



APPI ONLINE

*Preparing an Electronic Remittance &
Not Remitted Maintenance*

Login Instruction

1. Navigate to www.appionline.com
2. Enter your username and password
3. Click Log In

Support

sales.support@appiadm.com
(888) 676-6871, Option 5
9:00am to 8:00pm Eastern Time, Mon-Fri

Preparing an Electronic Remittance

Create or Adjust Remittance

1. Click the **Online Remittance** navigation button from the left
2. Click **Open Remittance** or **New Remittance** under the Action column
3. Click **Add Contracts** to see a list of agreements in Not Remitted status
4. Check the box in the **Select** column for each agreement you wish to add to the current remittance
5. Click **Add Selected Contracts**

Remove Contracts from Remittance

1. Before the remittance is **Finalized**, Click on the box in the **Select** column next to the transaction to be removed
2. Click **Remove Selected**

Finalizing the eRemittance

1. Verify transactions at **Open Current Remittance**
2. Click **Finalize Remittance**
3. A final warning will appear, Click **OK**
4. **Print** the Adobe file
5. Prepare a check payable to APPI, Inc for the **Remittance Total**
6. Send the remittance and check via mail or expedited courier

Not Remitted Maintenance

Reviewing Deals in Not Remitted Status

1. Click the **Online Processing** navigation button
2. Click on the **Saved Agreements** button
3. Review list of agreements in **Not Remitted** status

Moving Deals to Deleted Status

1. Check the box in the **Select** column for each agreement you wish to move to **Deleted** status

These are typically deals that:

A. Were created for the customer but never sold or delivered.

B. Deals that fell through.

C. Duplicate enrollments created by F&I

2. Click the **Delete** button found at the bottom of the page
3. Deals can be moved out of deleted status by setting them as **Not Remitted** from the Deleted screen