



**Dealer Access Portal (DAP) Guide**

## Access to the Portal

To Log into Axiom Admin Dealer Access Portal please enter [www.scsautoexpress.com/scs.dap.axa/](http://www.scsautoexpress.com/scs.dap.axa/) into any web browser and enter your user name and password

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Note: The first time logging in, users will be prompted to change the password provided by Axiom DAP Support. If you forget your password or are locked out, please contact DAP Support at [dapsupport@axiomadmin.com](mailto:dapsupport@axiomadmin.com).



[Help](#)

Log In

User ID (Email):

Password:

Remember me next time.

[Forgot your password?](#)

## eContracting

To start eContracting, you will need to first obtain a Quote. You will see on your tool bar the word Quote, with the options of New or Search. From here you can either create a New Quote, or search for a Quote that was previously created.

AAATest - AXIOM TEST DEALER

Quote Contract Remittance Claims Reports Settings

Quote

Plan Purchase Date F8 Search Associate

Customer

First Name MI Last Name Title

Selecting New, the following page will appear. If you **only** need to obtain a quote for a product, the Customer and Lienholder information will not be needed. You will need to enter the following:

- VIN
- Odometer
- Manufacture Warranty Start Date
- Vehicle Purchase Price
- Vehicle Purchase Date

To Quote a Gap Contract you will also need to add:

- Deal Type
- Term
- Finance Amount
- MSRP
- APR

The screenshot shows the AXIOM Product Administration interface. At the top, the user is logged in as 'Joe Reth' and the role is 'AAATest - AXIOM TEST DEALER'. The main navigation bar includes 'Quote', 'Contract', 'Remittance', 'Claims', 'Reports', and 'Settings'. The 'Quote' section is active and contains several input fields:

- Quote Header:** Plan Purchase Date, F&I Manager/Sales Associate (Joe Reth).
- Customer Section:** First Name, MI, Last Name, Title, Address, Address 2, City, State (MO), ZIP, Primary Phone, Secondary Phone, Email, Alternate Contact, Language (English).
- Vehicle Section:** VIN, Odometer, Mfg. Warr. Start Date, Veh. Purchase Price, Veh. Purchase Date.
- Attributes Section:** Stock #, Base Warranty, Powertrain Warranty.
- Loan/Lease Section:** Deal Type, Term, Finance Amt, MSRP, APR, Monthly Pmt, 1<sup>st</sup> Pmt Date, Balloon Amt, Residual Amt, Acct. #.
- Lienholder Section:** Lienholder Name (with search bar and 'Advanced Search' link), Address, Address 2, City, State, ZIP, Primary Phone, Email.
- Products Section:** Load Template dropdown, Clear Template link, and a table with columns: Program, Type, Plan, Term, Deductible, Retail (excl.taxes).

## Rating the Contract

Once the required information is entered, you will see the products begin to eRate. There are 6 columns for each product type, some products also include Options. Here is a description of the columns:

- Program – Each Product type can have multiple programs. (ex: Vehicle Service Contracts have VSC – New, VSC – Wrap, VSC – Preowned and VSC – High Mileage). Please choose a program type.
- Type – New or Used – Each program is considered new, except for VSC – Preowned and VSC – High Mileage they are Used.
- Plan – Some products have multiple plans, for example, Vehicle Service Contracts can be sold as Premium, Gold, Silver or Bronze. Please choose a plan.
- Term – This is the terms for which the product is effective. All terms are formatted as Month/Mileage. If the mileage is 999,999, the plan is only restricted by months, not miles.
- Deductible – Some of our plans have multiple deductibles, which change the retail price. Please choose a deductible.
- Retail – Your Remit cost will automatically populate in this box. From here you can adjust the price of the plan to create your retail cost. This retail amount cannot go below the remit price.
- Options – These options allow you to enter additional information on to the contract and/or add additional services. As an example, with Axiom Key Fob, the options allow you to select the number of Key Fobs available at the time of purchase.

Products							
Load Template		Clear Template					
	Program	Type	Plan	Term	Deductible	Retail (excl.taxes)	
LTW	Limited Powertrain	New	Certified Pre-Owned L	48/100,000	100	\$1,000.00	Submit
VSC	VSC - Wrap	New	VSWA16 - Wrap - Plat	60/60,000	100 Disapp	\$1,000.00	Options Submit
GAP	GAP		150EGP - GAP - 96 m	36 months		\$1,000.00	Submit
MNT	Conventional Oil	New	Premium - Every 5,000	36/36,000	0	\$1,000.00	Submit
RHT	Tire and Wheel	New	TWPA16 - Tire & Whe	36/999,999	0	\$1,000.00	Submit
AP	Paint and Fabric Pr	New	PFPB16 - Paint & Fabi	36/999,999	0	\$1,000.00	Options Submit
EWT	Excess Wear and T	New	WTPB16-GA - \$1000 I	36/999,999	0	\$1,000.00	Options Submit
THP	Theft Protection Sy:	New	TPSA16 - Theft Protec	36/999,999	0	\$1,000.00	Submit
ANC	Revolution Bundle	New	RBPA16 - Revolution I	36/999,999	0	\$1,000.00	Options Submit
KEY	Key Fob	New	FOBA16-GA Key Fob	36/999,999	0	\$1,000.00	Options Submit
RA	Roadside Program	New	RSPA16 - Roadside P	36/999,999	0	\$1,000.00	Submit
VGRW	Revolution Wheel	New	RWCA16-VG - Revolu	60/999,999	0	\$1,000.00	Submit
						\$12,000.00	

## Creating a Contract
















To create a contract from a Quote, additional information is required. At the top of the screen you will find an area to enter the Customer information. The following are required fields:

- First Name, Last Name
- Address, City, State
- Primary Phone Number
- Email Address

Once the Customer information and the Vehicle information has been entered, you will be able to Submit a contract. If you would like the Loan or Lienholder information to appear on the contract, please enter it before submitting. Loan information is required for GAP contracts.

To Submit a contract, go to the far right of the program list and click Submit. This will generate a contract for the product that you have selected. This will then begin the life cycle of a contract.

Note: You can submit multiple contracts; they will just need to be for different product types. This is set to prevent the user from selling redundant plans. Example, you can submit a VSC plan and Key Fob, but can't submit VSC – New Car and VSC Wrap.

<input type="text" value="\$1,000.00"/>	▼	<a href="#">Submit</a>   
<input type="text" value="\$1,000.00"/>	▼ <a href="#">Options</a>	<a href="#">Submit</a>   
<input type="text" value="\$1,000.00"/>	▼ <a href="#">Options</a>	<a href="#">Submit</a>   
<input type="text" value="\$1,000.00"/>	▼	<a href="#">Submit</a>   
<input type="text" value="\$1,000.00"/>	▼	<a href="#">Submit</a>   
\$12,000.00 ▼		

Save Quote

Print Quote

Close

Cancel Changes

## Contracts

Once a contract is Submitted, it can be found by using the Contract Search tab. Scroll over the tab and select "Search".

AAATest - AXIOM TEST DEALER

Welcome Joe Reth [Help](#) [Logout](#)

Quote Contract Remittance Claims Reports Settings

Filters

To search for contracts sold outside this dealership please use Contract # or VIN #.

Search By: Product ALL Search [Advanced Search](#)

Sale Date To:

Contract List

There are many ways to search for a contract. An example of the drop down list is below.

AAATest - AXIOM TEST DEALER

Welcome Joe Reth [Help](#) [Logout](#)

Quote Contract Remittance Claims Reports Settings

Filters

To search for contracts sold outside this dealership please use Contract # or VIN #.

Search By: Product ALL Search [Advanced Search](#)

Sale Date

Contract List

Product

F&I Manager/Sales Associate

Contract #

VIN (Full or last 8 char)

Stock Number

Customer Last Name

Customer First Name

City

State

Zip Code

<< Prev Page 1 of 1 Next >> Records Per Page: 100

Purchase Date	Product	Contract #	Term*	Retail	Edit
<< Prev Page 1 of 1 Next >> Records Per Page: 100					

- Cancelled **E** - Expired **R** - Rejected

Clear Selected Void Selected

Once A contract is created, it will go through several changes. As a contract changes status, you will see the emblem next to the contract change, below is a key for the different statuses.

Status: **P** - Pending **Ps** - Pending-Billed **A** - Active **V** - Void **C** - Cancelled **E** - Expired **R** - Rejected

- Pending – a created contract that has yet to be billed. The contract will remain in this status until it is remitted. Until it is remitted you will still be allowed to Edit or Void the contract, however once it is remitted you will need to contact Axiom directly to make any changes.
- Pending Billed – a contract will move from Pending to Pending Billed once it is remitted.
- Activated – once payment is received for the contract it will move from Pending Billed to Activated.
- Void – a contract can be voided at the seller level up to the point that it is remitted. Once it is remitted it will need to be canceled by Axiom and require a cancellation request.
- Canceled – Cancellations can only be done by Axiom after receiving a cancellation request form.
- Expired – The Contract has reached the end of its terms.
- Rejected – A contract can only be rejected by Axiom. You will be notified if a contract is rejected.

## Editing a Contract

A contract can be edited once it is Submitted and while it remains “Pending”. Once it is Remitted, it will move into the “Pending Billed” phase, and it will become locked from editing. If a contract needs to be edited for any reason after it is remitted, please contact Axiom DAP Support. Dapsupport@axiomadmin.com

To edit a contract, find it using the contract search. Then select it by clicking on the Contract Number. Once selected you should see the following screen:

The screenshot shows the Axiom Product Administration interface. At the top, there is a navigation bar with the Axiom logo, the user name 'Welcome Joe Reth', and a 'Logout' link. Below the navigation bar are tabs for 'Quote', 'Contract', 'Remittance', 'Claims', 'Reports', and 'Settings'. The main content area is titled 'General Information' and contains a table of contract details. The contract is identified as 'Key Fob (FOBA1600000118)' and is in a 'Pending' state. The table lists various fields such as Purchase Date, Mfg. Warr. Start Date, Seller, F&I Manager/Sales Associate, Stock #, Lienholder, Customer Name, Address, Primary and Secondary Phone numbers, Email, Language, Alt. Contact, Vehicle, Sale Odometer, and Veh. Purchase Date. There are also links for 'Edit Lienholder' and 'Edit Customer Information'. Below the table, there are buttons for 'Re-generate Contract', 'Cancellation Quote', and 'Void Contract'. A 'Copy of Contract' link is also present.

General Information				<a href="#">Back to Search</a>	
Purchase Date	09/01/2016	Customer Name:	Doe, John	Vehicle:	5TFGZ5AN6GX035784 <a href="#">Attributes</a>
Mfg. Warr. Start Date:	09/01/2016	Address:	123 Test		2016 TOYOTA TACOMA DOUBLE CAB LTD
Seller:	Axiom Test Dealer	Primary Ph.:	Test, MO 12345	Sale Odometer:	20
F&I Manager/Sales Associate:	Joe Reth <a href="#">Quote</a>	Secondary Ph.:	(123) 456-7890	Veh. Purchase Date:	09/01/2016
Stock #:		Email:	Johndoe@gmail.com		
Lienholder:	<a href="#">Edit Lienholder</a>	Language:	EN		
		Alt. Contact:			
			<a href="#">Edit Customer Information</a>		

Key Fob (FOBA1600000118) Pending P

Plan Type:	New	Term:	36	Miles:	999,999	Ded:	\$0	Retail (excl. taxes):	\$1,000.00 ▼
Program:	Key Fob	Payment Option:	Single Pay						
Plan Name:	FOBA16-GA Key Fob Program	Effective Date:	09/01/2016 - 09/01/2019						
Added Options:		Effective Odom:	0 - 999,999						

[Covered Components](#)

Claims [Add Claim](#)

[Copy of Contract](#) [Re-generate Contract](#) [Cancellation Quote](#) [Void Contract](#)

In the middle of the screen, you will see a link to “Edit Customer Information”. Click on this link to edit the information, you will see the pop up window below.

The screenshot shows a pop-up window titled 'Edit Customer Information'. At the top, there is a message: 'Please contact Customer Service for assistance if a change to customer name is required.' Below the message, there are several input fields for customer information. The fields are: Customer Name (Doe, John), Address 1 (123 Test), Address 2 (empty), City (Test), State/Province (MO), ZIP (12345), Primary Ph. ((123) 456-7890), Secondary Ph. (empty), Language (English), Email (Johndoe@gmail.com), and Alternate Contact (empty). At the bottom of the window, there are two buttons: 'Update' and 'Do Not Update'.

**Edit Customer Information**

Please contact Customer Service for assistance if a change to customer name is required.

Customer Name: Doe, John

Address 1: 123 Test

Address 2:

City: Test

State/Province: MO

ZIP: 12345

Primary Ph.: (123) 456-7890

Secondary Ph.:

Language: English

Email: Johndoe@gmail.com

Alternate Contact:


[Update](#) [Do Not Update](#)

## Voiding a Contract

From the contract screen you can Void a contract, as long as it has not been remitted. Please note, the contract terms and retail price can't be edited once a contract is created. It will need to be voided and resubmitted.

To void a contract, click on Void Contract. A popup screen will appear to confirm that you would like to void, click "Confirm Void".

If you would like to resubmit the contract with different terms, you will need to return to Contract Quote. This can be done on the Contract Screen by clicking the "Quote" link on the left side of the General Information box, or it can be found by going to the Quote Search tab on the tool bar. Once there you will notice that any contract that has been generated from this quote will be listed at the bottom of the screen. This will include the voided contracts.

Contracted Products							
Product	Program	Type	Plan	Term	Deductible	Retail	
KEY	Key Fob	New	FOBA16-GA Key Fob Program	36/999,999	\$0	\$1,000.00 <a href="#">FOBA1600000118</a>	Voided 

Once a contract is voided, all aspects of the contract can now be edited on the Quote Screen. Once the changes have been made, you can resubmit the contract.



## Creating Remittances

To create a remittance first start by selecting Remittance from the tool bar. From here you can create a remittance or search for a previously created remittance.

The screenshot shows the AXIOM Product Administration interface. At the top, there is a navigation bar with tabs for Quote, Contract, Remittance, Claims, Reports, and Settings. The 'Remittance' tab is active, and a 'Create' dropdown menu is open, showing 'Create' and 'Search' options. Below the navigation bar, there is a 'Create Remittance' form with fields for Product (KEY), Program (ALL), Lienholder (ANY), Plan, Purchase Date (ALL DATES), and a Filter button. To the right of the form is a summary table:

Due From	Contract Count	Remit Due
TOTAL	0	\$0.00

Below the form is a 'Contracts' table with the following columns: Include, Customer, VIN, Purchase Date, Contract #, Plan Description, Term, Deductible, Lienholder, Total Contract Due, and Due From. A single contract is listed:

Include	Customer	VIN	Purchase Date	Contract #	Plan Description	Term	Deductible	Lienholder	Total Contract Due	Due From
<input type="checkbox"/>	Doe, John	5TFGZ5AN6GX035784	09/01/2016	<a href="#">FOBA1600000119</a>	FOBA16-GA Key Fob Program	36/999K	\$0			Seller-AAATest

At the bottom of the interface, there are links for 'Preview Remittance' and 'Download All to Spreadsheet', and buttons for 'Save' and 'Submit'.

Select Create is and the above page will display valid contracts ready for remittance. This will list all the contracts that have been entered for submission. There is a check box located directly beside each contract. You will need to select the contract or use the selections available for Include this Page, Include All Pages, etc. on the page to select all contracts.

Note: Any of the fields listed under Contracts that are blue and underlined may be sorted by clicking on that field. This will allow you to sort the contracts by the Customer's last name, lienholder, or contract #.

You can preview your remittance before it is submitted by clicking on Preview Remittance PDF or Download All to Spreadsheet by using the links in the lower left corner.

This is a close-up view of the 'Contracts' table and the action links at the bottom of the interface. The table has the following structure:

<a href="#">Include</a>	<a href="#">Customer</a>	VIN	<a href="#">Purchase Date</a>	<a href="#">C</a>
<input type="checkbox"/>	Doe, John	5TFGZ5AN6GX035784	09/01/2016	<a href="#">F</a>

Below the table are the links: [Preview Remittance](#) and [Download All to Spreadsheet](#).

Once ready to submit your remittance please click save and then click submit.

Contracts										
<a href="#">Include</a>	<a href="#">Customer</a>	VIN	<a href="#">Purchase Date</a>	<a href="#">Contract #</a>	<a href="#">Plan Description</a>	Term	Deductible	<a href="#">Lienholder</a>	Total Contract Due	Due From
<input type="checkbox"/>	Doe, John	5TFGZ5AN6GX035784	09/01/2016	<a href="#">FOBA1600000119</a>	FOBA16-GA Key Fob Program	36/999K	\$0			Seller-AAATest

<< Prev Page 1 of 1 Next >> Records Per Page: 50

[Preview Remittance](#) [Download All to Spreadsheet](#)

Once you click on the Submit button, the following popup will appear indicating the number of contracts and amount to be remitted to Axiom Product Administration. Once you have validated the amount, you can click Submit. If you have changes, click Go Back. (Going back will require that you resubmit the contracts.

**Confirm**



You are about to submit a remittance for 1 KEY contracts with  
Total Contract Due: \$  
Contracts included in this remittance can no longer be edited. Click 'Submit' to confirm.

[Preview Remittance](#)

Once Submitted, a Remittance register will automatically be generated for your records. This report will include the contract information along with the total due for the remittance. Please follow the instructions on this report to submit payment. Once a remittance is created the contracts will move from Pending to Pending Billed. Once payment is received the contract will move from Pending Billed to Activated.

## Remittance Search

To look up previously submitted Remittances, click on Remittance, then Search. This will allow you to Reprint a Remittance Register.

The screenshot shows the AXIOM Product Administration interface. At the top, there is a navigation bar with tabs for Quote, Contract, Remittance, Claims, Reports, and Settings. The Remittance tab is selected, and a dropdown menu is open with 'Create' and 'Search' options. Below the navigation bar, there is a 'Create Remittance' section with fields for Product (KEY), Program (ALL), Lienholder (ANY), Plan, and Date (ALL DATES). A 'Filter' button is present. To the right, a summary table shows 'Due From', 'Contract Count', and 'Remit Due' with a total of 0 contracts and \$0.00 due.

Due From	Contract Count	Remit Due
TOTAL	0	\$0.00

After you have selected Search, a page will appear that will show all previously submitted Remittance. You can also search by a Submission Date.

## Cancellation Quote

To process a Cancellation Quote, click on Contract, then Search. As displayed below, there are several ways to be able to search for a contract. After entering your criteria, click on the Search button. You will only be able to process a Cancellation Quote if the Contract is in an Active (A) status.

The screenshot shows the 'Filters' section with a dropdown menu open for 'Search By:'. The dropdown options include Status, Product, F&I Manager, Contract #, VIN (Full or last 8 char), Customer Last Name, Customer First Name, City, State, and Zip Code. Below the filters, there is a 'Contract List' section with a 'Void Customer' link and a list of contracts, including one for 'Jones, Merle'. The status of the contracts is shown as 'P - Pending'.

After locating the contract that needs to be cancelled, click on the Contract # to proceed with obtaining a cancellation quote. **Note:** It is important to verify the customer information before proceeding with processing the cancellation quote.

The screenshot shows the search interface for contracts. It includes a search bar with 'Status' and 'ALL' dropdowns, a 'Search' button, and an 'Advanced Search' link. Below the search bar, there is a 'Contract List' section with a table of results. The table has columns for 'Void Customer', 'VIN', 'Purchase Date', 'Product', 'Contract #', 'Term\*', 'Retail', and 'Edit'. A red arrow points to the 'Contract #' column.


Void Customer	VIN	Purchase Date	Product	Contract #	Term*	Retail	Edit
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Next, you will click on the Cancellation Quote button at the bottom of the General Information screen.

F&I Manager: **John Doe** Primary Ph.: (000) 000-0000 Veh. Purchase Date:  
Remittance #: [SDS000001-020](#) Secondary Ph.:  
Stock #: 26313 Email:  
Deal Type: Loan Language: EN  
Lienholder: Alt. Contact:

Guaranteed Asset Protection (GC100002533) Active ▲

Plan Type: New Term: 72 APR: 0.00% Retail: \$600.1  
Program: GAP Waiver First Payment Date: Monthly Payment: \$638.68  
Plan Name: GAP 150% Balloon Amount: Residual Amount:  
Account Number: MSRP: \$37,400.00  
Added Payment Option: Single Pay  
Options: Effective Date: 12/13/2011 - 12/13/2017  
[Covered Components](#)  
☑ Claims

 Cancellation Quote

A screen will appear to enter in the following information:

- Cancel Date
- Cancel Odometer
- Cancel Reason

Cancellation Information

Cancel Date:   
Cancel Odometer:   
Cancel Reason:

Cancellation Rates

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Orig. Retail Cost:  
Orig. Net Cost:  
Non Ref. fee (Customer):  
Cancellation Fee:  
Net Refund From Admin.:  
Refund From Seller:  
Cancellation Refund Amount:

After entering the information, click on the Calculate button at the bottom of the page.

Cancellation Rates

Orig. Retail Cost:  
Orig. Net Cost:  
Non Ref. fee (Customer):  
Cancellation Fee:  
Net Refund From Admin.:  
Refund From Seller:  
Cancellation Refund Amount:

FACTORS  
Term (%):  
Mileage (%):  
Calc Method:

 Calculate

In the Cancellation Rates section of the page, the Cancellation Refund Amount will be displayed for the total amount of the refund. The amount that will be refunded by Axiom is the Net Refund from Admin.

	FACTORS	
Orig Retail Cost:	\$600.00	Term (%): 96.122
Orig Net Cost:	\$302.00	Mileage (%): 0.000
Non Ref. fee (Customer):	\$0.00	Calc Method:
Cancellation Fee:	(\$0.00)	Custom Rule(MO)
Net Refund From Admin.:	\$168.22	Cancellation 30 Days Fee
Refund From Seller:	\$408.51	Pro Rata 30-Day Cancellation with Fee
Cancellation Refund Amount:	\$576.73	

From this page, you can save the cancellation quote by clicking on the Save Quote button at the bottom of the page. To print the cancellation quote, click on the printer icon on your tool bar. To cancel a contract, you will need to fill out a cancellation form and follow the instructions to submit it properly.

## Claims

To search for the status of a Benefit Request, you will need to first open the contract. Search for the contract, once you have located the contract, proceed on clicking on the Contract #.

After clicking on the Contract #, the following page will appear for the contract selected. You will need to click on the + sign (in the lower right corner) with the word Claims next to it.

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Welcome Joe Reth [Help](#) [Logout](#)

Quote Contract Remittance Claims Reports Settings

**General Information** [Back to Search](#)

Purchase Date: 08/09/2016 Customer Name: Vin, Test Vin Vehicle: 5TDKK3DC3GS748998 [Attributes](#)  
Mfg. Warr. Start Date: 08/01/2016 Address: 1234 Test Ave 2016 TOYOTA SIENNA LE  
Seller: Axiom Test Dealer Test, MO 60622 Sale Odometer: 10  
F&I Manager/Sales Associate: Joe Reth Primary Ph.: (123) 456-7890 Veh. Purchase Date: 08/01/2016  
Associate: [Quote](#) Secondary Ph.:  
Stock #: Email: testvin@test.com  
Lienholder: Language: EN  
Alt. Contact:

Service Contract (VSDA1600000071) Void

Plan Type: New Term: 36 Miles: 75,000 Ded: \$100 Retail (excl. taxes):  
Program: VSC - New (Within Base Warranty) DO Payment Option: Single Pay Disappearing  
Plan Name: VSDA16 - DO Gold (New) Effective Date: 08/09/2016 - 08/09/2019  
Added Effective Odom: 10 - 75,010  
Options:  
[Covered Components](#)  
 Claims [Add Claim](#)  
[Copy of Contract](#) [Cancellation Quote](#) [Void Contract](#)

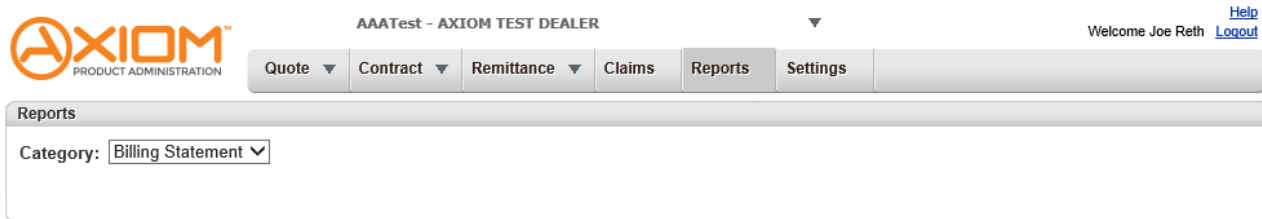
Status	Claim#	RO#	Repair Center	Loss Date	Loss Odom	Description
Paid	C000000059		Other	04/11/2012	2,365	

Once you click on the + sign, the following page will appear that provides the Status, Claim # and Loss Date for the Benefit Request.

Status	Claim#	RO#	Repair Center	Loss Date	Loss Odom	Description
Paid	C000000059		Other	04/11/2012	2,365	

## Reporting

On the first day of the month, your Billing Statement will be available on DAP. Click on Reports to bring up your Billing Statement. If you process multiple locations, you will need to locate the correct location prior to generating the report.



The screenshot shows the Axiom Product Administration web interface. At the top left is the Axiom logo with the text "AXIOM PRODUCT ADMINISTRATION". To the right of the logo is the text "AAATest - AXIOM TEST DEALER" and a small downward arrow. Further right is the user greeting "Welcome Joe Reth" and a "Logout" link. Below the logo and text is a navigation menu with buttons for "Quote", "Contract", "Remittance", "Claims", "Reports", and "Settings". The "Reports" button is highlighted. Below the navigation menu is a "Reports" section with a "Category:" label and a dropdown menu showing "Billing Statement".

## Remitting Payment to Axiom Product Administration

Please provide a copy of the Remittance Register printed from DAP and a Check for the amount reflected in the Remittance Register to the below listed address.

**Axiom Product Administration**  
**30 W Highway D, Suite 204**  
**New Melle, MO, 63365**

## Additional Questions

Please visit our website at [axiomadmin.com](http://axiomadmin.com), email [Dapsupport@axiomadmin.com](mailto:Dapsupport@axiomadmin.com) or call (844) 252-0937.