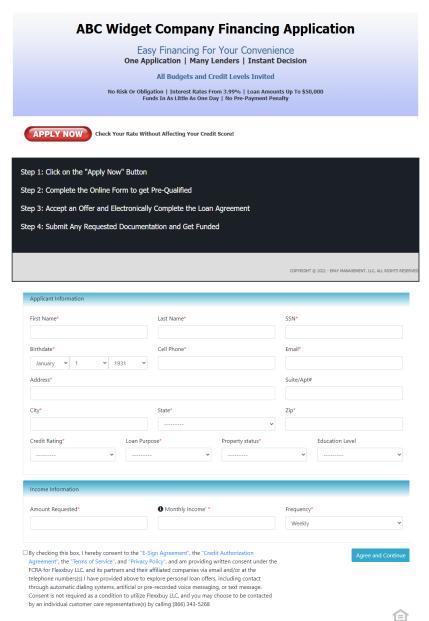


# ePay Finance Credit Select Plus Quick Installation Guide



# **Step 1: Completing the application**





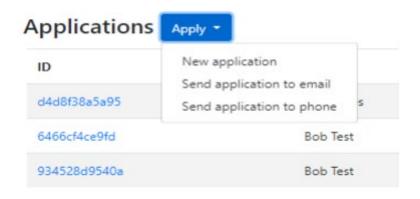
In most cases, your customers will be completing the application through either the landing page or direct application link that you provide to them. These links were included in your welcome email along with a "best practices" document on how to market your new financing platform.

If you are face-to-face with your customers, you may find it advantageous to provide a dedicated workstation or tablet for them to use to complete the application.

It is important that the applicant enter their own email address when completing the form as offers and loan documents will be sent to the email address provided.

At this point you can setup a payment authorization from the customer to complete the sale upon funding notification. You may also collect a deposit if appropriate for your business model.

# **Step 1: Completing the application (continued)**



There are several ways to provide the application through the portal:

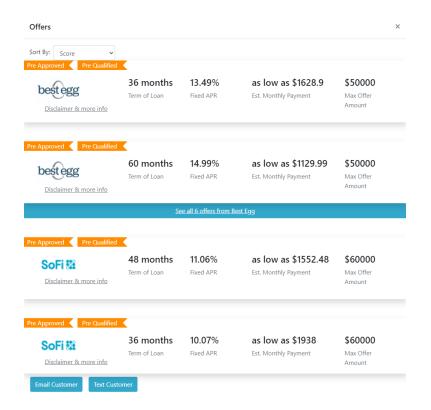
- 1. By clicking "New Application" the form is accessed directly
- 2. You can send the application link to the customer via email.
- 3. You can send the application link to the customer via a text message.
- 4. There is also a QR code that you can provide in emails or marketing materials for easy access to the application.







# Step 2. Submitting the application



Once an application is submitted, within seconds, any offers are displayed on the screen.

At the same time, an email notification is sent to you and the applicant with a link to review the results of the application.

It is not unusual for applicants to receive numerous offers and sometimes multiple offers from the same lender with varying terms and interest rates. The applicant can choose the offer that best suits their budget.

Only the applicant can click on an offer and proceed with one of the lenders.

The link to the offers can be re-sent to the applicant via the "Email Customer" and "Text Customer" buttons at the bottom of the offers page.

In the event no offers are available to the applicant, only a "soft credit pull" has been performed up to this point and it will not affect their credit score. At this point you can ask if a friend or family member with stronger credit can apply on their behalf.

## Step 3: Tracking and managing the application.



### **Applications**

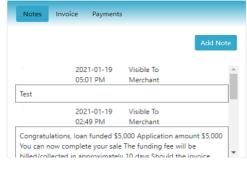
ID	Name	Amount Requested
235b801ec14b	Klem Kaddidlehopper	\$30,000
9bb39c2e9757	Peewee Herman	\$5,000
17d8f932be1b	Huckleberry Finn	\$15,000

Click on any Loan ID to see the details of a particular loan application.

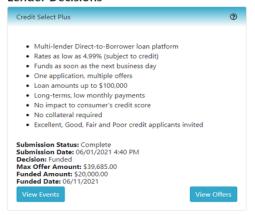
## **Application Details**



## ABC WIDGET COMPANY



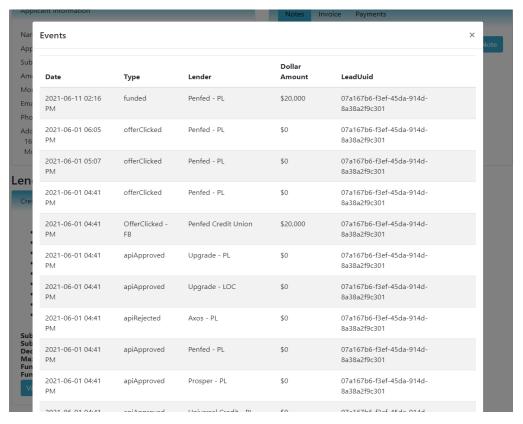
#### **Lender Decisions**

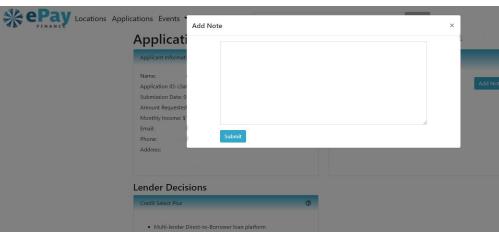


From the "Application Details" page you can view the details of the loan application, add a note about the application, view the existing offers, and view the status details of the offers.

Our team follows up with the applicants on loans that are pended for extended periods of time. Most of these delays are due to the applicants not submitting the required stipulations such as proof of income and identity. We contact the borrower to expedite the process.

# Step 3: Tracking and managing the application (continued)





Click on "View Events" at the bottom of the "Application Details" page to see the status history of the application.

From Lender approvals and rejections to the clicked offer and all the way up to funding, you are able to keep your thumb on each applications status.

Note: There can be a delay between the actual status of an application and the reporting of the event. The delay will vary depending on the lender.

Click on "Add Note" from the "Application Details" page to provide information about the applicant. Examples would be "Unable to collect" or Differences in the amount collected vs. the amount funded.

All notes are logged in the "Notes" box and once submitted cannot be modified or deleted. Once a note is created an email notification is sent to the merchant or the ePay Team.

## **Step 4: Loan Funding**

## **Application Details**

Applicant Information

Name: Klem Kaddidlehopper

Monthly Income: \$13,000

Submission Date: 06/01/2021 4:40 PM Amount Requested: \$5,000

Email: Klem@catterpillarsrus.com

Phone: 1-480-555-1212

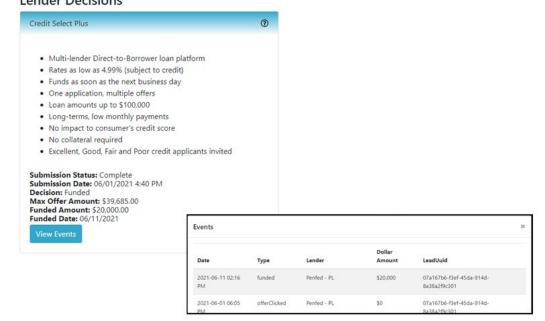
Address:

Application ID: c3a8337e-ef0a-4528-8526-9bb39c2e9757

## Lender Decisions

123 Fox Trot Pathway

Sherwood Forrest IZ 33333



ABC WIDGET COMPANY

Invoice Payments

for both parties and sign for each.

Congratulations, Ioan funded \$5,000 Application amount \$5,000

You can now complete your sale The funding fee will be

billed/collected in approximately 10 days Should the invoice

amount be different, please utilize our Invoice Creator Form

located at https://tinyurl.com/flex/buy-invoice If you do not

2021 01 17 17-34- T-

want this invoice to go to your customer, use your email address

When a loan is funded, a funding status will be added to the "Events" page and ePay will enter a funding note. An email notification will be sent letting you know the applicant has been funded and you can now collect from them and complete the sale with your customer.

Should you be unable to collect from the customer or if you collect an amount lower than what was funded... Please notify us by entering a note in the system so we can properly invoice the discount due on the funded loan.

We bill discount based on the actual amount from the funded loan that you collect from your customer. For example: If we fund your customer \$10,000 yet you only collect \$4,000. The discount will be billed against the lower amount.

Discount rates are invoiced 8 days after funding and collected 48 hours later for a total of 10 days after funding.



# Thank you.

If you have any questions, please call us at 480-218-7697 or email at sales@epaymanagement.com

