



ADVANCED PROTECTION
PRODUCTS INTERNATIONAL, INC.

ONLINE PROCESSING GUIDE

For assistance contact us via phone at (888) 676-6871
or via mail at sales.support@appiadm.com

eRating & eContracting

Obtaining a Rate Quote

From the Online Processing module, click the **eContract** option. Enter deal data under the Vehicle Information section. Fields shaded in yellow are required. Click **VIN Decode**.

The screenshot shows the APPI eContracting interface. The left sidebar contains the APPI logo and navigation links: Home, Contracts & Claims, Dealer Reporting, Online Processing (highlighted), and Online Remittance. The main content area has a top navigation bar with tabs: eContract (selected), Direct Entry, In Process, Saved Agreements, and Cancels. Below the tabs, there is a 'SELECT PROGRAM:' dropdown menu with 'GAP' selected and a 'Replicate Deal' button. A session timer indicates 'Session time remaining: 39 minutes.' The 'Deal Date' is set to '1/3/2019'. The 'Dealer Information' section is titled 'APPI DEMO'. The 'Vehicle Information' section contains several fields: 'VIN' (highlighted in yellow), 'VIN Decode' (blue button with an orange arrow pointing to it), 'YEAR', 'MAKE', 'MODEL', 'STYLE', and 'CYL'. Below these are 'VEHICLE TYPE' (radio buttons for NEW and USED), 'ODOOMETER', 'CONTRACT EFFECTIVE DATE' (highlighted in yellow with '1/3/2019'), 'TERM (MONTHS)', and 'AMOUNT FINANCED'.

Then click **Step 2 – Present Rates**

The screenshot shows the 'Available Rates' section. A blue button labeled 'Step 2 - Present Rates' is highlighted with a yellow box and an orange arrow pointing to it. Below the button is a table with the following data:

Available Program	Dealer Cost
<input type="radio"/> 72 Months	\$240.00

eRating & eContracting

Creating an eContract

After completing steps 1 and 2 under Obtaining a Rate Quote, choose the appropriate rate from the resulting options. Enter the rest of the deal data, which varies by product. Required items are shaded in yellow. Click **Step 3 – Save**.

Consumer Information

FIRST NAME	MI	LAST NAME
<input type="text" value="Testfirst"/>	<input type="text" value="R"/>	<input type="text" value="Testlast"/>
CO-OWNER FIRST NAME	MI	CO-OWNER LAST NAME
<input type="text" value="test2"/>	<input type="text"/>	<input type="text" value="test2"/>
STREET ADDRESS		
<input type="text" value="123 Test St. #1"/>		
CITY	STATE/PROVINCE	POSTAL CODE
<input type="text" value="PRAIRIEVILLE"/>	<input type="text" value="LA"/>	<input type="text" value="70769"/>
HOME PHONE	WORK PHONE	
<input type="text"/>	<input type="text"/>	
EMAIL		
<input type="text" value="sample@email.com"/>		

Save

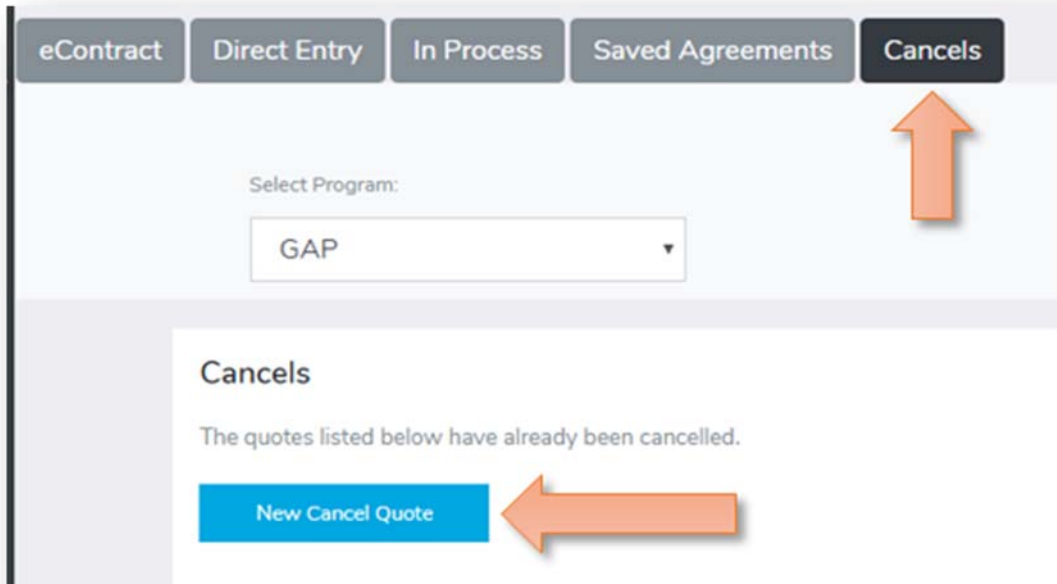
←

The resulting image will be a PDF of the customer agreement ready for print. Ensure you have enabled pop-ups for the site.

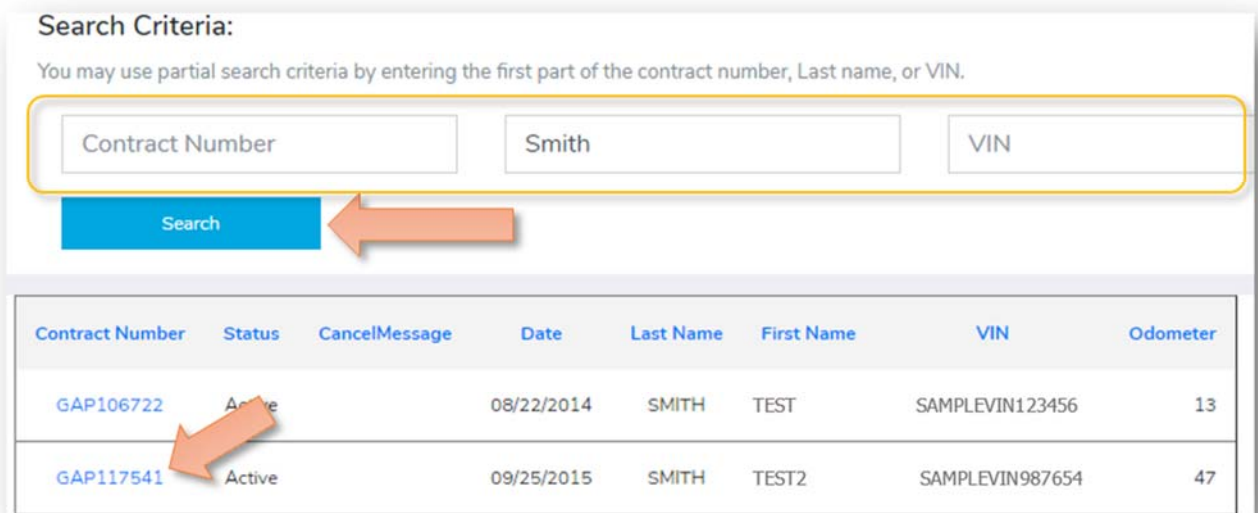
Cancel Quotes

Obtaining a Cancel Quote

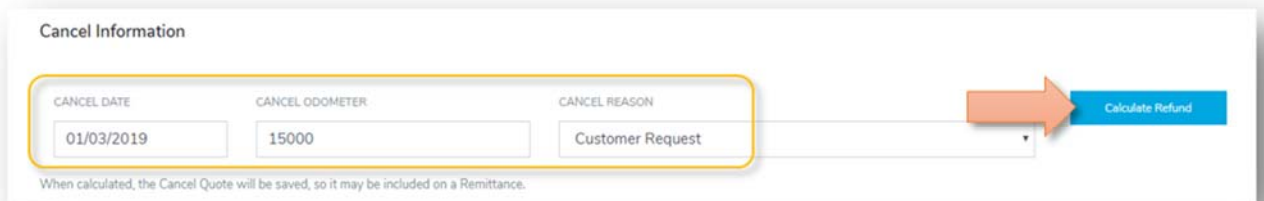
From the Online Processing module, click the **Cancels** option. Then click **New Cancel Quote**.



Enter either the contract number, last name, or VIN. Then click **Search** and click on the contract number of the deal requiring a cancel quote.



Enter Cancel Information and click **Calculate Refund**.



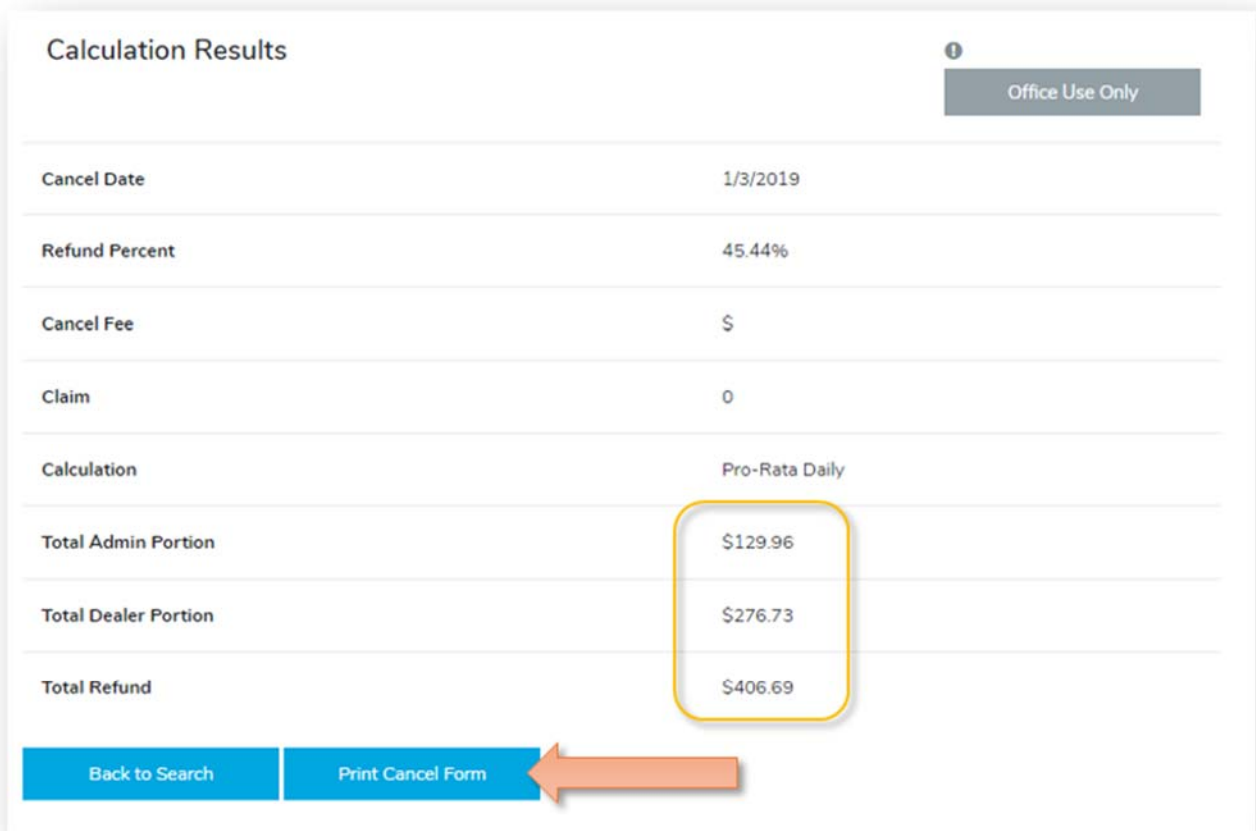
Cancel Information

CANCEL DATE	CANCEL ODOMETER	CANCEL REASON
01/03/2019	15000	Customer Request

When calculated, the Cancel Quote will be saved, so it may be included on a Remittance.

[Calculate Refund](#)

Calculation results will appear in the lower portion. Click **Print Cancel Form** for a PDF of the pre-populated cancel form, ready for print. Ensure you have enabled pop-ups for the site.



Calculation Results

Office Use Only

Cancel Date	1/3/2019
Refund Percent	45.44%
Cancel Fee	\$
Claim	0
Calculation	Pro-Rata Daily
Total Admin Portion	\$129.96
Total Dealer Portion	\$276.73
Total Refund	\$406.69

[Back to Search](#) [Print Cancel Form](#)

Electronic Remittance

Creating an Electronic Remittance

From the home screen, click **Online Remittance** from the left navigation bar. Click the **New** or **Open** button under Action to create or view a remittance.

APPI
ADVANCED PROTECTION PRODUCTS INTERNATIONAL, INC.

Home
Contracts & Claims
Dealer Reporting
Online Processing
Online Remittance

Remittances

Current Remittances

Remittance #	Date	Contract Count	Contract Total	Cancel Count	Cancel Total	Remittance Total	Action
GAPV-120397	2018-12-26	0	0.00	0	0.00	0.00	Open GAP
VSCV-120398	2018-12-26	0	0.00	0	0.00	0.00	Open VSC

Click **Add Contracts**

Current Remittance GAPV-120397

Remove Selected Add Contracts Add Cancels

Contracts

There are no Contracts on this Remittance. Use Add Contracts to view a list of finalized agreements in Not Remitted status.

Check the box next to each deal you wish to add. The click **Add Selected Contracts**.

Add Contracts to Current Remittance -

The following are the contracts that may be added to the Current Remittance. Highlighted items are more than 30 days old and require immediate a

Select	First Name	Last Name	VIN	Date	Contract Number	Tax	Cost	D
<input checked="" type="checkbox"/>	JOHN	DOE	5N1AR2MM3DC626337	2018-11-01	APPG-2154408	0.0000	\$150.00	129c6c
<input type="checkbox"/>	JOHN	DOE	3FADP4AJ6JM118540	2018-11-01	APPG-2154414	0.0000	\$117.00	070d00

Deselect All Add Selected Contracts

If your dealership nets cancels, add cancels following the same steps above but under the Add Cancels option. When ready to finalize the electronic remittance, click **Finalize Remittance**.

Current Remittance GAPV-120397

Remove Selected Add Contracts Add Cancels **Finalize Remittance**

Contracts

Select	First Name	Last Name	Customer #	VIN	Date	Contract Number	User	Cost
<input type="checkbox"/>	JOHN	DOE		5N1AR2MM3DC626337	2018-11-01	APPG-2154408		0.0000 \$150.00

To print the finalized remittance, click the topmost record in the Finalized Remittances table.

Finalized Remittances
Remittances are listed in chronological order with the most recent at the top.

Type	Remittance #	Date	Status	Contract Count	Contract Total	Cancel Count	Cancel Total	Remittance Total
GAP	GAPV-120397	2019-01-04	Ready	1	\$0.00	0	\$0.00	\$0.00
Protection	PRTV-114970	2018-09-27	Ready	4	\$0.00	0	\$0.00	\$0.00

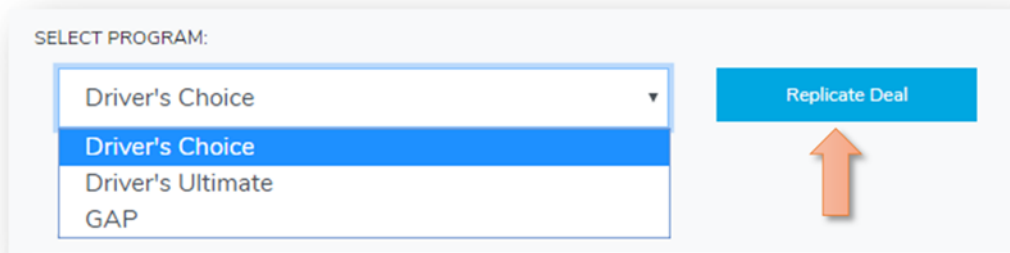
Print the resulting electronic remittance and submit with payment.

GAP		# GAPV-120397-10	Remittance		Make checks payable to	
Date	01/04/2019	APPI, INC				
Dealer		API1800017	Mail Invoice, Check, Contracts and Cancels to:		Advanced Protection Products International, Inc.	
APPI DEMO			PO Box 232437		San Diego, CA 92193	
17732 HIGHLAND RD STE G-158						
BATON ROUGE, LA 70810						
Agreements						
Customer	Agreement Number	Agreement Date	VIN / Vehicle	Term / Benefit	Dealer Cost	
DOE, JOHN	APPG-2154408	11/01/2018	5N1AR2MM3DC626337 2013 Nissan Pathfinder	48 months	\$150.00	
(1) Agreements Total					\$150.00	
Dealer Remittance Total					\$150.00	

Frequently Asked Questions

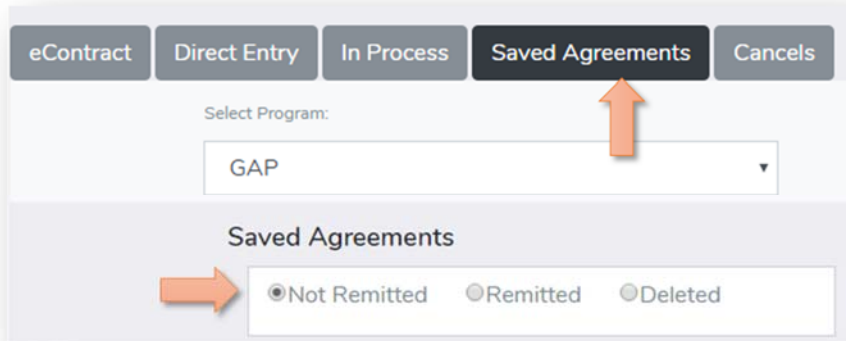
How do I copy existing customer info to a new product?

Once an agreement is generated for any product, the website allows a user to replicate existing customer information to a new product entry screen. To accomplish this, choose the next product from the drop-down and click **Replicate Deal**. Then proceed with entering any new required information, then **VIN Decode**, **Present Rates** and **Save**.

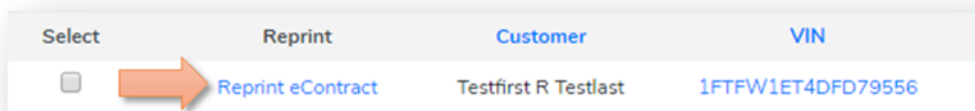


How do I re-print an agreement that has already been finalized?

Click **Saved Agreements** to view a list of finalized deals. Then choose appropriated agreement status (Not Remitted, Remitted, and Deleted).



Find the record in question and click **Reprint eContract**.



How do I edit a deal that I have already finalized?

No edits can be made to an agreement that has been saved. The alternative is to access the agreement by clicking the **Saved Agreements** option and then clicking the VIN.

Select	Reprint	Customer	VIN
<input type="checkbox"/>	Reprint eContract	Testfirst R Testlast	1FTFW1ET4DFD79556

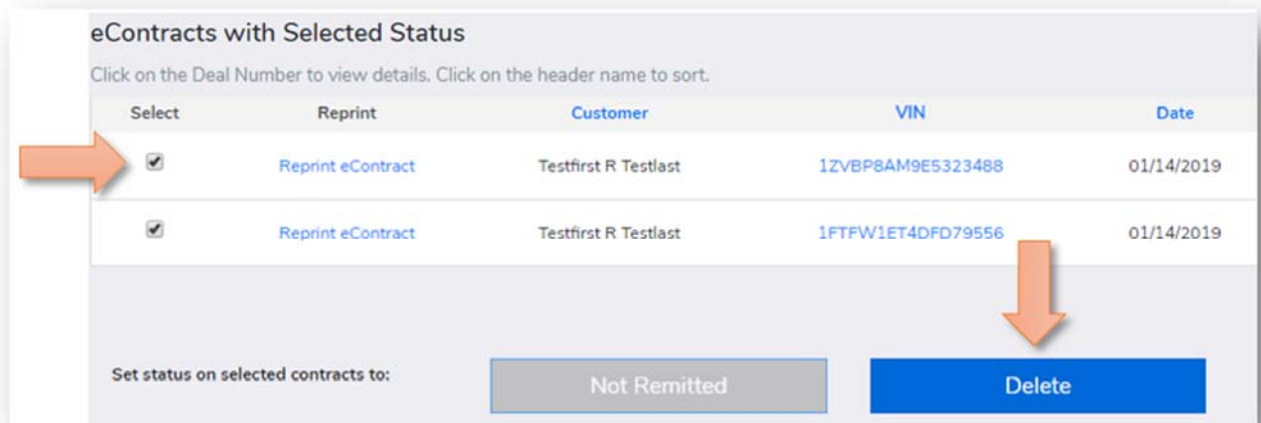
Then click **Delete and Replicate eContract** to move the original to deleted status and replicate the existing customer information to a new, editable eContract. Make the appropriate change and proceed with **VIN Decode**, **Present Rates**, and **Save**.

SELECT PROGRAM: [Replicate Deal](#) Session time remaining: 40 minutes.

This Contract has been Saved and Printed. The Contract must be deleted & replicated before changing. [Delete & Replicate eContract](#)

How do I remove deals from Not Remitted status?

Perform deal maintenance by moving duplicates or deals that fell through to Deleted status by clicking **Saved Agreements**. Then check the box next to each record that needs to be moved to Deleted status and click **Delete**.



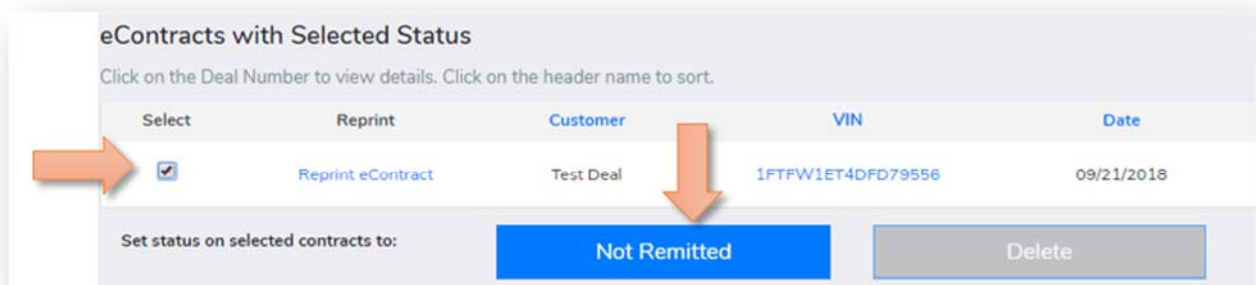
The screenshot shows a table titled "eContracts with Selected Status" with the following columns: Select, Reprint, Customer, VIN, and Date. Two rows are visible, both with the "Select" checkbox checked. An orange arrow points to the first row's checkbox. Below the table, there are two buttons: "Not Remitted" (disabled) and "Delete" (active). An orange arrow points to the "Delete" button.

Select	Reprint	Customer	VIN	Date
<input checked="" type="checkbox"/>	Reprint eContract	Testfirst R Testlast	1ZVBP8AM9E5323488	01/14/2019
<input checked="" type="checkbox"/>	Reprint eContract	Testfirst R Testlast	1FTFW1ET4DFD79556	01/14/2019

Set status on selected contracts to: Not Remitted Delete

I deleted a deal in error. How do I move it back to Not Remitted status?

Move a deleted deal to Not Remitted status by clicking **Saved Agreements** then Deleted status. Then check the box next to each record that needs to be moved to Not Remitted status and click **Not Remitted**.



The screenshot shows a table titled "eContracts with Selected Status" with the following columns: Select, Reprint, Customer, VIN, and Date. One row is visible with the "Select" checkbox checked. An orange arrow points to the checkbox. Below the table, there are two buttons: "Not Remitted" (active) and "Delete" (disabled). An orange arrow points to the "Not Remitted" button.

Select	Reprint	Customer	VIN	Date
<input checked="" type="checkbox"/>	Reprint eContract	Test Deal	1FTFW1ET4DFD79556	09/21/2018

Set status on selected contracts to: Not Remitted Delete

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