



QuickStart Guide

DealerTrack – Submitting Credit Applications
March 2005

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to use ARKONA to submit a credit application to DealerTrack.

1. Select a car deal.

- Take option **1=Deals** from the Business Office menu and key in the stock number of the deal you want to submit to DealerTrack; or
- Use function **20=Retrieve** to select the car deal by customer name.

2. Confirm the deal information.

- Use function **22=Buyer** to verify that the customer information is complete and correct.
- Use function **28=Disclosure** to see an itemization of the amount financed.

3. Create a new credit application.

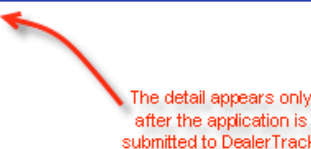
- Use function **35=Credit Application** to display the Credit Application Selection screen.
 - The screen below will show no credit application detail before you submit application to DealerTrack.

```
B05981R                A R K O N A                2/21/05
JIM                    Credit Application Selection
=====
Buyer  ABBEY, KAREN
Vehicle U 1997 NISSAN ALTIMA 1997 (11100)
1=Select 3=Payment

Opt Date  Time  Int Type          Pmt Reference          Status
-----
_  2/21 15:45 DT  Retail    6892.71
_           Chase Prime(STANDARD)

Bottom

F3=Exit  F5=Refresh  F6=New Credit Application  F12=Cancel
```



The detail appears only after the application is submitted to DealerTrack.

Credit Application Selection Screen

- b. Use function **F6=New Credit Application** to display the Select Credit App Company window and take option **1=Select** by DealerTrack and press [ENTER] twice to display the Buyer Residence Information screen.

4. Complete the buyer information.

- a. Key in the required information for the buyer residence.
 - Most of this information is pulled automatically from the deal.
 - The previous residence information fields display when the buyer has lived at his current address less than 2 years.

```

B01057DB                A R K O N A                2/21/05
JIM                    Credit Application - DealerTrack
=====
Buyer ABBEY, KAREN      DOB 3/19/1987 SS NO. _____
    101 S 451 EAST
Current:
Str# TEST  Str Name SOME STREET  Apt _____
Box _____ RRT _____ Time At 1 10
City DOUCET  ST UT Zip 84043 Phone 801-456-3259
Status* E FAMILY Mortgage/Rent 100

Previous:
Str# _____ Str Name _____ Apt _____
Box _____ RRT _____
City _____ ST ___ Zip 000000000

If Time At current address is less
than 2 years 0 months, the Previous
address information displays.

F3=Exit  F8=Comments  F12=Previous
  
```

Buyer Residence Information Screen

- Use function **F8=Comments** to append notes to the application and send the notes to DealerTrack.
- b. Complete the buyer residence information and press [ENTER] to display the Buyer Employment Information screen.
 - c. Complete the buyer employment information and pres [ENTER] to continue.

5. Complete the co-buyer information (if required).

- a. Complete the Co-Buyer Residence Information screen and the Co-Buyer Employment Information screen and press [ENTER] to display the Lender Selection screen.

```
B05986R                A R K O N A                2/22/05
JIM                    Credit Application - DealerTrack
=====
BUYER ABBEY, KAREN          DOB  3/19/1962  SS/ID No. 111-22-3333
TYPE: Retail
VEHICLE U 1997 NISSAN ALTIMA 1997
VIN 1N4BU31D1VC146743 STOCK#    11100

1=Select
Op Lender
- ** Submit Without Lenders **
- Americredit
- Chase Custom/RV
- Chase Prime

Bottom

F3=Exit  F12=Cancel
```

Lender Selection Screen

6. Select the lender(s) to receive the application.

- a. Take option **1=Select** by one or more lenders in the list; or
- b. Take option **1=Select** by Submit Without Lenders to send the credit application to the DealerTrack web site.
 - From the DealerTrack web site, you can assign the application to a bank to be faxed from DealerTrack to a bank's toll-free fax number.

7. Select the lender program.

- If any selected lender has loan programs, the Select Lender Program window displays.

```

B05986R          A R K O N A          2/22/05
JIM              Credit Application - DealerTrack
=====
BUYER ABB
TYPE: Ret
VEHICLE
VIN 1N4B
1=Select
Op Lende
- ** Su
- Ameri
- Chase
1 Chase
333

          Select Lender Program
-----
1=Select
  Opt Program          Description
-----
- CHASE EXPRESS      Chase Express
- MOBILITY           Mobility
- STANDARD           Standard
-----
F12=Cancel          Bottom
-----
Bottom
-----
F3=Exit   F12=Cancel

```

Select Lender Program Window

- b. Take option **1=Select** by the lender program you want to assign to the credit application and press [ENTER] to display the Confirmation window.

8. Submit the application to DealerTrack

- a. Use function **F10=Submit Application** to send the application to DealerTrack and return to the Credit Application Selection screen.
 - Information about each application submission display.
 - If there was an error in the transmission, that information is communicated on the Credit Application Selection screen.

9. Review submitted applications and application decisions.

- Information on credit decisions is obtained from the DealerTrack web site.