

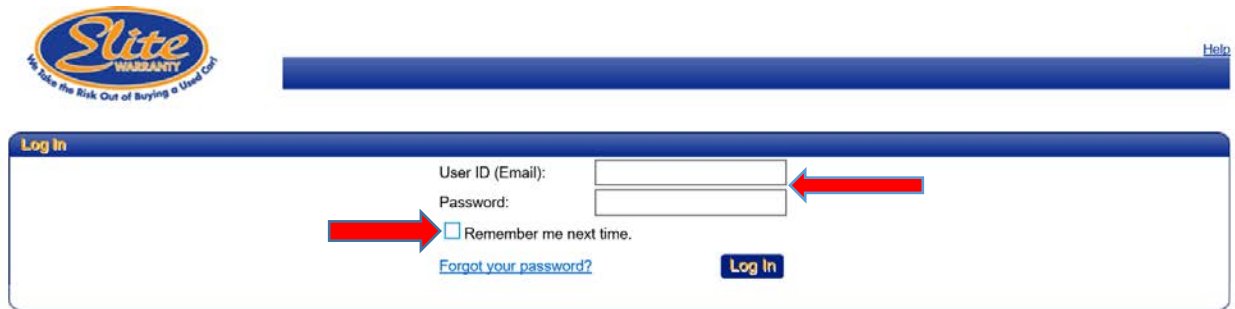
TOPICS

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SIGNING IN

Enter your email address and password. Click the “Remember Me” box, and log in. Your browser should ask you if you want to save the password – if you do save it, the next time you log in, both user ID and password should be pre-filled.



If you forget your password, click “[Forgot your password?](#)” and the system will send an email to the address in your User ID with a temporary password. You will be prompted to reset your password which must be at least **8 characters long with at least 1 number**.

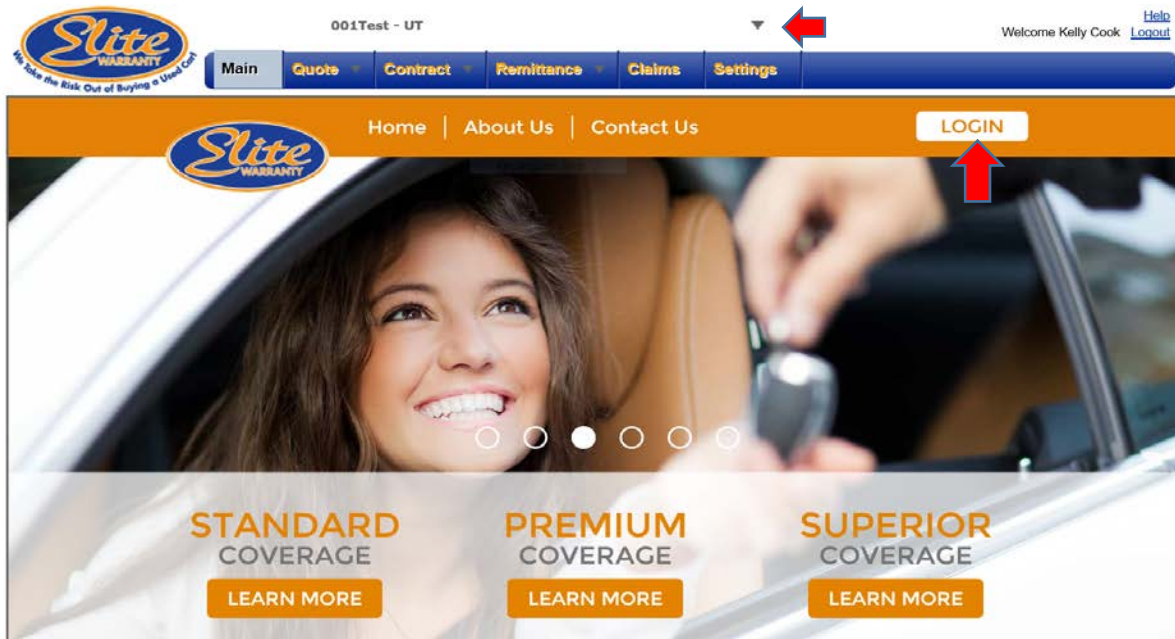
SECURITY

When Users need to be added or removed, go the Elite Website (you can sign in from the “Main Screen”) and fill out a new Dealer Setup form and submit it to Elite using the “Submit” button.

Also, remember to change the password when an associate who has used a group password leaves. Otherwise they could continue to access your DAP.

MAIN SCREEN

Welcome to the new Main Screen. Your dealership name should appear at the top of the screen. If you have multiple locations you can select other locations using the drop-down arrow. You can also log in to the Elite Website right from the “Main” tab if you need to obtain forms or search historical contract information.



CREATING A VSC QUOTE

Select the “Quote” tab at the top of the screen and just enter the VIN and Odometer and the warranty line will populate with information.

Slite WARRANTY
We take the Risk Out of Buying a Used Car.

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Welcome Kelly Cook [Help](#) [Logout](#)

Main Quote Contract Remittance Claims Settings

Quote

Plan Purchase Date: 08/01/2016 F&I Manager/Sales Associate: Kelly Cook

Customer

Vehicle

VIN: Odometer: Mfg. Warr. Start Date: Veh. Purchase Price: Veh. Purchase Date:

Attributes

Stock #: Base Warranty: Powertrain Warranty:

Loan/Lease

Deal Type: Term: Finance Amt: MSRP: APR: Monthly Pmt: 1st Pmt Date: Balloon Amt: Residual Amt: Acct. #:

Lienholder

Products

Load Template: Clear Template

Program	Type	Plan	Term	Deductible	Retail (excl.taxes)
VSC					Not Rated
GAP					Not Rated

Save Quote Print Quote Close Cancel Changes

Select a plan, term, deductible (if applicable), and options. Click the right facing arrow next to the “Retail” box to see your cost. Enter the amount you want to charge in the “Retail” box, and either save the quote or hit “[Submit](#)” to finalize and print the contract. You can also preview the contract by clicking the icon to the right of the “Submit” – a draft of the contract will appear for proofing.

Slite WARRANTY
We take the Risk Out of Buying a Used Car.

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Main Quote Contract Remittance Claims Settings

Quote

Plan Purchase Date: 08/01/2016 F&I Manager/Sales Associate: Kelly Cook

Customer

Vehicle (2015/HYUNDAI/VELOSTER)

VIN: KMHTC6AD5FU243664 Odometer: 17,500 Mfg. Warr. Start Date: Veh. Purchase Price: Veh. Purchase Date:

Attributes (2015/HYUNDAI/VELOSTER/Car Non-Luxury Sport/4 Cyl/Front Wheel Drive/Gas)

Stock #: Base Warranty: 60 / 60,000 Powertrain Warranty: 120 / 100,000

Loan/Lease

Deal Type: Term: Finance Amt: MSRP: APR: Monthly Pmt: 1st Pmt Date: Balloon Amt: Residual Amt: Acct. #:

Lienholder

Products

Load Template: Clear Template

Program	Type	Plan	Term	Deductible	Remit	Retail (excl.taxes)
VSC	Elite Warranty VSC	Standard Day 1 Plus	36/50,000	0	\$909.00	\$1,200.00
GAP						

Payment Plan: None (default)

Save Quote Print Quote Close Cancel Changes

FINALIZING AND PRINTING A CONTRACT

Once you hit [Submit](#), the System will require you to enter the customer data. [To save time, Customer information isn't required to do a quote in case the customer decides not to purchase the contract]. Please fill the Customer information in completely.

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[Main](#) [Quote](#) [Contract](#) [Remittance](#) [Claims](#) [Settings](#)

Quote

Plan Purchase Date: 08/01/2016 F&I Manager/Sales Associate: Kelly Cook

Customer

First Name: MI: Last Name: Title: Address: Address 2: City: State: ZIP: Primary Phone: Secondary Phone: Email: Alternate C:

Vehicle (2015 HYUNDAI VELOSTER) VIN: KMHTC6AD5FU243664 Odometer: 17,500

Attributes (2015 HYUNDAI VELOSTER) Stock #: Base Warranty: 60 / 60,000 Power: 120 / 100,000

Loan/Lease

Deal Type	Term	Finance Amt	MSRP	APR	Monthly Pmt	1st Pmt Date	Balloon Amt	Residual Amt	Acct. #

Lienholder

Products

Load Template: Clear Template

Program	Type	Plan	Term	Deductible	Remit	Retail (excl. taxes)
VSC	Elite Warranty VSC	User	Standard Day 1 Plus	36/50,000	0	\$909.00 \$1,200.00

[Options](#) [Submit](#) [Print](#) [Close](#)

Once the customer information has been entered, hit [Submit](#) again and the contract screen will come up you can print the contract for signature. **Make sure the customer gets a signed copy of the contract.**

POP-UP BLOCKERS


To view or print a contract, you must enable pop-ups. If you have a pop-up blocker enabled in your browser, the first time you try to view a contract a warning should appear. You should be able to allow pop-ups for all sites or just this one. Choose which option you want – this is a one time issue.

VOIDING A CONTRACT

Contracts may need to be voided when a deal falls through due to lack of financing approval or other reasons. A contract may only be voided PRIOR TO DOING A REMITTANCE ADVICE (Invoice). Once a Remittance Advice has been generated, the system will not allow a contract to be voided. Void Contracts remain in the system with a void status.

To void a contract, find the pending contract in either the Quote Search or Contract Search screen, click on the blue reference number and when the contract is displayed click the “Void”

link next to the contract. A message will appear asking if you really want to void it – continue or not as appropriate.



001Test - UT Welcome Kelly Cook [Help](#) [Logout](#)

Main **Quote** **Contract** **Remittance** **Claims** **Reports** **Settings**

Quote

Plan Purchase Date: 08/10/2016 F&I Manager/Sales Associate: Dealer Test

Customer (TAYLOR, CADEN)

First Name: CADEN MI: Last Name: TAYLOR Title: Address: FDFS City: FDS State: UT ZIP: 84097 Primary Phone: (801)111-1111 x1111 Secondary Phone: Email: Alternate Contact: Language: English

Vehicle (2005/ACURA/MDX TOURING)

VIN: 2HNYD18865H529246 Odometer: 25,000 Mfg. Warr. Start Date: Veh. Purchase Price: Veh. Purchase Date: Attributes: (2005/ACURA/MDX TOURING/Truck Mid-Size Luxury CUV/6 Cyl/All wheel drive/Gas/6,000 and less)

Stock #: Base Warranty: 48 / 50,000 Powertrain Warranty: 48 / 50,000

Loan/Lease

Lienholder

Products

Load Template: Clear Template

Template VSC and GAP must be edited to reflect the latest sale authority. Some or all of the configured choices are no longer available due to revised sale authority.

Program	Type	Plan	Term	Deductible	Retail (excl. taxes)
GAP					\$0.00

Contracted Products

Product	Program	Type	Plan	Term	Deductible	Retail	
VSC	Elite Warranty VSC	Used	Standard Day 1 Plus	60/100,000	\$0	\$2,269.50	000000098ST Void

EDITING A CONTRACT

Once a contract has been submitted, certain customer and lienholder information can still be edited before a Remittance Advice (Invoice) has been created. If this needs to be done, select the pending contract in the Quote or Contract Search screen and select “Edit Contract” at the bottom of the screen. After making changes, you should click on “Regenerate Contract” to print an updated contract with the corrected information on it.



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General Information

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Purchase Date: 08/10/2016 Customer Name: TAYLOR, CADEN Vehicle: 2HNYD18865H529246 [Attributes](#)
Mfg. Warr. Start Date: Address: FDFSA 2005 ACURA MDX TOURING
Seller: UT FDS, UT 84097 Sale Odometer: 25,000
F&I Manager/Sales Dealer Test Primary Ph.: (801) 111-1111 Ext 1111 Veh. Purchase Date:
Associate: [Quote](#) Secondary Ph.:
Stock #: Email:
Lienholder: [Edit Lienholder](#) Language: EN
Alt. Contact: [Edit Customer Information](#)

Service Contract (0000000985T) Pending

Plan Type: Used Term: 60 Miles: 100,000 Ded: \$0 Retail (excl. taxes): \$2,269.50
Program: Elite Warranty VSC Payment Option: Single Pay
Plan Name: Standard Day 1 Plus Effective Date: 08/10/2016 - 08/10/2021
Added Air Conditioning Effective Odom: 25,000 - 125,000
Options: Turbo

Covered Components

[Claims](#) [Add Claim](#)[Copy of Contract](#)[Re-generate Contract](#)[Cancellation Quote](#)[Void Contract](#)

SEARCHING FOR A CONTRACT

Both contracts and quotes remain in the Quote Search screen for 60 days. You may search in either screen using a variety of criteria. In the Contract Search screen you may also search by contract status. There is a legend at the bottom that explains each contract's status.



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Filters

To search for contracts sold outside this dealership please use Contract # or VIN #.

Search By: Status [ALL](#) [Advanced Search](#)
Sale Date: 06/28/2016 To: 07/11/2016
Payment Plan Provider: Any

Contract List [Click Search button to refresh search results.](#)

<< Prev Page 1 of 1 Next >> Records Per Page: 50

Void	Customer	VIN	Purchase Date	Product	Contract #	Term*	Retail	Edit	Payment Plan Provider
<input type="checkbox"/>	Atwood, Bryce	19XFB2F87CE389146	07/08/2016	VSC	000000047ST	60/100	\$1,049.00		
<input type="checkbox"/>	Atwood, Bryce	19XFB2F87CE389146	07/08/2016	GAP	000000046GAP	60	\$300.00		
<input type="checkbox"/>	Bastian, Sid	19XFB2F87CE389146	07/06/2016	VSC	000000063ST	60/100	\$15,000.00		
<input type="checkbox"/>	Buns, Hotdog	KMHTC6AD5FU243664	07/06/2016	VSC	000000043ST	60/100	\$1,584.00		
<input type="checkbox"/>	Ccu, Uccu	1VWBP7A32CC106729	07/06/2016	VSC	000000044ST	60/100	\$2,004.00		
<input type="checkbox"/>	Fudd, Elmer	1D4HB58D05F594565	07/11/2016	GAP	000000048GAP	60	\$300.00		
<input type="checkbox"/>	Fudd, Elmer	1D4HB58D05F594565	07/11/2016	VSC	000000049ST	60/100	\$1,895.00		
<input type="checkbox"/>	Howard, Russ	19XFB2F87CE389146	07/07/2016	VSC	000000045SU	48/75	\$1,200.00		
<input type="checkbox"/>	Spencer, Eral	1C4PJLCB4FW683191	06/29/2016	VSC	000000042ST	60/100	\$1,274.00		
<input type="checkbox"/>	Tom, Uncle	19XFB2F87CE389146	06/28/2016	VSC	000000040ST	60/100	\$1,084.00		
<input type="checkbox"/>	Tom, Uncle	19XFB2F87CE389146	06/28/2016	GAP	000000041GAP	60	\$300.00		

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Status: **P** - Pending **PS** - Pending-Billed **A** - Active **V** - Void **C** - Cancelled **E** - Expired **R** - Rejected[Clear Selected](#)[Void Selected](#)

GAP CONTRACTS

If you have submitted a completed Profile Form, you may sell a GAP policy. Fill in the first 4 boxes of the “Loan/Lease” section of the Quote screen. The GAP term will default to the loan term, but you may select a shorter term if you wish. You can enter the retail price you want to charge and see your cost by clicking the arrow above or beside the “Retail” box.

The screenshot shows the Elite Warranty Quote screen. The top navigation bar includes links for Main, Quote, Contract, Remittance, Claims, and Settings. The Quote section is active, showing customer information for Mrs. Butterworth and vehicle details for a 2015 Hyundai Veloster. The Loan/Lease section is highlighted with red arrows pointing to the Deal Type (Loan), Term (48), Finance Amount (\$20,000.00), and MSRP (\$20,000.00) fields. The Products section at the bottom shows the GAP program selected, with the Term set to 48 months and the Retail price set to \$150.00. A red arrow points to the Retail price field, and another red arrow points to the Submit button.

PAYING ELITE FOR YOUR CONTRACTS

When you are ready to pay Elite Warranty for your contracts, go to the “Remittance” tab, select the warranties you want to pay for, and print the Invoice. You must invoice GAP separately from Vehicle Service Contracts. When you have selected the contracts you want to pay, click on the “Submit” button at the lower left. A warning will appear saying you cannot edit a contract once you include it on a Remittance Advice. You may also preview the invoice before printing it by clicking on the red icon at the lower left of the screen.



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Welcome Kelly Cook [Logout](#)[Main](#) [Quote](#) [Contract](#) [Remittance](#) [Claims](#) [Reports](#) [Settings](#)**Create Remittance**Product: ☒ VSC ☐ GAP

Program: ALL

Due From	Contract Count	Remit Due
TOTAL	0	\$0.00

Lienholder: ANY

Plan
Purchase: ALL DATES
Date:

Rectangular Ship

[Filter](#)[Include This Page](#) [Exclude This Page](#) [Include All Pages](#) [Exclude All Pages](#)**Contracts**

Include	Customer	VIN	Purchase Date	Contract #	Plan Description	Term	Deductible	Lienholder	Total Contract Due	Due From
<input type="checkbox"/>	TAYLOR, CADEN	2HNYD18865H529246	08/10/2016	000000098ST	Standard Day 1 Plus	60/100K	\$0		\$1,434.00	Seller-001Test
<input type="checkbox"/>	Guy, Big	3N1AB6AP1CL662953	08/09/2016	000000097SU	Superior	60/100K	\$100		\$875.00	Seller-001Test
<input type="checkbox"/>	Duck, Donald	KMHTC6AD5FU243664	08/07/2016	000000090ST	Standard Day 1	60/100K	\$0	Terry Finance	\$559.00	Seller-001Test
<input type="checkbox"/>	Bastian, Sid	KL1TD66E59B350899	08/04/2016	000000082PR	Premium Plus	48/60K	\$0		\$1,275.00	Seller-001Test
<input type="checkbox"/>	Cor, Brad	19UUA66276A063966	08/04/2016	000000088ST	Standard Day 1 Plus	36/50K	\$0	Kelly's CU	\$1,009.00	Seller-001Test
<input type="checkbox"/>	Duck, Daffy	1GKFK16Z84J317819	08/02/2016	000000092ST	Standard Day 1	60/100K	\$0	Bugs Bunny CU	\$689.00	Seller-001Test
<input type="checkbox"/>	Fudd, Elmer	1GKFK16Z84J317819	04/05/2016	000000093ST	Standard Day 1	60/100K	\$0	Bugs Bunny CU	\$689.00	Seller-001Test

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[Preview Remittance](#)[Download All to Spreadsheet](#)[Save](#)[Submit](#)

FINDING YOUR MONTHLY BILL

At the end of each month a billing statement will be available for you to view. A “Reports” tab will appear on the DAP when the monthly statement is ready. Click the “Reports” tab and select the report to see upaid contracts, any overpayments, short pays etc.

SETTINGS

Under the “Settings” tab you can set mark-ups, establish commonly used lenders, enter the names of sales persons that will appear with the contract information for later reference.

Markup

You can set Base Markup as a fixed amount that will be added to the cost and the total amount will appear in the “Retail” box when you quote a contract. You can also set a % mark-up and have the system add either the lesser or greater markup. You can also make exceptions to the standard markup by selecting the “Exceptions” icon at the right of the base markup line and vary the markup by product.



test - TEST DEALER

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[Main](#) [Quote](#) [Contract](#) [Remittance](#) [Claims](#) [Settings](#)

Base Markup

VSC	Add \$	<input type="text" value="100.00"/>	OR %	<input type="text"/>	Whichever is	<input type="text" value="Greater"/>	Exceptions
GAP	Add \$	<input type="text"/>	OR %	<input type="text"/>	Whichever is	<input type="text" value="Greater"/>	Exceptions

[Save](#) [Cancel Changes](#)

F&I Markup

VSC	Add \$	<input type="text"/>	OR %	<input type="text"/>	Whichever is	<input type="text" value="Greater"/>	Exceptions
GAP	Add \$	<input type="text"/>	OR %	<input type="text"/>	Whichever is	<input type="text" value="Greater"/>	Exceptions

[Save](#) [Cancel Changes](#)

Base Markup VSC Exceptions (Default: Add \$100 or 0.00% whichever is greater)

Program	Plan Type	Plan	Base Markup			
Elite Warranty VSC	Used	Premium	Add \$	<input type="text" value="200.00"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Premium Plus	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard Day 1	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard Day 1 Plus	Add \$	<input type="text" value="50.00"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard Diesel	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard Diesel Plus	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Standard Plus	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Superior	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>
Elite Warranty VSC	Used	Superior Wrap	Add \$	<input type="text"/>	OR %	Whichever is <input type="text" value="Greater"/>



[Cancel Changes](#) [OK](#)

Lienholders and Sales Associates

You can also add Lienholders that you frequently use – they will be available to select in the Quote Screen when you create a contract.

Sales Associates can also be added and selected in the Quote Screen so that they will be associated with the contracts. This is especially useful when you have several people that sign onto the Dealer Access Portal using the same User ID. They can then put their names in the list and you don't have to set up a new user when someone leaves. (You should change the password though).

Preferred Lienholders



Lienholder Name	Address	City	State	ZIP	Phone	Status		
Elite Bank	PO 404	Springville	UT	894 663		Unverified		

Add

Sale Authority

Date Range (01/2016 to Current)

F&I Manager/Sales Associates

Active	First Name	Last Name	Edit
<input checked="" type="checkbox"/>	Elite	Agent	
<input checked="" type="checkbox"/>	Test	Dealer	
<input type="checkbox"/>			