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**DEALER ACCESS SYSTEM (DAS)
USER GUIDE**



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DAS USER GUIDE - LOANS

ADD SERIALIZED LOAN REQUEST

1. Go to **Loans > Loans**.
2. Select **+**.
3. From the **Collateral Type** list, select the type.
4. Enter the asset information.
5. Select **Next**.
6. From the **Funding Method** list, select the disbursement method.
7. In the **Amount Requested** box, enter the value.
8. Either select **Submit** to submit the request and leave the loan request page or select **Submit and add more** to submit the request and add another loan request.

CHECK STATUS OF LOAN REQUEST

1. Go to **Loans > Loans**.
2. In the grid, view the **Approval Status** column.

ADD STOCK NUMBER TO A LOAN

1. Go to **Loans > Loans**.
2. Select **:**.
3. Select **Loan Detail**.
4. Select **Edit Loan**.
5. In the **Stock Number** box, enter the identifier.
6. Select **Submit**.

EDIT LOAN REQUEST

1. Go to **Loans > Loans**.
2. Select **:**.
3. Select **Edit Loan Request**.
4. Edit the data, as needed. Use **Next** to move to additional data.
5. Select **Submit**.

DELETE LOAN REQUEST

1. Go to **Loans > Loans**.
2. Select **:**.
3. Select **Delete**, then select **Ok**.

MANAGE LOANS

1. Go to **Loans > Loans**.
2. Select **:**.
3. Select **Loan Detail**.
4. Select **Edit Loan**.
5. Edit the data as needed.
6. Select **Submit**.
7. (Optional) To move to the next loan, use the navigation arrows, **<** **>**.
8. To return to the previous page, select **<**.

ADD SOLD INFORMATION TO LOAN

1. Go to **Loans > Loans**.
2. Select **:**.
3. Select **Loan Detail**.
4. Select **Edit Loan**.
5. Enter the sale information.
6. Select **Submit**.



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DAS USER GUIDE - WHOLESALE LEASE

ADD WHOLESALE LEASE

1. Go to **Loans > Loans**.
2. Select **+**.
3. From the **Request Type** list, select **Serialized Wholesale Lease**.
4. From the **Collateral Type** list, select the type.
5. In the **Lessee** box, enter the name, then select the lessee.
6. In the **Lease Number** box, enter the identifier.
7. From the **Lease Type** list, select the type.
8. Select **Next**.
9. Enter the asset information.
10. Select **Next**.
11. From the **Funding Method** list, select the disbursement method.
12. In the **Lease Amount** box, enter the lease value.
13. In the **Down Payment Amount** box, enter the amount.
14. Select **Next**.
15. From the **Term Template** list, select the option matrix.
16. Select **Next**.
17. In the **Rate Variance** or **Interest Rate** box, enter the value.
18. In the **Term Length** box, enter the length value.
19. Select **Next**.
20. In the **Monthly Payment** box, enter the amount of the payment due to your financial institution.
21. From the **First Payment Date Type** list, select when the first payment is due.
22. Select **Submit**.

ADD LESSEE

1. Go to **Loans > Lessees**.
2. Select **+**.
3. In the **Lessee Name** box, enter the full name for the lessee.
4. In the **Lessee Number** box, enter a unique identifier.
5. From the **Lessee Type** list, select the type used for reporting purposes.
6. (Optional) In the **Address** box, enter the full address of the lessee.
7. Select **Submit**.



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DAS USER GUIDE - COLLATERAL & LOAN TRANSFERS

ADD COLLATERAL TRANSFER REQUEST

1. Go to **Loans > Loans**.
2. Select **Collateral Transfers**.
3. Select **+**.
4. From the **From Collateral Type** list, select the collateral type from which you want to transfer one or more loans.
5. From the **To Collateral Type** list, select the collateral type to which you want to transfer one or more loans.
6. In the grid, select the check box beside one or more loans.
7. (Optional) In the **Additional Funding** box, enter any additional funds to be added to the requested amount.
8. Select **Submit**, then select **Ok**.

INITIATE TRANSFER REQUEST AS SELLER

1. Go to **Loans > Loan Transfers**.
2. Select **+**.
3. Select **Outgoing Transfer**.
4. In the **Buyer** box, enter the buying customer's name, then select the buying customer.
5. To search for a loan, do one of the following:
 - In the **Serial Number** box, enter the specific serial number for the loan, then select **Search**.
 - Enter the appropriate option(s) to filter your search, then select **Search**.
 - To view all available loans, select **Search**.
6. From the grid, select the option in the row for the specific loan to transfer.
7. Select **Confirm**.

MANAGE TRANSFER REQUEST

1. Go to **Loans > Loan Transfers**.
2. To approve an incoming request, from the **Actions** list, select **Approve**.
3. To cancel an incoming request, select the request, then select **Cancel Transfer**.
4. To assign inventory to an outgoing request, do the following:
 - From the **Actions** list, select **Select Assets**.
 - Beside each loan offered for transfer, select the check box.
 - Select **Confirm**.
5. To reject a request, from the **Actions** list, select **Reject**.

DELETE COLLATERAL TRANSFER

1. Go to **Loans > Loans**.
2. Select **Collateral Transfers**.
3. (Optional) Either enter the date range to use in the search or search for a specific item.
4. In the row of the request to delete, select **☒**.
5. Select **Ok**.

INITIATE TRANSFER REQUEST AS BUYER

1. Go to **Loans > Loan Transfers**.
2. Select **+**.
3. Select **Incoming Transfer**.
4. Enter the appropriate option(s) to filter your search, then select **Search**.
5. From the grid, select the option in the row for the specific loan to transfer.
6. Select **Confirm**.



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DAS USER GUIDE - COMMITMENTS

ADD COMMITMENT

1. Go to **Loans > Add Commitments**.
2. From the **Commitment Type** list, select **General** or **Serialized** to indicate the type of commitment
3. If you are adding a serialized commitment or a general commitment for a specific collateral type, from the **Customer Collateral Type** list, select the type.
4. In the **Requester Number** box, enter the customer number of the supplier that is requesting the commitment.
5. Complete the **Commitment Details** fields as required.
6. Select **Submit**.

REVIEW COMMITMENTS

1. Go to **Loans > Review Commitments**.
2. Enter the filter criteria, as needed.
3. In the **Request Date From** box, enter the beginning date to use in the search.
4. Select **Search**.
5. In the results grid, do one of the following:
 - Hover your cursor over the **Description** to view the commitment detail.
 - Select the **Current Amount** link to access the Edit Commitment page.

EDIT COMMITMENT

1. Go to **Loans > Review Commitments**.
2. Enter the filter criteria, as needed.
3. In the **Request Date From** box, enter the beginning date to use in the search.
4. Select **Search**.
5. In the results grid, select the **Current Amount** link for the commitment you wish to edit.
6. Edit the fields as required.
7. Select **Submit**.

APPROVE OR REJECT A PENDING APPROVAL COMMITMENT

1. Go to **Loans > Manage Pending Commitments**.
2. In the **Pending Commitments** grid, locate the pending commitment.
3. In the results grid, do one of the following:
 - To approve a pending commitment, select the **Approval** check box.
 - To reject a pending commitment, select the **Reject** check box, then select the rejection reason from the **Reason** list.
4. Select **Submit**.

SUBMIT PAYMENT REQUEST

1. Go to **Payments > Payments**.
2. (Optional) From the **Payment Method** list, select the payment method, then select the account.
3. (Optional) If you want to schedule the payment for a future date, in the **Payment Date** box, enter the date.
4. (Optional) To access the Loan Detail page from the grid, in the specific row, do one of the following:
 - Select the **Loan ID** link.
 - Select **:**, then select **Loan Detail**.
5. To pay the amount displayed, use **Total Due, Curtailments, and Sold and Unpaid**.
6. To pay a specific amount in the grid, in the specific row, do one of the following:
 - Select **:**, select a payment option (Outstanding Balance, Total Due, or Past Due).
 - In the **Payment Amount** box, enter the amount.
7. To pay a custom grouping of items:
 - For each specific row, select the check box.
 - In the grid header, select the down arrow, then select the amount to pay (Pay Off Principal Balance, Current Due, Total Due, or Past Due).
8. When you are ready to submit your payment request, select **Checkout**.

USE PAYMENT CART

After you have selected items for payment, they must be submitted from the Cart by selecting **Checkout**.

1. From the **Payment Method** list, select the payment method, then select the account.
2. (Optional) If you have credits you want apply toward the payment, select **Apply Credits**, and do one of the following:
 - To apply one or more specific credits, in the specific row, select the check box, then select **Confirm**.
 - To apply all eligible credits, select the **Select All** check box, then select **Confirm**.
3. Select **Proceed to confirmation**.
4. Select **Submit**.

REFUND PAYABLE ITEMS

1. Go to **Main > Borrower Landing Page**.
2. From the **Balances** card, select **Credits**, then select the credit type.
3. For each specific row, select the check box.
4. From the **Account** list, select the disbursement method.
5. Select **Submit**.

REVIEW OR DELETE PAYABLE ITEM REFUND REQUEST

1. Go to **Payments > Payments**.
2. Select **Payment History**.
3. In the search results grid, locate the payment request you want to review, and view the **Status** column.
4. To review the payment request details, select **:**, then select **View**.

REVIEW PAYMENT FORECAST

1. Go to **Payments > Review Payment Forecast**.
2. Review the payment forecasts.



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DAS USER GUIDE - EQUITY

ADD FUNDS TO EQUITY ACCOUNT

1. Go to **Equity > Equity**.
2. Select **+**.
3. From the **Transaction Type** list, select **Add Equity**.
4. From the **From** list, select the appropriate bank account.
5. From the **To** list, select the equity account.
6. In the **Amount to Add** box, enter the amount.
7. Select **Submit**.

TRANSFER FUNDS BETWEEN EQUITY ACCOUNTS

1. Go to **Equity > Equity**.
2. Select **+**.
3. From the **Transaction Type** list, select **Transfer Equity**.
4. From the **From** list, select the account from which you want to transfer funds.
5. From the **To** list, select the account to which you want to transfer funds.
6. In the **Amount to Transfer** box, enter the amount.
7. Select **Submit**.

WITHDRAW FUNDS FROM EQUITY ACCOUNT

1. Go to **Equity > Equity**.
2. Select **+**.
3. From the **Transaction Type** list, select **Withdraw Equity**.
4. From the **From** list, select the appropriate equity account.
5. From the **To** list, select the bank account.
6. In the **Amount to Withdraw** box, enter the amount.
7. Select **Submit**.

DELETE FUNDS REQUESTS

1. Go to **Equity > Equity**.
2. (Optional) To filter the grid for requests eligible for deletion, select **Open**.
3. (Optional) To filter the grid for a specific equity account, from the **Equity Account** list, select the account.
4. To remove a request, beside the request, select **🗑**, then select **Ok**.



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DAS USER GUIDE - USER SECURITY

ACTIVATE OR RESET YOUR PASSWORD

1. On the Login page, select **Forgot your password?**
2. In the **Email Address** box, enter your address.
3. Select **Send verification code.**
4. In the **Verification code** box, enter the code you received in your email, then select **Verify code.**
5. Enter your password and confirm the password.
6. Select **Continue.**
7. Select **Sign in**, then enter your credentials to log in to the system.
8. Select **Sign in.**
9. To authenticate using a time-based one-time password (TOTP) from an authenticator application, do the following:
 - Select **Authenticator app - TOTP**, then select **Continue.**
 - Select **Send verification code.**
 - In the **Verification code** box, enter the code you received in your email, then select **Verify code.**
 - Scan the QR code with your authentication application, then select **Continue.**
 - Enter the verification code, then select **Continue.**
10. To authenticate using email, do the following:
 - Select **Email**, then select **Continue.**
 - Select **Send verification code.**
 - In the **Verification code** box, enter the code you received in your email, then select **Verify code.**



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DAS ADMINISTRATION

ADD USER ACCOUNT

1. Go to **Administration > Manage Users**.
2. Select **New**.
3. In the **User ID** box, enter a unique identifier for the account.
4. Enter the user's information.
5. In the **Assigned Customers** area, from the **Available** box, select the customer you want to assign to this new user, then select **>** to move it to the **Selected** box.
6. Select **Submit**.
7. Beside **User Roles**, select **Edit**.
8. Select **New**.
9. From the **Roles Information** grid, select the check box in the row for each user role you want to assign.
10. Select **Submit**.
11. Repeat the same process to **Assign Equity Accounts**, if needed.

LOCK USER OUT OF DAS

1. Go to **Administration > Manage Users**.
2. From the **Users** grid, select the **User ID** link.
3. Select the **Lock User Account** check box to lock the account.
4. Select **Submit**, then select **Ok** to the confirmation message.

UNLOCK USER

1. Go to **Administration > Unlock User**.
2. From the grid, clear the **Locked** check box for the user account.
3. Select **Submit**.