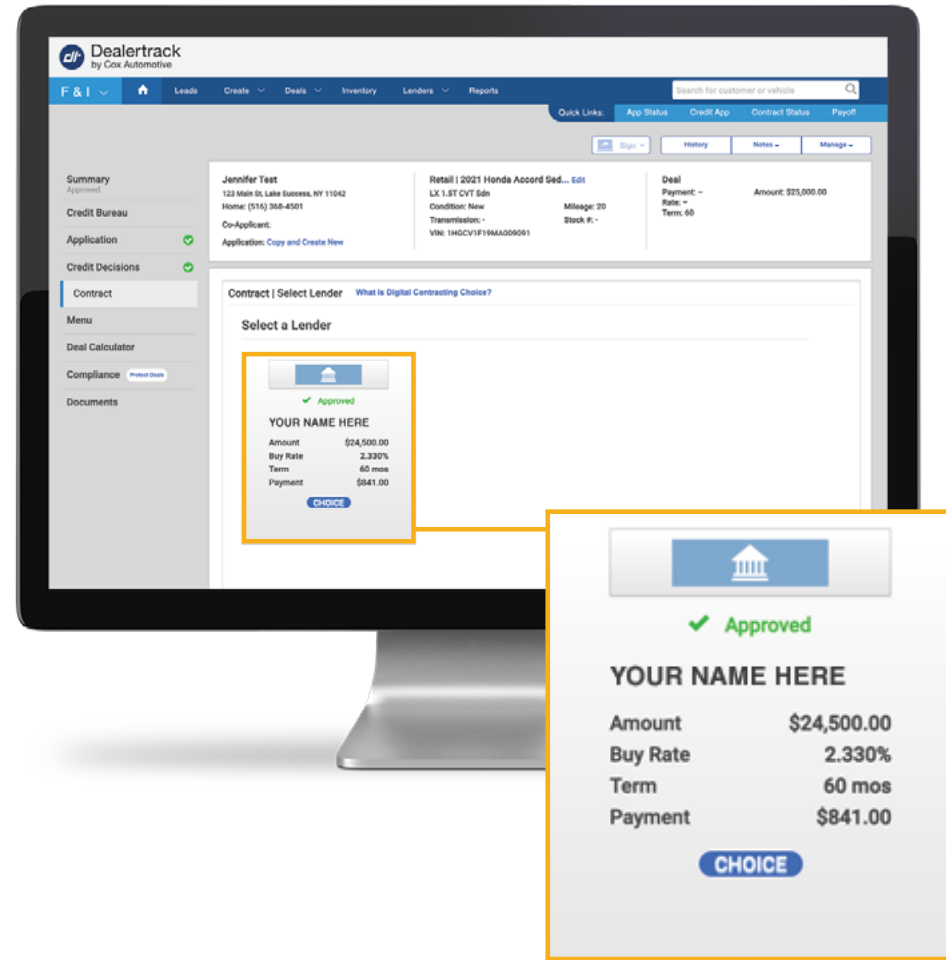




Digital Contracting Choice

# Logging In To Your Deal Queue:

## LENDER STEP BY STEP GUIDE

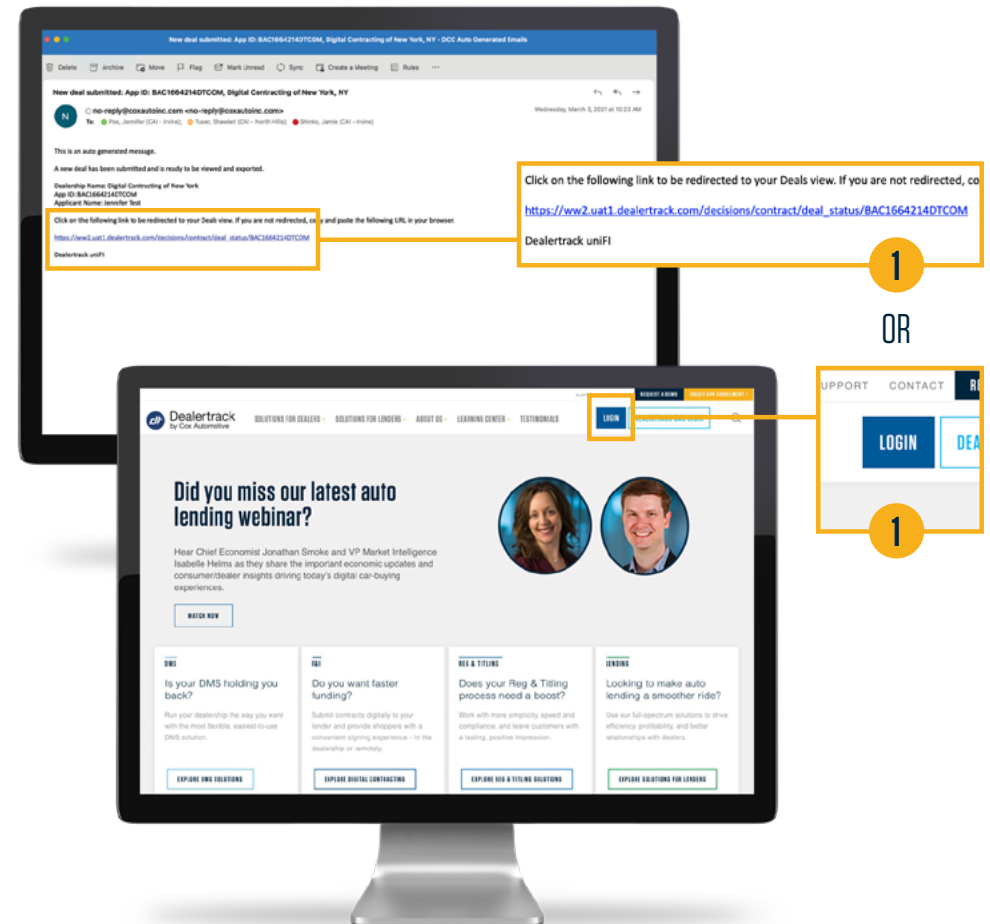


The Power of One | Cox Automotive

# Logging in to Your Deal Queue: Lender Step-by-Step Guide

## STEP 1

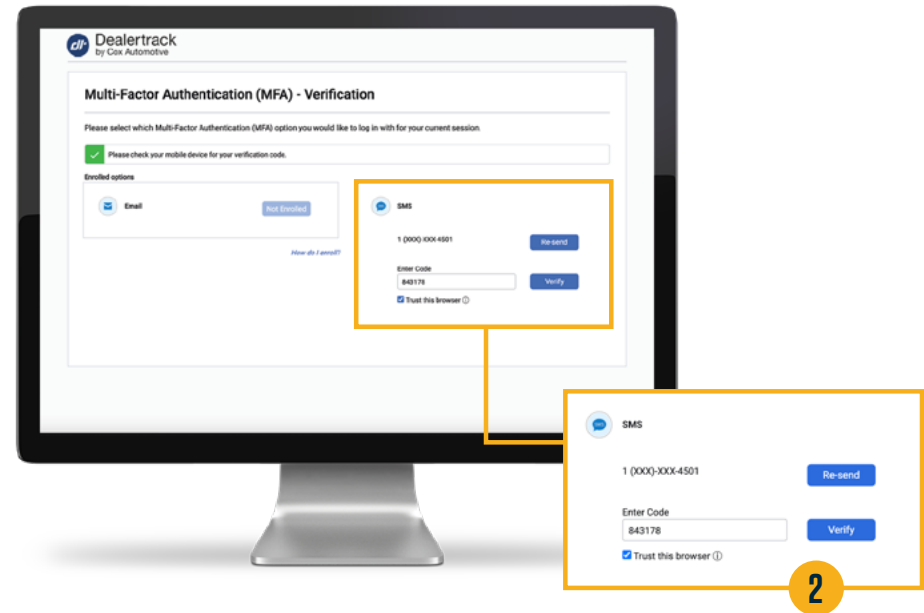
Log in to your Deal Queue from a Digital Contracting Choice email notification **or** directly from Dealertrack



## STEP 2

Enter your login credentials (login name & password).

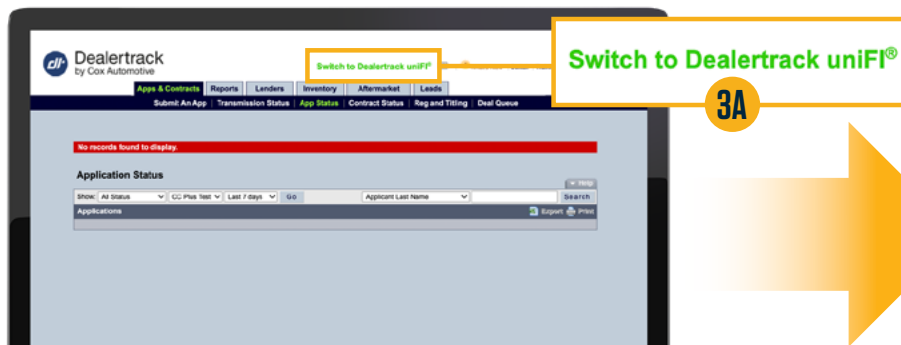
For added security, multi-factor authentication is implemented to verify user identity.



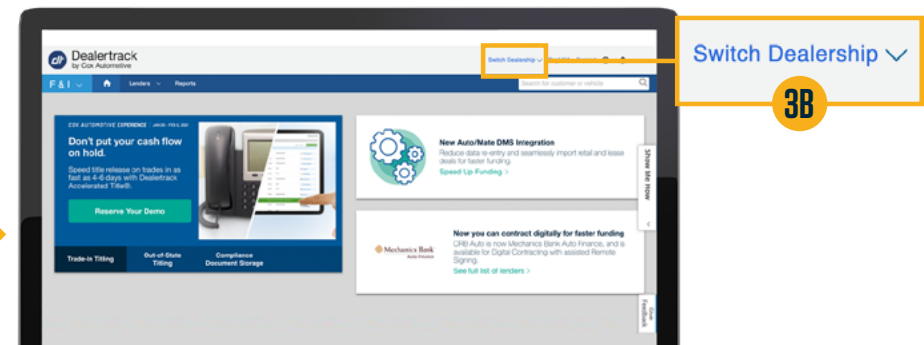
## STEP 3

Switch Dealertrack platform/screen views:

- A** Start in classic screen, click the **Switch to Dealertrack uniFI®** tab at top:



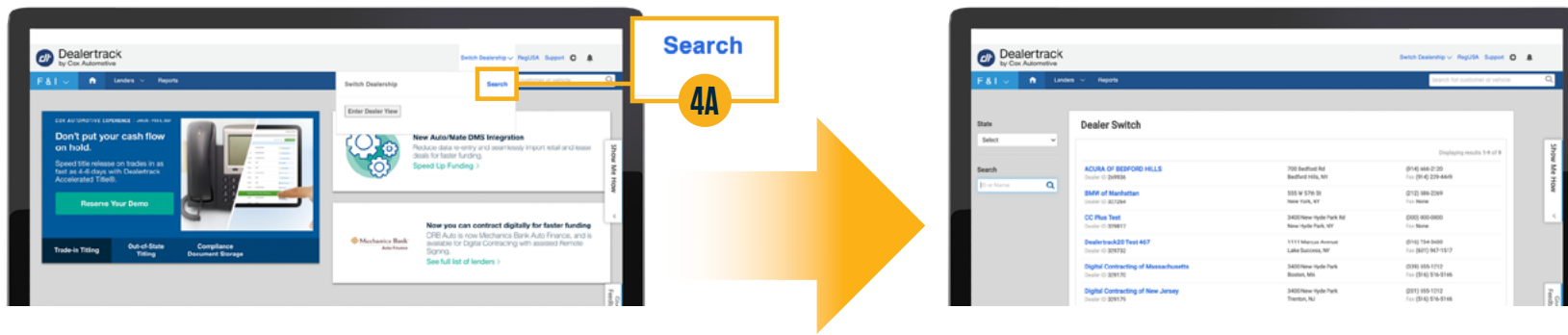
- B** Land on Dealertrack uniFI home screen and click **Switch Dealership:**



## STEP 4

Under **Switch Dealership** select **Search**

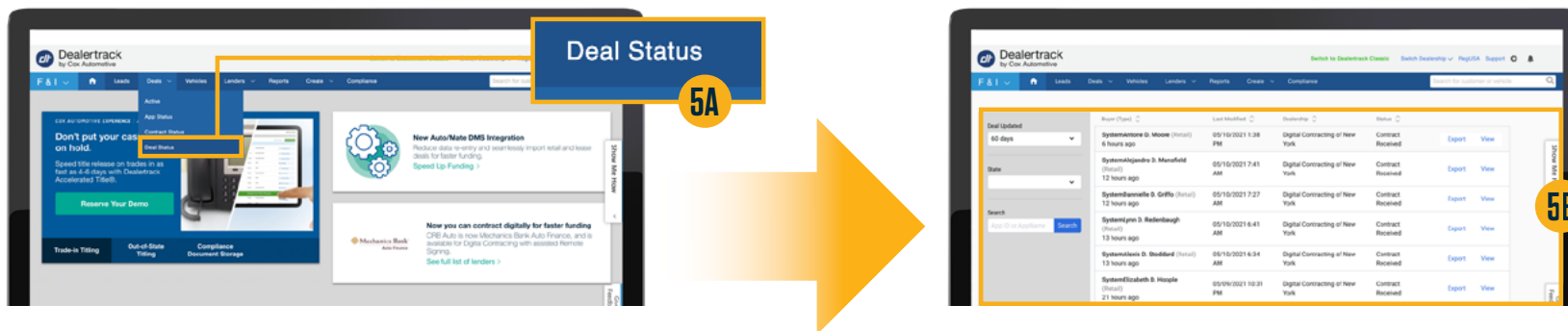
- A** You will be served a list of dealerships to choose from — which then enables you to reach your deal queue.



## STEP 5

Select **Deal Status** from the **Deals** Tab of the Menu Bar.

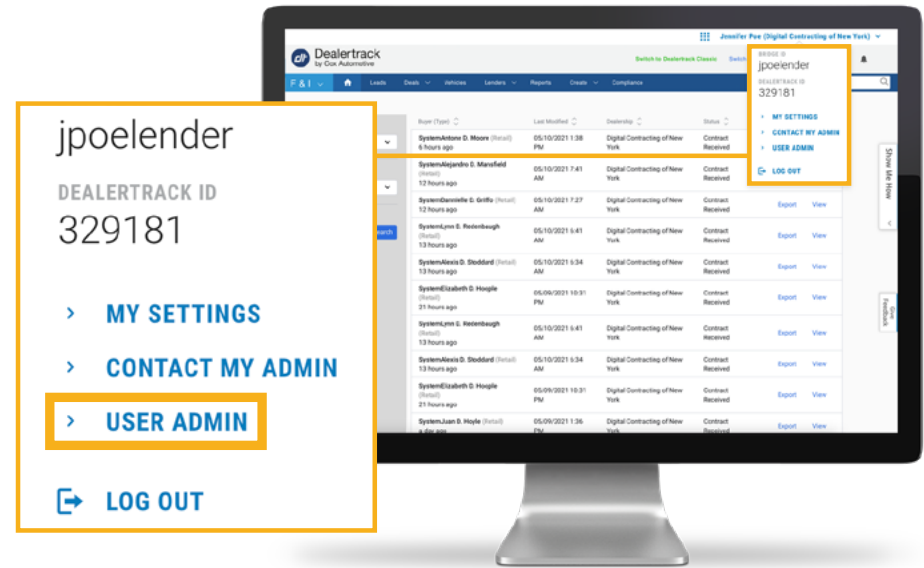
- A** Doing so brings you directly to your Digital Contracting Choice deal queue.
- B** Your deal queue will display current deals — as well as booked/funded deals up to 60 days prior. You can also search for a particular deal using the search criteria seen at left.



## LIOs May Add or Remove Users and Adjust Permissions — Just as They Do Today

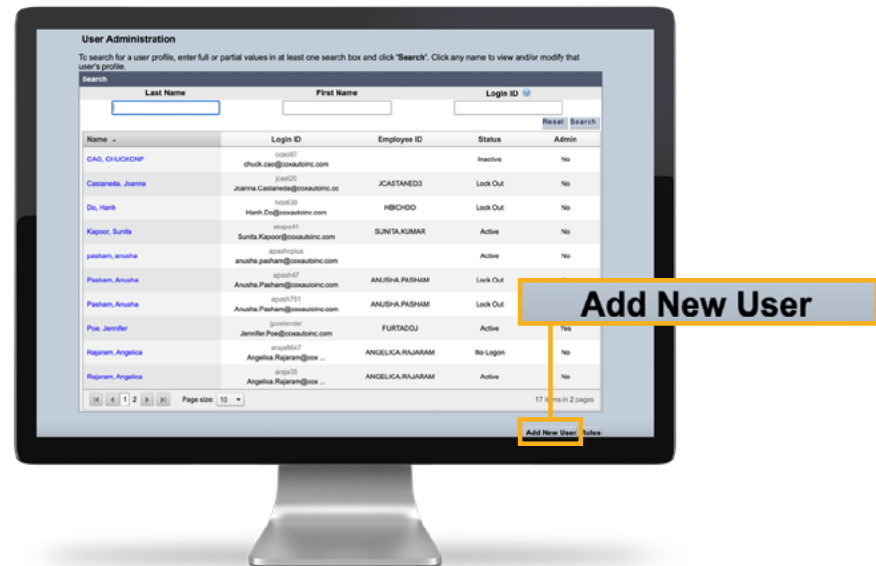
Under your account menu, click **User Admin**.

To edit/delete permissions, click the user name/email to update as appropriate.



## To Add New Digital Contracting Choice Users:

Click the **Add New User** button at the bottom of the screen.



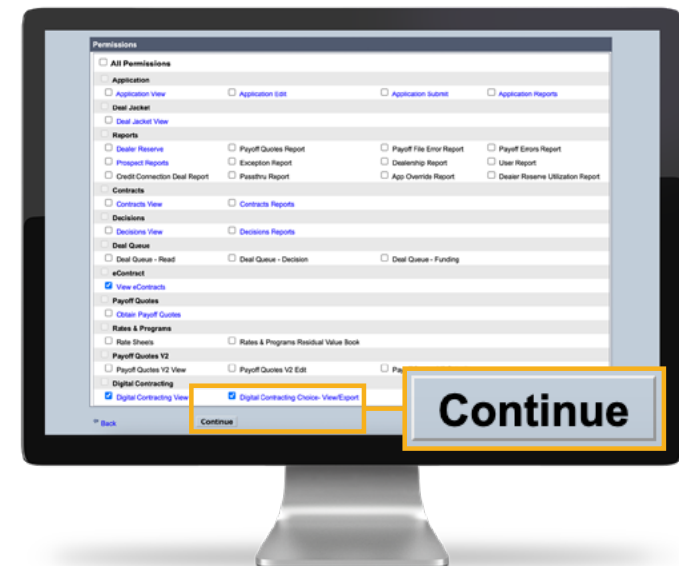
## To assign Digital Contracting Choice permissions to new or existing users

If the user already exists, simply search by his/her name on the User Administration screen.

Find the **Permissions** section of the page and click **Edit**.



Locate the **Digital Contracting** section and click the **Digital Contracting Choice — View/Export** box and select **Modify** (if Editing) or **Continue** (Adding New User).



## NEED HELP?

Contact our Lender Partner Support Teams

### FOR HELP WITH:

- Password resets
- Permissions
- Digital Contracting Choice Group Email setup

### Partner Integration Service Desk

**Hours of Operation:** M – F, 9:00 am – 6:00 pm ET

**(866) 868-5900, Option 2**

[partnerintegrationservicedesk@dealertrack.com](mailto:partnerintegrationservicedesk@dealertrack.com)

### FOR HELP WITH:

- Production questions/inquiries
- Dealertrack uniFI platform troubleshooting

### Production Support

**Hours of Operation:** Available 24/7

**(866) 868-5900, Option 1**

[dtsupport@dealertrack.com](mailto:dtsupport@dealertrack.com)

