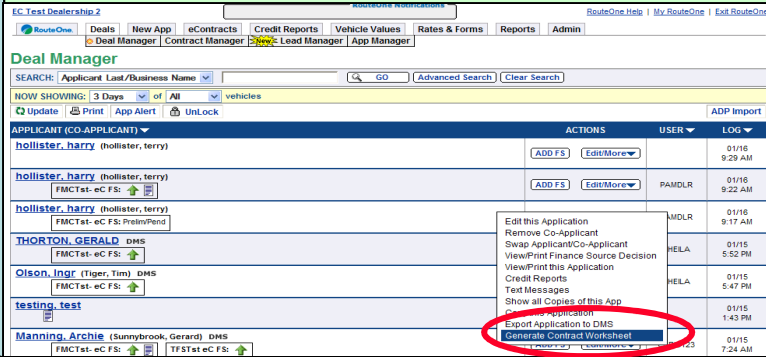
Welcome to eContracting! This is your QuickStart Guide to eContracting. Just follow the steps below to begin eContracting with your customers today. Login to www.routeone.com to begin!

Start

Getting Started

- 1) Go to the Deal Manager Page within RouteOne
- 2) Locate the Saved, Approved or Conditioned Credit App
- 3) Click the menu, then choose **Generate Contract Worksheet**

NOTE: Only one contract can be associated with a credit app.

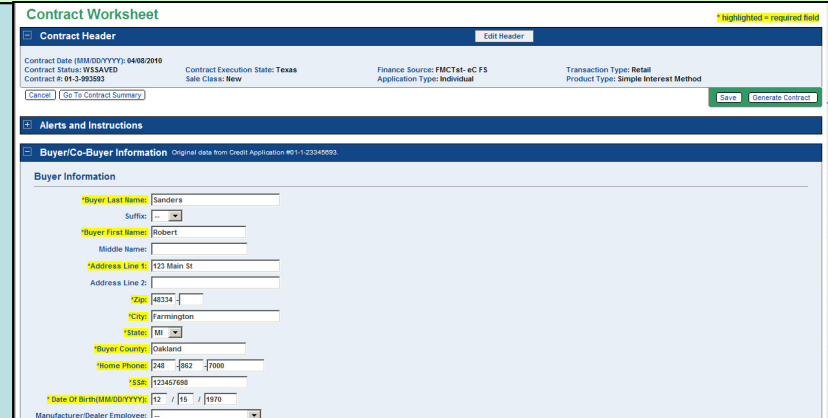


If you have integration with ADP or Reynolds & Reynolds, contact your DSP Provider or RouteOne rep for the integration guide, which walks you through the steps to import contract data into the RouteOne contract worksheet, where available

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Complete the Contract Worksheet

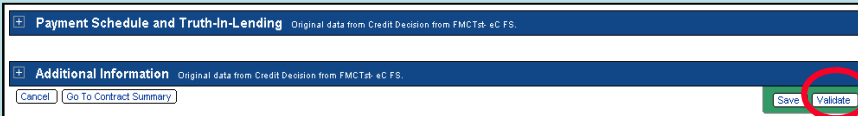
- 1) Enter all required information into the worksheet



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Validate (if your financial institution supports this feature)

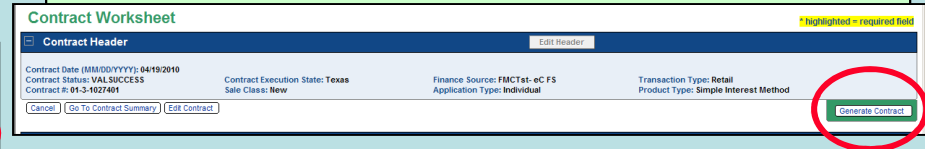
- 1) After all the required information is entered into the contract worksheet, click **Validate**
- 2) View the validation response in the Alerts & Instructions section of the Contract Worksheet
Validation Success means no issues found; Validation Issue means issues may exist, but can still generate contract – although existing issues may cause delays in funding; Validation Error may require a modification to the contract worksheet before re-validating
- 3) If you received a Validation Success, proceed to step 4. If you received a Validation Error message, make modifications to the worksheet, and then proceed and click **Validate** again



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Prepare eDocuments

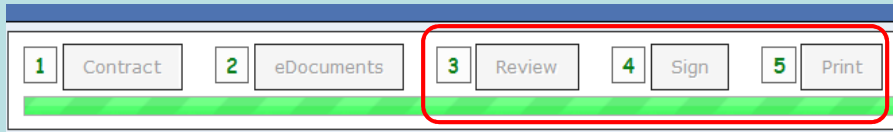
- 1) From the Contract Worksheet, click on **Generate Contract**



***For eContracting Support, contact the RouteOne Help Desk at 866-Route01**

5 Review, Sign & Print

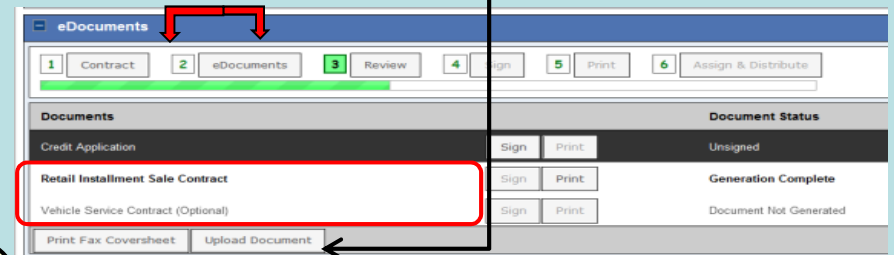
- 1) Click the **Review** button from the Contract Package Status Bar; An Adobe window will appear; click the **Print** icon within the Adobe window to print the fax cover sheet and review copy, to give to the customer for review before signing.
- 2) From the Contract Package Page, click the **Sign** button, located within the Contract Package Status bar
- 4) Use the signature pad to collect all the signatures
- 5) Click the **Print** button to print the completed copies of the Contract and any ancillary documents



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Generating eDocuments/Faxing/Uploading

- 1) Required and Optional eDocuments will be displayed.
- 2) If a dealer wants to 'Edit' the Contract or an eDocument, they can simply click the button to be navigated to the applicable page.
- 3) Use the RouteOne Fax cover sheet to fax in supporting documentation
- 4) You also can upload pdfs into RouteOne so they are part of the funding Package.



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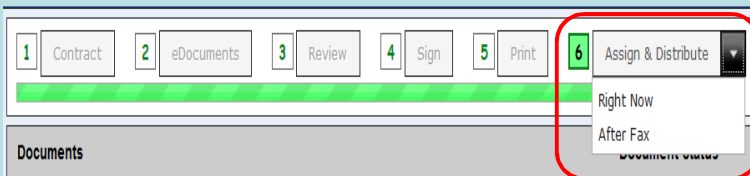
Assignment and Distribution of an eContract

1) Right Now – will be distributed to lender immediately.

Assumption: Dealer has faxed all documents
(or upload documents) **already**.

2) After Fax – will be distributed to lender upon receipt of faxes in RouteOne (the RouteOne fax cover sheet triggers distribution).

Assumption: Dealer has **NOT** faxed all documents
(or upload documents) yet.



End

Monitor the Contract

- 1) Locate the contract on the Contract Manager Page
- 2) The Status Column will update with the current status returned from the Finance Source – Click on the status to see the details:
 - “**Contract Package Received**” – Package has been received by the Finance Source, and is being reviewed.
 - “**Booked**” – No issues found. Finance Source has accepted assignment of the contract.
 - “**Contract Held**” – Finance Source requires additional documents to be faxed in before accepting the contract.
 - “**Contract Rejected**” - Issues exist, based on which the Finance Source will not accept the contract.
 - “**Distribution Fault**” – Distribution was not successful; contact the RouteOne Help Desk for further details (866-768-8301).

01/31/2012	80212	test_bn	
01/31/2012	80214	Retail_RR (APPROVAL_ZANNETTE)	
01/31/2012	80211	sun_without e	
01/31/2012		sun_fmcc reta	