



AppOne®

**Online Dealer Sign-Up
Quick-Start Training Guide**

May 2014

Dealer Instructions

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.

This memo has the instructions you will need to sign up for the **American Credit Acceptance auto finance** program and the AppOne portal. If you have other lenders, you will be able to set up the AppOne portal to print documents for these lenders, as well.

Before you start

You will need to have this information ready before you start:

- The dealer ID number for American Credit Acceptance: **Dealer ID Number**
- The dealer ID numbers for your other lenders.
- Your lot ID.

Signing in

In Internet Explorer, go to <http://www.appone.net/OnlineSignup/Signup>

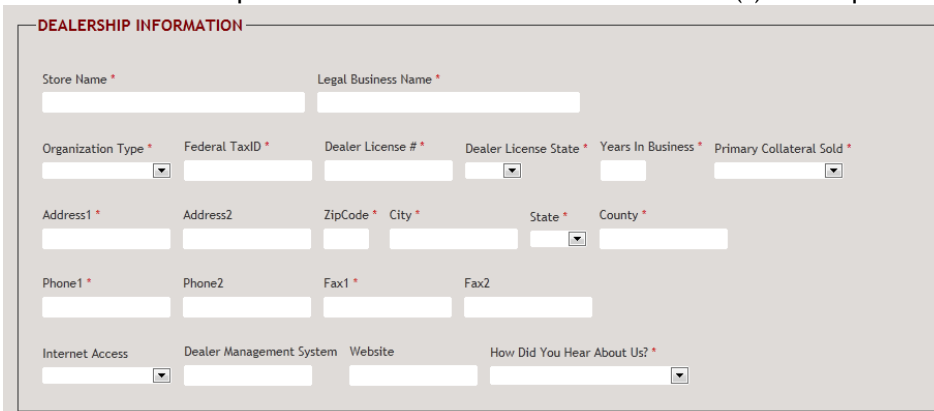
- AppOne does not support any other browser at this time.

In the Welcome screen:

1. Make sure **I am a Dealership** is selected.
2. Check the box to certify that you have the authority and approval to enter the dealership into legally binding agreements.
3. Click the **Proceed** button.

In the Information screen

1. Fill in the Dealership Information. Fields with a red asterisk (*) are required.



DEALERSHIP INFORMATION

Store Name * Legal Business Name *

Organization Type * Federal TaxID * Dealer License # * Dealer License State * Years In Business * Primary Collateral Sold *

Address1 * Address2 ZipCode * City * State * County *

Phone1 * Phone2 Fax1 * Fax2

Internet Access Dealer Management System Website How Did You Hear About Us? *

2. Fill in the User Information. Fields with a red asterisk (*) are required.

USER INFORMATION

First Name * Last Name * Email Address * Title * Mobile Phone *

Desired Username * Desired Password * Re-Type Desired Password * Security Question * Security Answer *

Passwords must be a minimum of 8 characters and have at least 1 lowercase letter, 1 uppercase letter and 1 number.

Terms of Use:

INTRODUCTION

Acceptance of Terms:

Upon accessing this site, you acknowledge that you will or have read and agree to abide by the terms and conditions ("Agreement") described below. If you decide not to agree to the terms and conditions discussed herein, you should exit this site.

Your use and browsing of this site is at your own risk. Neither AppOne Services, Inc., its parents, subsidiaries, and/or affiliates ("AppOne"), nor any other party involved in creating, producing, or [Print Terms of Use](#)

I hereby certify that I am the Owner Principal OR General Manager of this dealership and have the necessary authority and approval to enter this dealership into legally binding Agreements with Wolters Kluwer Financial Services, Inc. I further certify that I have read and accept the terms and conditions of the agreement above on behalf of my dealership.

PROCEED

3. Check the box to certify that you have the authority and approval to enter the dealership into legally binding agreements.
4. Click the **Proceed** button.

Enter System Defaults

On the System Defaults page:

1. Set default values for taxes and fees. These will be calculated automatically for your applications.
2. Complete back-end product information.
3. Click **Save**.
4. When you are done setting up defaults and back-end products, click **Proceed to Next Step** at the bottom of the page.

Set up Lenders

We have noticed that you don't have any lenders setup for your dealership. You will not be able to submit any applications and print docs until you have your lenders setup. Please take a moment to add one or more lenders for your dealership

Collateral Type: All

AppOne Lenders

Save **Proceed To Next Step >>**

Enable	Lender Name	Program Name	Description	LenderDealerID	LienHolder Address	Insurance Address	Links	Modified
<input type="checkbox"/>	M&T Bank	M&T Bank	-		P.O. Box 37258 Baltimore, MD, 21297	PO Box 5000 Springfield, OH, 45501-5000	Links	-

Other Lenders

The selected dealer does not have any lender programs setup.

You do not have access to setup and print documents for your other lenders. To sign up for this option, [click here](#) to download and complete the Subscription Form to enable this access. **Activate Free 30-Day Trial**

Save

In the AppOne Lenders section:

1. Check the box in the Enable column to enable a lender for your dealership.
2. Enter **Dealer ID Number**, the dealer ID for American Credit Acceptance auto finance, in the LenderDealerID column.
3. Click Save.

In the Other Lenders section (optional)

To print documents for lenders that are not part of the AppOne platform, enroll in our free 30-day trial.

1. Click **Activate Free 30-Day Trial**.
2. To add a lender:
 - a. Click **Add Other Lender**.
 - b. Fill in the lender, lienholder, and insurance information.
 - c. Click **Save** in the information popup.
3. Click **Save** in the My Lenders page.

When you are done setting up lenders

Click **Proceed to Next Step**.

Set up users

In the **Manage Users** page, click **Add User** to set up a new user. Fill in necessary user information in the **Add/Edit User** popup, and click **Save** when you are done.

When you are done adding users, click **Proceed to Next Step**.

For more information

If you have questions about getting set up call 877-404-6788 (Specialty Dealer Portal SupportLine).

If you have questions about setting up subscription, call 1-877 -277- 6631, Option 4.

For more information on AppOne, see the [AppOne REC Quick-Start Training Guide](#)

You can also learn more about AppOne from one of our training videos:

- [Getting Started](#)
- [REC Portal Overview](#)
- [Submitting an Application](#)
- [Printing Documents](#)

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