

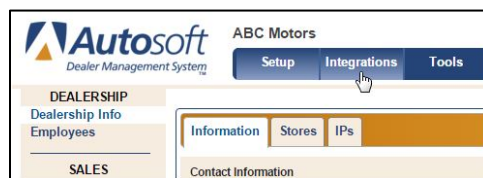
## Appendix L RouteOne

The RouteOne integration allows you to transmit deal information to the RouteOne Website. You will then log in to the RouteOne Website, make any additions or changes, and submit the credit application or eContract.

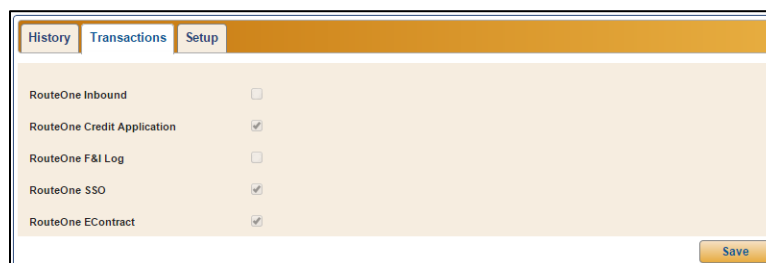
### RouteOne Integration Setup Verification

An Autosoft Customer Support Center representative will establish the integration between your dealership's FLEX DMS F&I account and RouteOne. However, you may wish to verify your FLEX DMS F&I program is set up to transfer deal information to RouteOne prior to your first use of the integration. This includes verifying your RouteOne ID number is added to the RouteOne integration setup. This is the ID number RouteOne assigned your dealership when you established an account with the third party. This is also where you will choose to use the single sign-on feature available for RouteOne.

1. Click the **Admin** link in the top right corner of the screen above the blue navigation bar.
2. Click the **Integrations** tab in the blue navigation bar.



3. If the RouteOne integration has been activated for your FLEX DMS F&I account, RouteOne will appear in the Integrations list in the left column. Click **RouteOne**.
4. Click the **Transactions** tab and check to see that **RouteOne Credit Application**, **RouteOne SSO**, and **RouteOne EContract** are checked.



**Note:** The RouteOne Inbound and RouteOne F&I Log integrations are in development. Autosoft will provide additional information when these integrations are available for use.

5. Click the **Setup** tab.
6. Check that your dealership's RouteOne ID is entered and correct.



The screenshot shows a web interface with three tabs: "History", "Transactions", and "Setup". The "Setup" tab is selected and highlighted in orange. Below the tabs, there is a label "ID" followed by a text input field. A "Save" button is located in the bottom right corner of the form area.

7. Click **Save**.

1. Click the **Admin** link in the top right corner of the screen above the blue navigation bar.
2. Click the **Setup** tab in the blue bar at the top of the screen.
3. Click **Employees** under the Dealership heading in the left navigation panel.
4. A list of the dealership's employees will open.
5. Select an employee from the list by clicking on his or her name.
6. The employee's information populates the screen below the list.
7. Click the **Integrations** tab.
8. Autosoft provides a unique single sign-on username based on the employee's FLEX DMS F&I username. Check to see that it appears in the RouteOne section of the tab under RouteOne Single Sign On and click **Save**.

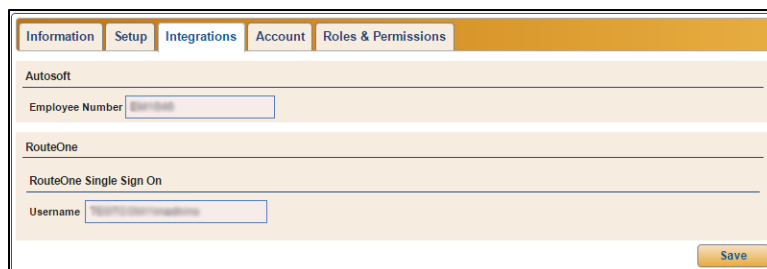
Information	Setup	Integrations	Account	Roles & Permissions
<b>Autosoft</b>				
Employee Number <input type="text" value="50000000"/>				
<b>RouteOne</b>				
RouteOne Single Sign On				
Username <input type="text" value="Test@routeone.com"/>				
<div>Save</div>				

9. Repeat steps 3 through 8 for each employee who will use RouteOne.

## Single Sign-On Setup

FLEX DMS F&I provides integration for the use of RouteOne single sign-on functionality. Following an initial, one-time setup, RouteOne single sign-on will allow your employees to quickly and easily access the RouteOne Website directly from FLEX DMS F&I with the click of a mouse.

1. Click the **Admin** link at the top right corner of the screen above the blue navigation bar.
2. Click on **Employees** under the Dealership heading in the left navigation panel.
3. A list of employees will open. Locate the employee you wish to setup with single sign-on. Click on the employee's name.
4. The employee information populates a box below the list. Click on the **Integrations** tab.
5. If the RouteOne integration has been activated for your FLEX DMS F&I account, you'll see a section titled "RouteOne" under the **Integrations** tab. In the RouteOne section, you'll see the **RouteOne Single Sign On** section's **Username** field. Copy this username, which you'll paste into RouteOne in future steps for the initial setup.



The screenshot shows the 'Integrations' tab selected in the top navigation bar. Below the tabs, there are sections for 'Autosoft' and 'RouteOne'. Under the 'RouteOne' section, there is a 'RouteOne Single Sign On' subsection with a 'Username' field containing the text 'user@flexdms.com'. A 'Save' button is located at the bottom right of the form.

6. Open another tab in your Web browser and type the RouteOne Website URL ([www.routeone.net](http://www.routeone.net)). Log in to RouteOne using the **User ID (Username in FLEX DMS F&I's RouteOne Single Sign On section for employee)** and **Password** assigned to you by RouteOne.

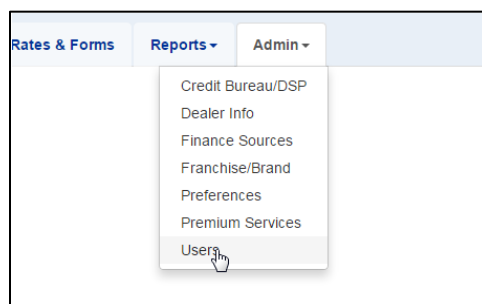


The screenshot shows the RouteOne login page. At the top, there is a navigation bar with links: 'RouteOne Home', 'Participating Finance Sources', and 'Participating Dealer Service Providers'. Below this is the RouteOne logo with the tagline 'speed. access. simplicity.'. The main content area has a 'User Login' section with the prompt 'Please enter your User ID and Password.'. There are input fields for 'User ID:' and 'Password:', a 'Log In' button, and a link for 'Forgot password?'. Below the login fields, there is a small disclaimer about the use of the website and a copyright notice for 2010 RouteOne LLC.

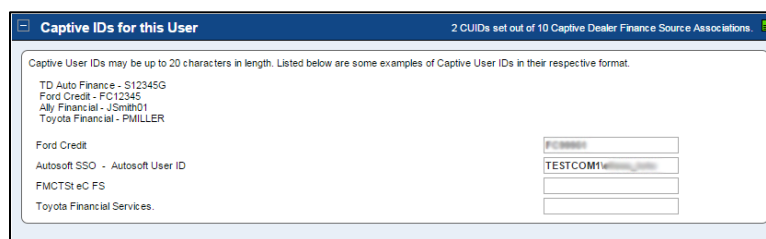
**Tip:** Only users with Admin access in RouteOne will be able to configure users for single sign on functionality.

7. Click on the **Admin** tab at the top of the RouteOne homepage to open a drop-down menu.

8. Select **Users** from the drop-down menu.



9. A list of your dealership employees with access to RouteOne will open. Select a user from the list and click the **Edit** button on that user's line.
10. In the **Captive IDs for this User** section, paste the unique single sign-on username into the **Autosoft SSO – Autosoft User ID** field.



11. Click the **Save Information** button at the bottom of the page.
12. The user will receive an email notification at the email address entered in the **User Information** section on RouteOne. The email message will contain a Token ID number that the user will have to enter the first time he or she uses single sign-on.
13. Repeat steps 7 through 11 for all dealership employees who will need access to the RouteOne single sign-on feature.

## Single Sign-On Activation

Once the dealership administrator has completed single sign-on (SSO) setup for a RouteOne user, the user will receive an email from RouteOne containing a Token ID number he or she must use to activate the single sign on feature for his or her account.

1. In FLEX DMS F&I, navigate to an established deal in the **Deals** tab or create a new deal.
2. Once in the deal, click **Integrations** in the left navigation panel.
3. Select **RouteOne** in the **Integration Organization** drop-down menu.
4. Choose either **RouteOne Credit Application** or **RouteOne EContract** from the **Transactions** drop-down menu.
5. Click the **RouteOne Login** link within the **RouteOne Information**.

6. The RouteOne login screen will open, and you will be prompted to enter the Token ID number that you received via email from RouteOne. **You will only have to enter this information the first time you use the SSO functionality.**

After your initial use of SSO, you will merely click the **RouteOne Login** link in the **Integrations** area when working a deal. You will not have to enter any RouteOne login credentials.

7. Once you are logged in to the RouteOne Website, review the deal information, make any necessary changes, and add any additional information as needed. See “Submitting Credit Applications” and “Submitting Deals for E-Contracting” for detailed instructions.

**Tip:** If the username in the employee's file is incorrect, the login will fail, and the employee will be directed to a page indicating the page he or she requested was not found. If an employee sees this page, the dealership's FLEX DMS F&I administrator should verify the username in the employee's file is correct. If a user arrives at this error page but the username is correct, contact RouteOne to identify the login issue.

## Submitting Credit Applications

You will use the **Integrations** link on the deal menu to transfer the deal information. This process simply transfers the deal information to RouteOne. You must log in to the RouteOne Website or use the single sign-on function to complete and submit the application.

1. Open an existing deal or create a new deal.
2. Click **Integrations**.
3. Select **RouteOne** in the **Integrations Organization** list.
4. Select **RouteOne Credit Application** from the **Transactions** drop-down menu.

The screenshot shows a web application interface. On the left is a sidebar menu with options: Information, Applicants, Co-Applicant, Insurance, Vehicle, Trade, and Activities. The main area has two dropdown menus: 'Integration Organization' set to 'RouteOne' and 'Transactions' with 'RouteOne Credit Application' selected. Below these are three tabs: 'RouteOne Information', 'RouteOne Login', and 'RouteOne EContract'. The 'RouteOne Information' tab is active, showing a 'RouteOne Login' button. The top right corner displays 'Retail - Finance - 011615'.

5. Click **Send**.

This screenshot shows the 'Credit Application' form. At the top, the 'Integration Organization' is 'RouteOne' and 'Transactions' is 'RouteOne Credit Application'. Below are sections for 'RouteOne Information' (with a 'RouteOne Login' button) and 'Deal Information'. The 'Deal Information' section contains fields for Applicant (Thomas Wilkerson), Address (123 Main St, W MIDDLESEX, Pennsylvania, ZIP 16159), Vehicle (2015 Chevrolet Silverado), VIN (65406540654CDFCVC), and Stock Number. At the bottom, there is a 'Send' button and a status field that currently reads 'Status: Not Sent'.

6. You will see a green Success message when the information has been sent, and the status will change from "Not Sent" to "Sent," followed by the time stamp for the transfer.

This screenshot shows the 'Credit Application' form after a successful submission. The 'Send' button is still present, but the status field now displays: 'Status: Sent - 01/14/2016 09:35 AM Eastern Standard Time by Elissa Toto'.

If the information contains errors, the status will display as "Rejected," followed by the time stamp for the transfer, and the program will display an error message identifying the information that must be corrected. Correct the information and send the deal again.

## Submitting Deals for eContracting

Dealerships employing Autosoft's FLEX DMS F&I have the ability to send a credit application from FLEX DMS F&I to the RouteOne Website. From there, the user will submit the application to the lenders. Once a lender buys the contract, the F&I user will finalize the deal in FLEX DMS F&I, applying the lender information, adjusting the APR, selling back-end products, etc.

The following process assumes that the dealership has already fully desked the deal and is ready to submit the finalized deal to the RouteOne Contracts module for the processing of the eContract.

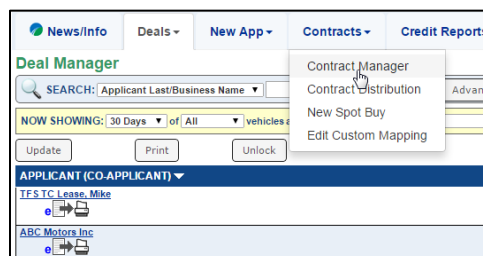
1. Open a deal.
2. Click **Integrations** in the left navigation panel.
3. Select **RouteOne** from the **Integration Organization** drop-down menu.
4. In the **Transactions** field, select **RouteOne EContract** from the menu.

5. In the **E-Contracting** section, click **Send**.
6. The transaction will display as "Sent," followed by the time stamp for the transaction.

If the information contains errors, the status will read, "Rejected," followed by the time stamp for the transfer, and the program will display an error message identifying the information that must be corrected. Correct the information and resend the deal.



7. Click **RouteOne Login** in the **RouteOne Information** section to connect to the RouteOne Website.
8. Once logged in to the RouteOne site, click **Contracts** and click on **Contract Manager** from the drop-down menu.



9. The Contract Manager screen will open and display a list of deals you've submitted from FLEX DMS F&I.

NOW SHOWING: 30 Days of All vehicles					
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Unlock"/> <input type="button" value="Export Records"/> <input type="button" value="Contract Held"/>					
Contracts without Credit App (32)					
STATUS DATE	REF #	CUSTOMER NAME	ALL	STATUS	F&I
02/19/2015		ABC Motors Inc		Pending ACC	TFSTel CAP w/ F&I
02/19/2015		TFS TC Lease, Mike		Pending ACC	TFSTel CAP w/ F&I
02/19/2015		Smith, John D&P		Pending ACC	TFS
02/19/2015		Smith, John D&P		Pending ACC	TFS
02/19/2015		Queens University of Charlotte (Smith, John) D&P		Pending ACC	TFS
02/19/2015		Alston, Joshua (Alston, Jonathan) D&P		WS Saved	First Credit
02/19/2015		Alston, Joshua (Alston, Jonathan) D&P		WS Saved	First Credit
01/22/2015		Morse, Chad D&P		WS Saved	FMCTel w/ F&I
01/21/2015		Smith, Sean (Smith, Jenny) D&P		Package Ready for Assignment	TFSTel CAP w/ F&I
01/21/2015		Woods, Dash (Woods, Shelby) D&P		WS Saved	TFSTel CAP w/ F&I
01/21/2015		Grahamwood Chevrolet D&P		WS Saved	TFSTel CAP w/ F&I
01/21/2015		Green, Peter D&P		Package Ready for Assignment	FMCTel w/ F&I
01/21/2015		Smith, John D&P		Package Ready for Assignment	TFSTel CAP w/ F&I
01/21/2015		FMCTel To: Retail, Rickard C (Rickard, Shannon) D&P		Package Ready for Assignment	FMCTel w/ F&I
01/21/2015		Jackson, Stoney D&P		Package Ready for Assignment	FMCTel w/ F&I
01/21/2015		Evansville Co. (Holt, Jenny) D&P		Package Ready for Assignment	FMCTel w/ F&I
01/21/2015		Scam, Bob D&P		Package Ready for Assignment	TFSTel CAP w/ F&I
01/21/2015		Canada, Mike D&P		Package Ready for Assignment	TFSTel CAP w/ F&I
01/21/2015		Matthews, Steve D&P		WS Saved	FMCTel w/ F&I
01/21/2015		Tobias, Zach (Tobias, Veronica) D&P		WS Saved	FMCTel w/ F&I

10. Click on the contract you wish to process electronically.

**Important:** The first time you use this integration to create an eContract, you will be prompted to complete DMS mapping. Because RouteOne may use different names for some contract fields than FLEX DMS F&I or your dealership, DMS mapping allows you to match up your licensing fees and local charges with the appropriate fields in RouteOne's eContracting application. You will only need to do the DMS mapping once, and it will be applied to all future eContracts you create with RouteOne. Once mapping is complete and defaults have been established, only users with Admin access can modify the default settings.

RouteOne will warn the user if a field from the FLEX DMS F&I deal does not match any of the RouteOne eContracting fields and ask that the user map the field. For fields that will be identical in every contract, such as fees, you can lock the field to ensure the data you map to it is consistent in every contract.

11. The Contract Worksheet opens. The fields highlighted in yellow are required by RouteOne. The integration will auto-populate all the required fields with information from FLEX DMS F&I to complete the eContract.

**Contract Worksheet (AO1-3-0J083368639)**

**Contract Header**

Contract Date: 01/01/2015 (MM/DD/YYYY) Contract Status: A (SUSPENDED) Contract Execution Date: New York  
 Contract Source: F&I (F&I) Transaction Type: Lease Bill Class: New  
 Application Type: Individual Product Type: Standard Deal ID: 10001

**Alerts and Instructions**

**Contract Type**

Select Contract Type

Contract Type: Motor Vehicle Lease Agreement

**Lessee/Co-Lessee Information**

Lessee Information

Lessee Name: Green  
 Suffix: 10  
 Lessee First Name: Peter  
 Lessee Middle Name: S  
 Lessee Last Name: S (M) Main St  
 Address Line 2:  
 Address Line 3:  
 City: 12345  
 State: NY  
 ZIP: 12345  
 Phone: 123-4567  
 Email: 123-4567  
 Tax ID: 123456789  
 Social Security: 123-456789  
 Date of Birth (MM/DD/YYYY): 01/01/1980  
 Marital Status: Single  
 Marital Status: Single  
 Previous Account At:

12. Review the information to verify that the numbers are correct. If the eContract payment does not match the FLEX DMS F&I-calculated payment, be sure to enter the FLEX DMS F&I payment on the Contract Worksheet screen and verify.

**Lease Summary** Original data from Autosoft Web Deal #10001

**Financial Summary**

Total Capitalized Cost Reduction: \$ 2500.00  
 Lease Factor: 1.98  
 Concessions/Daydown: No  
 Residual % (Per Customer): 50.00  
 Method of Payment: Check  
 Payment Schedule: Monthly  
 Gross Capitalized Cost: \$ 26879.59  
 Adjusted Capitalized Cost: \$ 26379.59  
 Monthly Payment: \$ 428.03 DMS Calculated Monthly Payment: \$ Verify and Apply

**Amount Due at Inception:**

Allocate the Amount: \$ 3583.03  
 Total Cash Payment: \$ 2583.03  
 Total Rebates: \$ 1000.00  
 Total Credit Card Payment: \$  
 Net Trade-in: \$ Check Deal

Amount To Be Paid By Lessee At Inception: \$ 2583.03  
 Payment Start Date (MM/DD/YYYY): 02 / 20 / 2015

13. Populate the eContract and have the customer sign.