



ACA Dealer Training:

The purpose of the Wolters Kluwer/appone portal is to offer you an optional means by which to print state specific Retail Installment Contracts that are accepted by American Credit Acceptance.

Initial Dealer Setup:

1. **Dealer navigates to: the Wolters Kluwer/appone portal sign-up via the American Credit Acceptance website: <http://www.americancreditacceptance.com>.** Click on the Wolters Kluwer AppOne SignUp link under Dealer Quick Links on the ACA home page. Complete and submit the online sign up form. You will receive an email from Wolters Kluwer with your login information for the main Wolters Kluwer portal.

Dealer Quick Links

- » Dealer Resources
- » Contact Us
- » Partner with ACA
- » Value Guard Warranty Portal NEW
- » For assistance with Value Guard please contact 800-745-6006
- » **Wolters Kluwer AppOne SignUp**
- » Wolters Kluwer AppOne Portal





How to do a Deal:

1. Dealer logs into the Home Page via ACA website home page:

http://www.americancreditacceptance.com. (The appone portal is supported only by Internet Explorer browser at this time). **Only NEW DEALERS will use this process; current AppOne dealers will use their regular User Name and Password word to access AppOne and will not use the process below.**

Dealer Quick Links

- » Dealer Resources
- » Contact Us
- » Partner with ACA
- » Value Guard Warranty Portal NEW
- » For assistance with Value Guard please contact 800-745-6006
- » Wolters Kluwer AppOne SignUp
- » Wolters Kluwer AppOne Portal ←

1. Change the password (8 digits long, at least one CAPITAL LETTER, and 1 number)
2. Click on the ADMIN CONSOLE from the home page and set up the SYSTEM DEFAULTS.

Example of AppOne Home Page:

Active Deals (12)	Contracts In Transit (0)	Declined/Dead (2)	Funded (0)	
Customer	Collateral	Amount	Lenders	Modified
267200 SYLVIA TESTCO	2010 JOHN DEERE MULE	\$6,440.10	EX-TEST	2/20/2013 9:47 AM
200700 ALAN APPLICANT	2007 CHEVY C1500	\$10,377.09	EX-TEST LLC-DEZ	2/20/2012 10:40 AM
200810 TEST ATTEST	2009 FORD LHM	\$480.00	INCOMPLETE	2/19/2013 11:00 AM
200500 TERRY TRADLINE	BACH PIANO SERIAL #ALJG0221LJ	\$4,951.25	EX-TEST	2/20/2013 5:22 PM



3. Click on NEW DEAL:

Tech Support: 877.404.6788

Welcome Back Stacey (DEMO REC 2012 DEALER Lot ID#)

[Quick Quote](#) | [Logout](#)

FIND APP:

[New Deal](#) [Refresh](#) [Training](#)

Amount	Lenders	Modified
\$5,440.19	FK-TEST	staceydavidson 3/5/2013 9:47 AM
\$16,377.69	FK-TEST LTC-DEF	staceydavidson 2/28/2013 10:40 AM
\$180.00	INCOMPLETE	bethmoulton 2/4/2013 11:00 AM
\$4,451.25	FK-TEST	staceydavidson 1/23/2013 5:22 PM

You will proceed all the way through the process by clicking on PROCEED TO NEXT STEP in each screen. You can also SAVE the information as well.

4. Enter Buyer Information:

App ID: 267457 Customer Name: MARY MORTGAGE

Customer | Credit Bureau | Collateral | Structure | Lenders | Forms | Notes

Send Message | Mark In-Transit | Mark Dead | Mark Deal Funded | Clone Application | Save

Application Type: 1 Individual

Applicant #1 - Personal Information (MUST MATCH DRIVER'S LICENSE)

FName: MARY MI: LName: MORTGAGE Suffix:

SSN: 000 - 98 - 9450

DOB: 1 / 1 / 1970

Home Phone: 225 - 408 - 1212

Cell Phone: - -

DL No:

Email:

Current Residence Information

Address: # 888 Street: BOX Apt #:

Zip/City/State: 39669 WOODVILLE MS

County: WILKINSON

How Long? 5 years 0 months

Status: own

Rent/Mortgage Pmt: \$500

Landlord/Mortgage Co: ABC

Landlord/Mortgage Phone: - -

Current Employment Information

Status: employed

Occupation: WORKER

Employer Name: WORK

Address:

Zip/City/State: 39669 WOODVILLE MS

Gross Monthly Salary: \$4,500 / month

Work Phone: 225 - 408 - 1212

How Long? 2 years 0 months

Click Here To Enter a Second Job



5. Enter the Collateral Information, including any trade in information

App ID: 267452 Customer Name: MARY MORTGAGE

Customer | Credit Bureau | Collateral | Structure | Lenders | Forms | Notes

Send Message | Mark In Transit | Mark Dead | Mark Deal Funded | Clone Application | Save

Vehicle Information

Collateral Type: Automobile
Inventory Stock Number:

Type: Used

VIN: 1D7H182975241978

Year: 2007 Enable Manual Entry

Make: DODGE TRUCK

Model: Ram 1500 Pickup V8

Body Style: Quad Cab SLT 4WD

Fuel Type: GAS

Mileage: 65,000

Color:

Driver: Primary Joint Other

Bookout Information

Tradein	Retail	Loan	Acq/Tradein	RoughTradein
13,900	16,858	12,625	12,700	11,250
Mileage Adjustments:	1,325	1,325	1,325	1,325
Final Adjusted Values:	0	0	0	0
Final Value (LTV%):	15,225 (88%)	18,275 (74%)	13,850 (92%)	14,825 (93%)
			14,825 (93%)	12,575 (100%)

Vehicle Accessories

Without Auto. Trans. Wood Power Windows Power Seat

Without Power Door Locks Without Cruise Control W/Ch

Leather Seats Aluminum/Alloy Wheels Power Sunroof

Auxiliary Fuel Tank Snow Plow Pkg./P/ow Power Running Boards

Roll Over Bed Liner Fiberglass Cap

Towing/Camper Pkg 6 Cyl. Gas Engine TRX Package

TRX Off-Road Package Rear Entertainment System \$7L HEM V8 Engine

Navigation System

THIS VEHICLE HAS NO OPTIONAL EQUIPMENT.

Trade In #1 Information

Vehicle Information

Trade In #1

VIN:

Trade In #2 Information

Vehicle Information

Trade In #2 (Optional)

VIN:

Done Trusted Sites | Protected Mode: Off

Click on LOOKUP to bring up the vehicle information, then click on BOOKOUT to value the vehicle.

*Enter the VIN and then click LOOKUP. System will populate collateral information if the correct VIN is entered. If the VIN does not return the YEAR, MAKE, MODEL, then click on ENABLE MANUAL ENTRY. Click BOOKOUT to obtain the bookout for the vehicle.

6. Enter the Structure information:

Customer | Credit Bureau | Collateral | Structure | Lenders | Forms | Notes

Send Message | Clone Application | Save | Proceed To Next Step >>

Total Amount Financed: \$0.00 Total Sales Tax Amount: \$0.00 Monthly Payment: \$0.00

Front-End Itemization

Selling Price:

Trade-In Allowance:

Trade-In Payoff:

Sales/Other Tax: manual override

Rebate:

Cash Down:

Net Purchase:

Public Officials & Fees

Title Fee: tax

License Fee: tax

Registration Fee: tax

Doc Stamp Fee: tax override

Pre-Delivery Service Fee: tax

Total Front-End:

Back-End Products

Vehicle Service Contract

Company: ValueGuard

Coverage Term: Unlimited? Mileage: Unlimited?

Coverage Description: Classic

Deductible:

Dealer Cost: Tax: Override

<input type="checkbox"/> GAP	\$0.00
<input type="checkbox"/> Credit Life	\$0.00
<input type="checkbox"/> Credit Disability	\$0.00
<input type="checkbox"/> Pre-Paid Maintenance	\$0.00
<input type="checkbox"/> Tire & Wheel Protection	\$0.00
<input type="checkbox"/> Theft Protection	\$0.00
<input type="checkbox"/> Paint Protection	\$0.00
<input type="checkbox"/> Roadside Assistance	\$0.00
<input type="checkbox"/> After Market Accessories	\$0.00

Enter the Front-End Itemization, Fees, Rate and Term, and Backend Products on this page. NOTE: ACA currently only offers Vehicle Service Contract.



7. Submit to the Lender:

lines Not Met ? - Program Guidelines Not Evaluated/Skipped n/a - Program Guidelines Not Applicable

Integrated Lenders

Fax Lenders

	American Credit Acceptance Corp. - R1
Fax	866-740-0572
Notes	-
SELECT LENDER	<input type="checkbox"/>
	<input type="button" value="Manual Print"/>

Notes to Lender:

You will NOT SUBMIT the application to American Credit Acceptance, rather click on SELECT LENDER, and then click CREATE MANUAL CALLBACK.

8. Change the status of the application to APPROVED and then put in the terms of the approval from the lender.

Structure **Lenders** Forms Notes

Lender:	American Credit Acceptance
Transmission Status:	NOT SENT
Lender AppID:	<input type="text"/>
Analyst Name:	<input type="text"/>
Analyst Phone:	<input type="text"/> Ext: <input type="text"/>
Decision:	Incomplete
Expiration Date:	<input type="text"/>
Buy Rate:	0.00%
Max Rate:	-
Max Term:	0
Max Advance:	\$0.00
Max Loan Amount:	\$0.00
Max Payment:	\$0.00
Max VSC:	\$0.00
Max GAP:	\$0.00
Max Back-End:	\$0.00

Notes

Lender:	American Credit Acceptance
Transmission Status:	NOT SENT
Lender AppID:	<input type="text"/>
Analyst Name:	<input type="text"/>
Analyst Phone:	<input type="text"/> Ext: <input type="text"/>
Decision:	Approved
Expiration Date:	<input type="text"/>
Buy Rate:	<input type="text"/>
Max Rate:	Approved
Max Term:	0
Max Advance:	\$0.00
Max Loan Amount:	\$0.00
Max Payment:	\$0.00



9. Click SAVE, and then click on SELECT/PRINT,

Please wait while we process your request.

Analyst Phone:		Ext:	
Decision:	Approved		
Expiration Date:			
Buy Rate:	12.00%		
Max Rate:			
Max Term:	90		
Max Advance:	\$14,000.00		
Max Loan Amount:	\$16,000.00		
Max Payment:	\$40.00		
Max VSC:	\$2,500.00		
Max GAP:	\$0.00		
Max Back-End:	\$0.00		
Min Cash Down:	\$0.00		
Acq Fee:	\$0.00		
Trade Equity:	\$0.00		
Special Steps:			
Submit Notes to Lender:			
Notes:			
SELECT CALLBACK:			

Lender:	American Credit Acceptance		
Transmission Status:	NOT SENT		
Lender AppID:			
Analyst Name:			
Analyst Phone:		Ext:	
Decision:	Approved PRINT CALLBACK		
Expiration Date:			
Buy Rate:	0.00%		
Max Rate:			
Max Term:	90		
Max Advance:	\$0.00		
Max Loan Amount:	\$0.00		
Max Payment:	\$0.00		
Max VSC:	\$0.00		
Max GAP:	\$0.00		
Max Back-End:	\$0.00		
Min Cash Down:	\$0.00		
Acq Fee:	\$0.00		
Trade Equity:	\$0.00		
Special Steps:			
Submit Notes to Lender:			
Notes:			
SELECT CALLBACK:	SELECT/PRINT		

10. You will be asked if you want to verify the structure prior to printing; answer YES or NO.

Confirmation Dialog

Do you want to verify/change the Deal Structure prior to printing forms?

YES NO

Max Advance:	\$0.00
Max Loan Amount:	\$0.00
Max Payment:	\$0.00
Max VSC:	\$0.00

If you verify the structure, you will be taken to the STRUCTURE page, if you click NO, then you will be directed to the forms page for printing.



11. Once on the FORMS tab, click on PRINT SELECTED FORMS.

Customer | Credit Bureau | Collateral | Structure | Lenders | **Forms** | Notes

Send Message | Mark In-Transit | Mark Dead | Mark Deal Funded | Clone Application | Print Adverse Action | Print Risk Based Pricing Notice

Print Selected Forms

Integrated Lender Forms

<input checked="" type="checkbox"/> BSI Buyers Order (General) Rev: 2/14/2012	<input checked="" type="checkbox"/> Agreement to Provide Insurance (General)	<input checked="" type="checkbox"/> UAC Automatic Withdrawal Agreement (Rev. 4/11)
<input checked="" type="checkbox"/> Retail Installment Contract Simple Interest with Late Fee (SC) RSSIMV.FLZ-BC 11/11/2012	<input checked="" type="checkbox"/> Reference Sheet	<input checked="" type="checkbox"/> UAC Funding Checklist (Rev. 8/12)
<input checked="" type="checkbox"/> Certificate of Title Application (South Carolina)	<input checked="" type="checkbox"/> BSI Buyers Guide (General- English Version)	<input checked="" type="checkbox"/> Retail Motor Vehicle Credit Application
<input checked="" type="checkbox"/> Odometer Disclosure Statement (General)		

Select All | Un-Select All

Dealer Forms

[SELECT A DEALER FORM BATCH] | Edit Batch | Add New Batch

Select All | Un-Select All

Print Selected Forms

All forms required by ACA for funding purposes will automatically be chosen.



Contact Information:

- **Customer Support: 877-277-6631 Option #1, or 877-404-6788**

Business Development Managers:

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