RouteOne eContracting Mobile Application

This document provides RouteOne users a high-level view of functionality and tips about the RouteOne eContracting Mobile Application. The RouteOne system provides you the technology, tools, and support to help your dealership work efficiently and maximize your sales goals. Through RouteOne, your dealership will have access to a network of 1,300+ finance sources, and 125+ Dealership Service Providers.

Getting Started

Installation

- The RouteOne eContracting Mobile Application can be downloaded from both the Apple App Store®.
- All other touch devices may access the application by visiting: https://www.routeone.net/esign
- If the app is already installed on your mobile device, updates can be made to the most recent version by downloading the update through the Apple App Store or the Google Play™ store.

Multi-Factor Authentication (MFA)

- Multi-Factor Authentication requires you to register your device after downloading and/or updating the app. Once the application is downloaded or upgraded, you will be required to answer one of your challenge questions, and retrieve a token code from your email address.

User Permissions

- Use your RouteOne User ID and Password to access the RouteOne Mobile eContracting Application.
- The same signing permissions used in the RouteOne eContracting system are used for the mobile application.

<table>
<thead>
<tr>
<th>eContracting Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General eContracting</td>
<td>User can view contract packages and documents only.</td>
</tr>
<tr>
<td>Sign Contracts</td>
<td>User can view contract packages and sign documents.</td>
</tr>
</tbody>
</table>

Viewing a Contract Package

- To view a contract package and to capture signatures, find the desired contract package using one of the three navigation options at the top of the page.
- Once the contract package has been found, click the ‘View’ button on the corresponding row for your desired contract package.
RouteOne eContracting Mobile Application

The Contract Package Page

A list of all documents in the contract package is shown in the ‘Sign Individual Documents’ sections.

Contracts Ready to Sign

(Previous 14 Days)

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Name</th>
<th>Finance Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/08/2015</td>
<td>Hudson, Carol</td>
<td>R1 Independent Test eC FS</td>
</tr>
<tr>
<td>05/08/2015</td>
<td>Baker, Jack</td>
<td>R1 Independent Test eC FS</td>
</tr>
</tbody>
</table>

Click to view documents and collect signatures.

Listed contract packages where the ‘Customer Review Copy’ has been printed but signatures have not been collected.

Lists all contract packages where the ‘Customer Review Copy’ has been printed, even if signatures have already been collected.

Provides the ability to search for any contract package shown in the ‘Ready to Sign’ or ‘All Contracts’ tab.

Lists contract packages where the ‘Customer Review Copy’ has been printed.

The ‘Sign All’ button allows you to capture signatures from each person on all documents in the contract package.

You can collect signatures for an individual document by clicking the ‘Sign’ button.
Signing Documents

- The self-guided process will proceed through all signature lines one-by-one for the current signor, allowing you to quickly and efficiently capture all required signatures.

Customer Signature Review

- After collecting all signatures for an individual signor, the signature review page is displayed.
- This page allows for the customer to review all of the signatures they have captured.
- If the customer wants to re-capture a signature, they can do so by clicking the ‘Re-Capture Signature’ button.
- Once the customer has reviewed their signatures, click the ‘Continue’ button to proceed to the dealer’s review page of the customer’s signatures.
Dealers Review of Customer Signatures

- The signature review page for the dealer provides you the opportunity to review your customer’s signatures.
- If you need to re-capture a signature, you can do so by clicking the ‘Re-Capture Signature’ button.
- Once you are satisfied with the signatures, click the ‘Apply Signatures’ button to add the signatures to the documents.
  - NOTE: Clicking the ‘Apply Signatures’ button creates the Authoritative Contract.
Co-Buyer and Dealer Signatures

Co-Buyer

- If the contract includes a Co-Buyer, the application will proceed to the signature capture page for them after you click the ‘Apply Signatures’ button for the Buyer’s signatures.
  - The signature collection process for the Co-Buyer is the exact same as it is for the Buyer. Steps include:
    - Signature Collection
    - Customer Review of Signatures
    - Dealer Review of Signatures
    - Application of Signatures to the Document

Dealer

- Your process for collecting signatures is similar to the Buyer and Co-Buyer. Steps include:
  - Signature Collection
  - Review of Signatures
  - Application of Signatures to the Document
Signing the Credit Application

- After collecting all signatures, if the contract package has an unsigned Credit Application, you will be asked if you would like to sign the credit application.

- Signing the Credit Application is identical to signing the contract documents.
- The only difference occurs when signing the line for the Credit Application Marketing Communication consent.
  - This signature provides the opportunity for the customer to opt-out of the marketing communication.
Viewing and Printing Documents

- Clicking the ‘View’ button on an individual document will open a PDF copy of the selected document.
- Clicking the ‘Print’ button will prepare the document for printing and then open the print dialog box on your device.

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