Thanks for choosing to take advantage of the many features and benefits of Autoclick.

This feature will allow you to link your Dealerships Credit Acceptance online credit application to the following:

- Dealership Website
- Computer Desktop
- Email Hyperlink

You will receive an email notification once an application has been submitted.

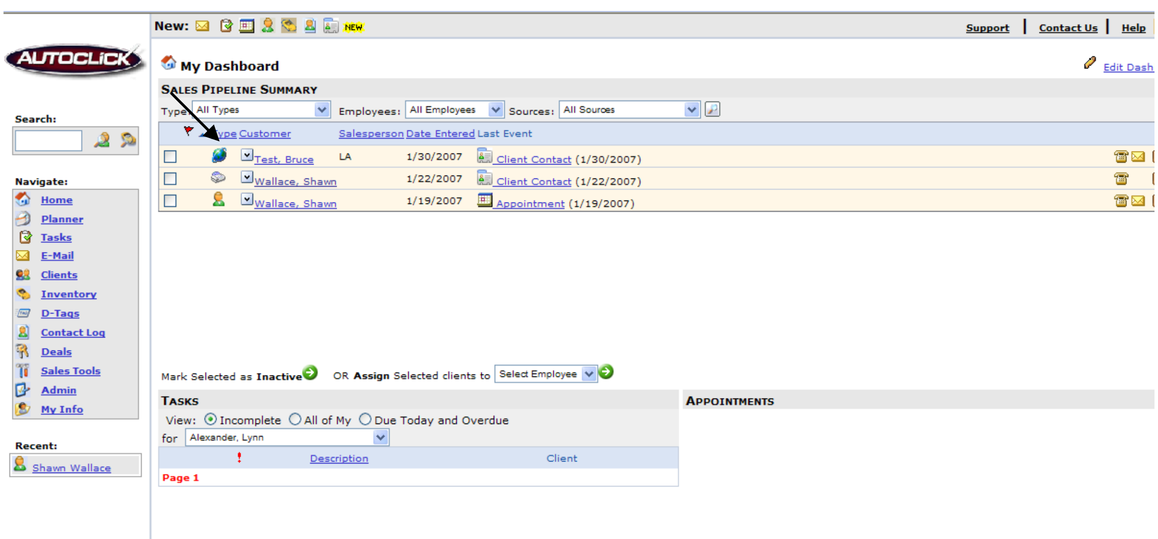
Dealership Website:
Step 1: Accessing Client Credit Information

There are several ways to use the secure credit app link. You can elect to integrate it into your website, use it on your desktop, within the Autoclick system or include a link in an email. One of the first things you will want to do is print the application. First, to logon to Autoclick (go to www.autoclick.com; click the Log-In link in the upper right).

To access your client's information go to either of the screens shown below:

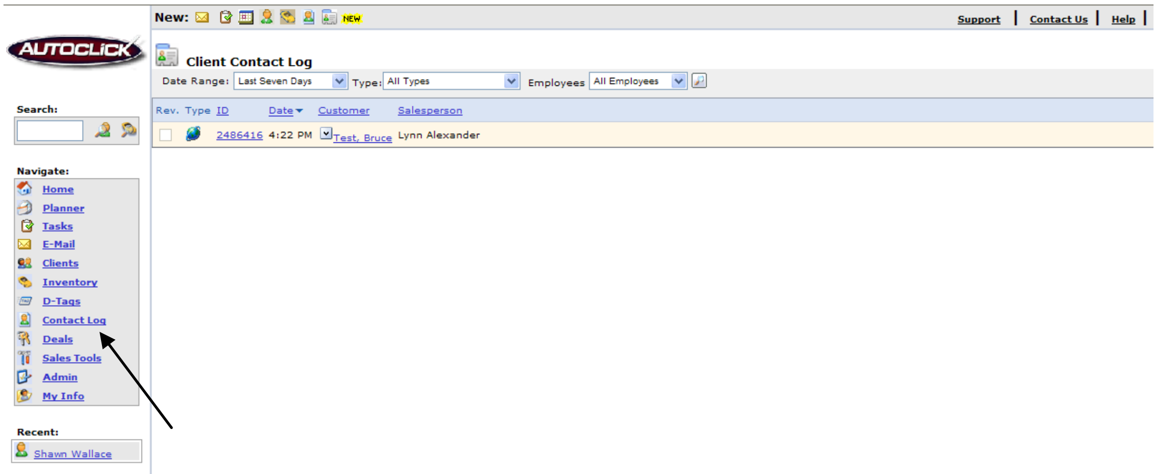
1. Homepage/MyDashboard

The Homepage, also known as My Dashboard, it is the first screen that is displayed after you login into Autoclick. Located at the top of the Home page you will find the Sales Pipeline Summary. In this section is a list of all of your active leads that are in the market to purchase a vehicle.



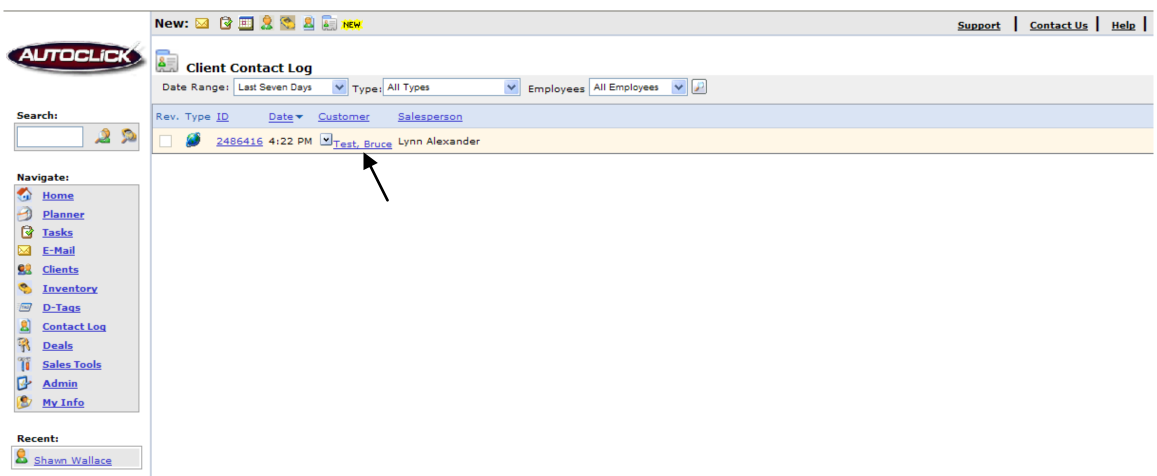
2. Client Contact Log

You can access this screen by clicking on Contact Log located in your Navigate Bar on the left hand side of your screen. The Contact Log displays your last 7 days of leads in chronological order.



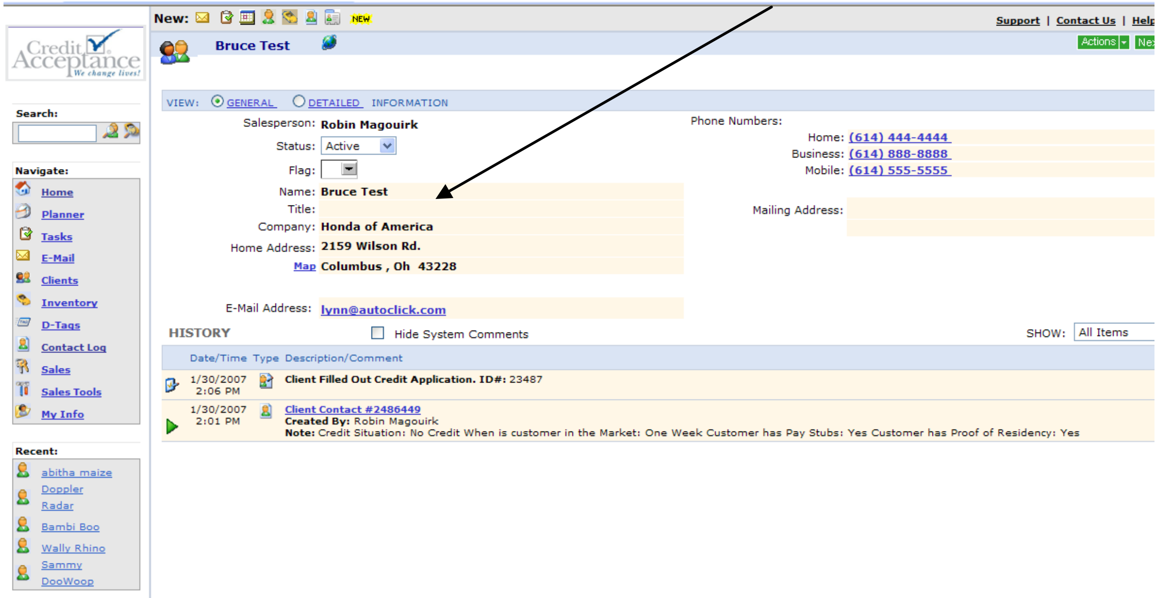
Step 2: Obtaining your Customers Credit Application information

Either from the Homepage or the Contact Log click on the name of your customer.

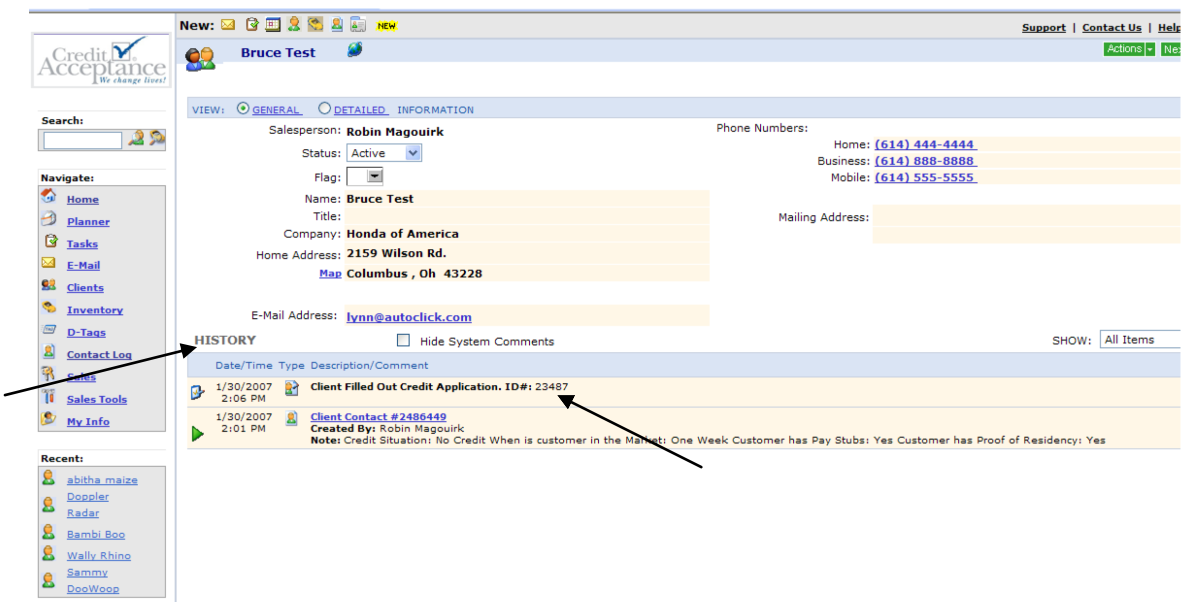


After clicking on the customer name you will be taken to the Client Information screen.
The Client Information screen displays detailed client contact information at the top of the screen. Some of the detailed information includes:

- Name
- Address
- Email Address
- Home and Business Telephone Numbers



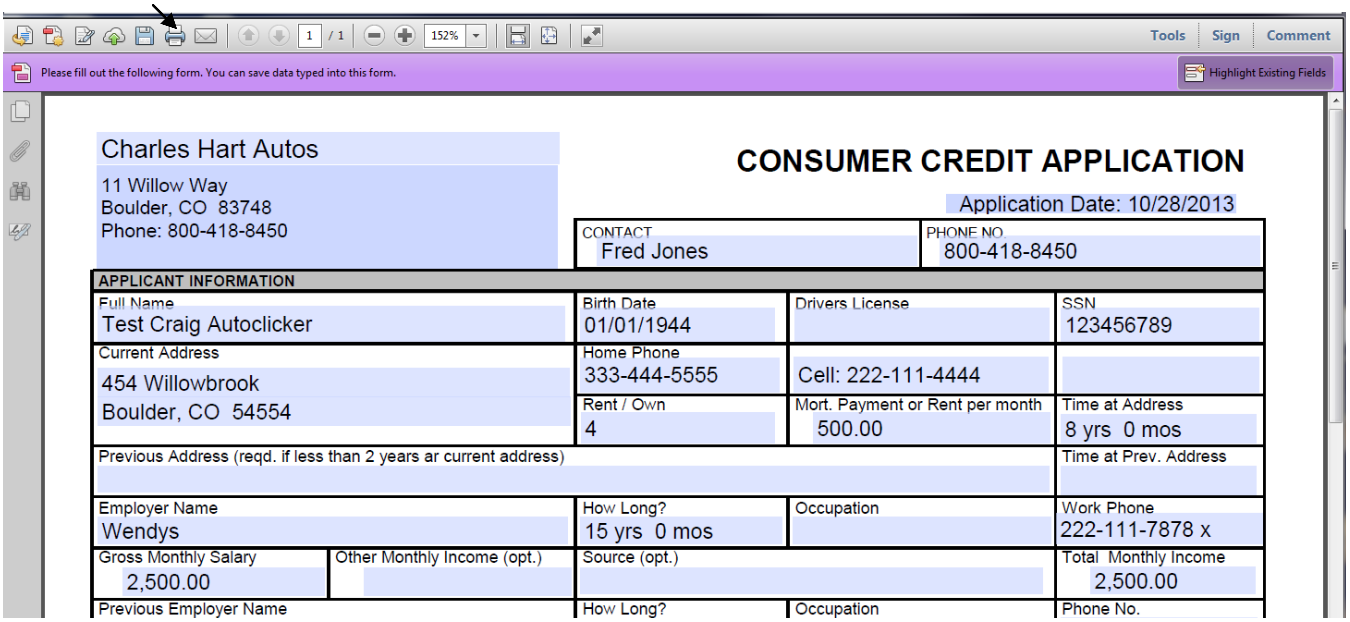
At the bottom of the screen you will find the History section. This section displays everything that has occurred with this customer. If the customer has completed a credit application you will find the notation “Client Filled Out Credit Application. ID# 23487” information as shown below:



Step 3: Display and Print Customers Completed Credit Application.

To display and print the application simply click on the application’s ID #.
This will open up the credit application. You will need to scroll to the bottom of the application and select Print.

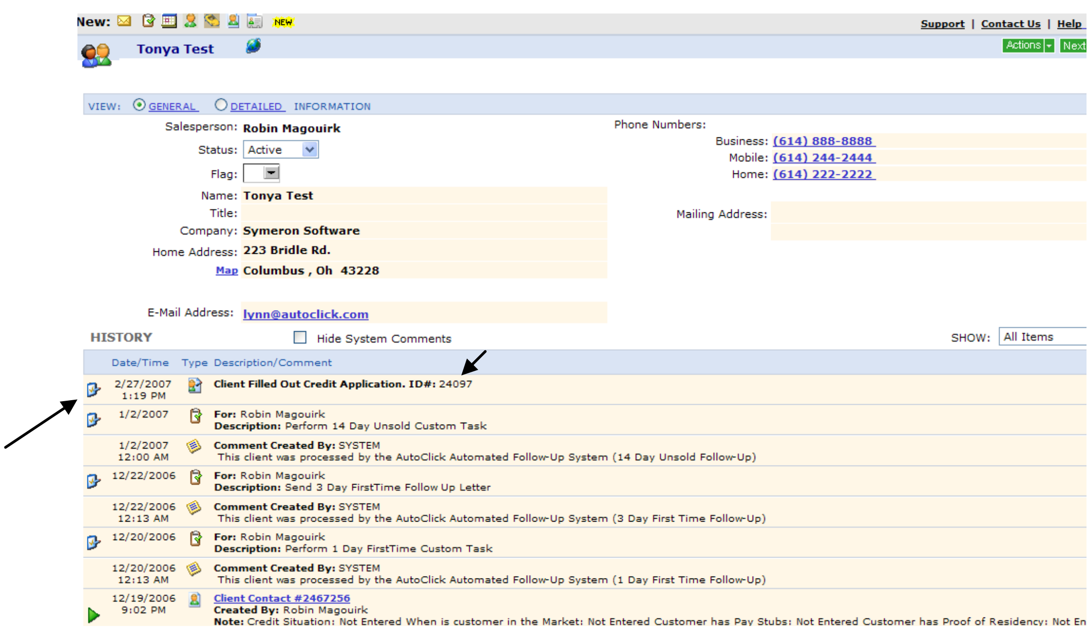
The application will be shown in a PDF format as shown below.
Go the top of your screen or toolbar and click on the print icon.



Note: if the customer's information does not display inside the application you may need to click Options at the right hand side of your screen and select Add Host to Privileged Locations.

Step 4: Editing the Customers Completed Credit Application.

If you need to edit the customers information on the credit application before printing click on the edit icon , located to the left of the credit application in the customers history.

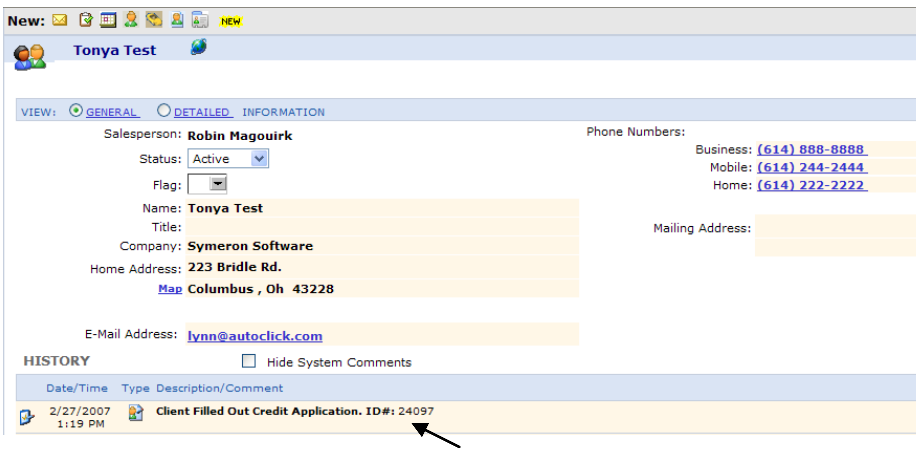


Once you have clicked on the edit icon the original application the customer completed will be displayed allowing you to make any needed changes.
After you have completed entering your changes to the credit application, you will need to click on Save & Submit. This will allow for the corrected application to be submitted.

Step 5: Display and Print Customers Revised Credit Application

To display and print the revised credit application click on the customer credit application ID number in the History section that was detailed in Step 1.

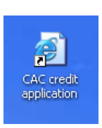
Note: Although the application is edited and resubmitted, the application ID number will remain the same.



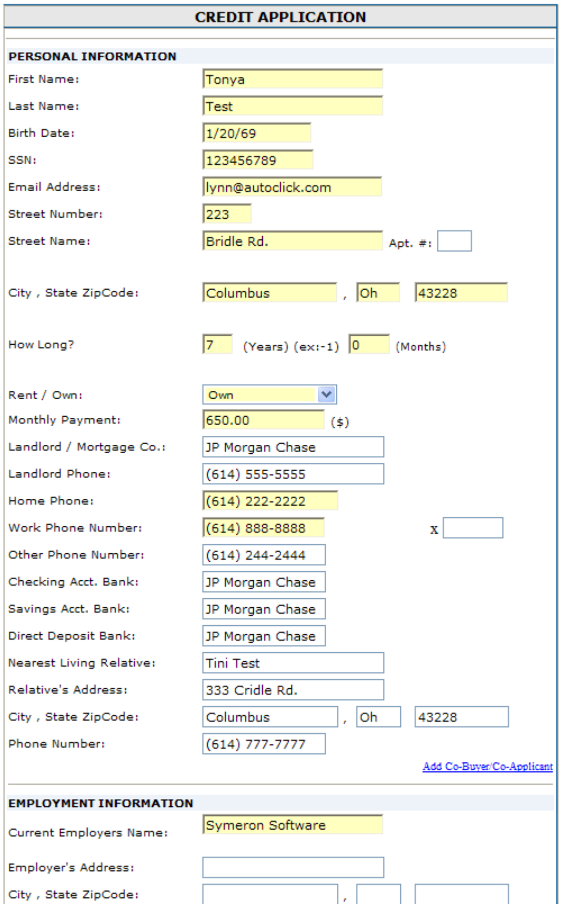
Credit Application on Computer Desktop

Another option for the secure credit app is to place a shortcut on your desktop. This is very convenient when completing applications for customers who have either walked in or called your dealership and are in the market to purchase a vehicle.

To add the shortcut to your computer's desktop navigate to the credit application URL, right click on your mouse and select Create Shortcut.   This will place the following icon on your computers desktop.



To access your credit application double click on the shortcut icon.
The application will then be displayed allowing you to enter the applicants' information.



CREDIT APPLICATION

PERSONAL INFORMATION

First Name:	Tonya
Last Name:	Test
Birth Date:	1/20/69
SSN:	123456789
Email Address:	lynn@autoclick.com
Street Number:	223
Street Name:	Bridle Rd. Apt. #:
City , State ZipCode:	Columbus , Oh 43228
How Long?	7 (Years) (ex:-1) 0 (Months)
Rent / Own:	Own
Monthly Payment:	650.00 ($)
Landlord / Mortgage Co.:	JP Morgan Chase
Landlord Phone:	(614) 555-5555
Home Phone:	(614) 222-2222
Work Phone Number:	(614) 888-8888 x
Other Phone Number:	(614) 244-2444
Checking Acct. Bank:	JP Morgan Chase
Savings Acct. Bank:	JP Morgan Chase
Direct Deposit Bank:	JP Morgan Chase
Nearest Living Relative:	Tini Test
Relative's Address:	333 Cridle Rd.
City , State ZipCode:	Columbus , Oh 43228
Phone Number:	(614) 777-7777

Add Co-Buyer/Co-Applicant

EMPLOYMENT INFORMATION

Current Employers Name:	Symeron Software
Employer's Address:	
City , State ZipCode:	,

Include the Credit Application Link in an Email

The third option for the secure credit app link is to include the credit application URL or hyperlink in emails you send individually or through campaigns. You can include your URL as a link that will direct your client's to your credit application. You can also hyper-link the credit application into your email. To do this type the words you would like to make your link. For example: CLICK HERE to fill out our Guaranteed Financing Application. The words CLICK HERE will open the credit application, but first you need to highlight them and locate and click on the hyperlink icon, which looks like a chain link. Then paste the credit application URL inside the URL box and click ok or save.
Once the customer completes and submits the application, you will be able to access and complete the credit application process by following the instructions listed above, beginning with Step 1.