



## **Setup Guide**

**First American Credco Credit Bureau Setup**  
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## First American Credco Credit Bureau Setup

ARKONA Setup Guide

*Use this Setup Guide for help setting up the First American Credco credit bureau interface.*

### 1. Establish a relationship between the dealership and First American Credco.

- The dealership must complete the enrollment procedure forms to set up an account with First American Credco. Credco must do an on-site inspection and send a user ID and password to the ARKONA Sales Department
- Click on the icon below to obtain an enrollment form.

Credco Enrollment  
Forms

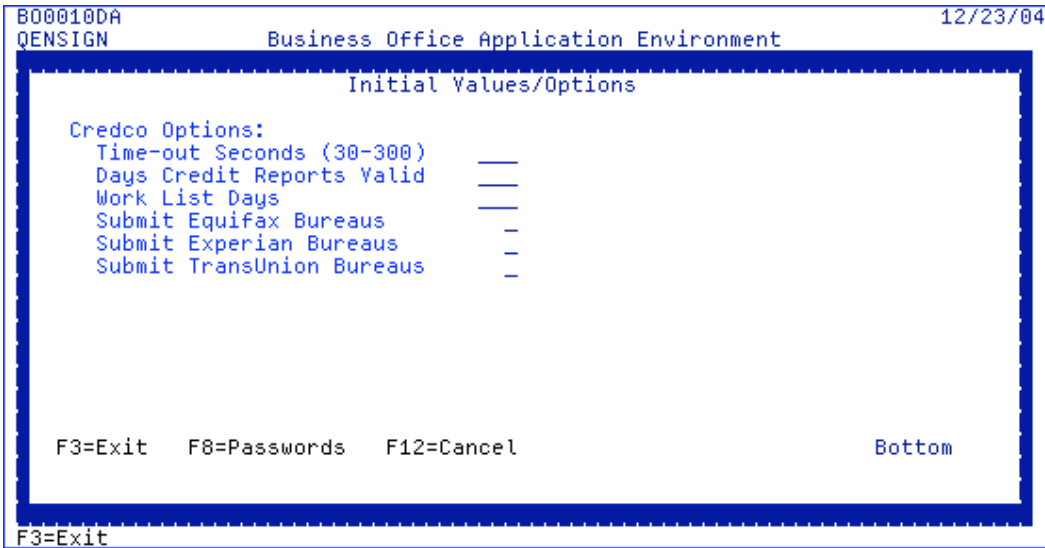
- Refer the customer to the ARKONA Sales Department for questions concerning ARKONA's relationship with First American Credco.
- Once Credco approves the dealership, they will set up an account and assign a user ID and password that will be forwarded to the ARKONA Engineering Department.

### 2. Add Credco to DCS Definitions.

- a. Take option **6=DCS Definitions** from the System Environment menu and use function **F6=Add** to display the Add New Manufacturer window.
- b. Key in CC for the manufacturer code and press [ENTER] to display the Credco Credit Bureau screen.
- c. Key in the ARKONA web server IP address (currently 172.30.0.63).
- d. Key in the Credco user ID and password for the dealership.
  - The user ID and password can be obtained from the ARKONA Sales Department once Credco has approved the dealership.

### 3. Complete the Application Environment preferences for Credco.

- a. Take option **50=Application Environment** from the Business Office menu and take option **1=Select** by Preferences.
- b. Take option **1=Select** by Initial Values/Options and press [ENTER] to display the Credco Options screen.



### Credco Options Screen

c. Use the following table for help understanding the function of the Credco options.

Option	Function
Time Out Seconds	Set this prompt to the number of seconds you want the ARKONA screen that displays a customer's credit information to remain active up to 300 seconds (5 minutes). After this amount of time, the credit information screen will be cancelled and must be re-accessed with an authorized user's password.
Days Credit Report is Valid	After this number of days you will no longer be able to look at a credit report.
Work List Days	Set this prompt to the default number of days of credit reports you want the ARKONA system to display on the Credit Bureaus screen accessed from option <b>14=Credit Bureaus</b> on the Business Office menu.
Submit Equifax Bureaus	Set this prompt to Y to have the option to request credit bureaus from Equifax.
Submit Experian Bureaus	Set this prompt to Y to have the option to request credit bureaus from Experian.

Option	Function
Submit TransUnion Bureaus	Set this prompt to Y to have the option to request credit bureaus from TransUnion.

#### 4. Establish the user passwords.

- The dealership ARKONA security officer must perform these steps.
- a. Use function **F8=Passwords** at the bottom of the Credit Bureau Initial Values screen to display a list of user IDs.
- b. Take option **2=Change** by the user ID you want to set the password for.
  - You may have to page down to see additional user IDs.
- c. Key in the password on the New Password line and key in the same password on the confirm line and press [ENTER] to save and return to the User ID list.
- d. Repeat step 4b and 4c for each user that needs to access the credit bureaus.

#### 5. Run a test credit bureau.

- Credit inquiries can be tested at no charge by using one of the fictitious customers in the attached Excel file.
- Do not use a real customer for a test; the dealership will be charged.
- a. Take option **14=Credit Bureaus** from the Business Office menu to display the Credit Bureaus screen.
- b. Use function **F6=New Applicant** to display the database search screen.
- c. Using one of the customers from the Credco Test Customers file, fill in the buyer information and press [ENTER] twice to display the Credit Bureau Selection screen.
- d. Take option **1=Select** by the type of credit bureau desired and press [ENTER] twice to submit.
  - The credit bureau request takes seconds to process and will return with a score.

Credco Test  
Customers