



## **Three Easy Steps to your First Lendbuzz Loan**

For more information contact  
[help@lendbuzz.com](mailto:help@lendbuzz.com) | +1 (857) 999-0250

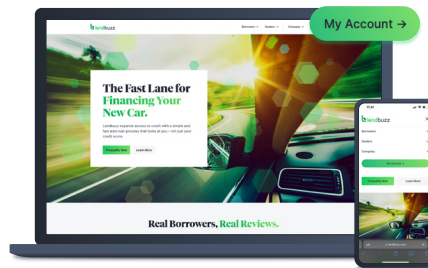
# Welcome to Lendbuzz!

## Getting to Know your Dealer Portal

**At Lendbuzz, we've designed our platform to be easy to learn and quick to use. This guide walks you through the steps involved in getting your first deal funded.**

### Dealer Portal Login

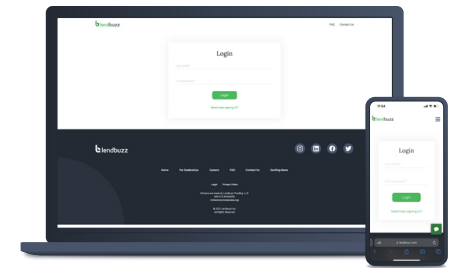
Before you submit your first loan application, you'll want to log in to the Dealer Portal and get your account set up. No matter what kind of device you prefer, the portal is always easy to access.



Go to [www.lendbuzz.com](https://www.lendbuzz.com)



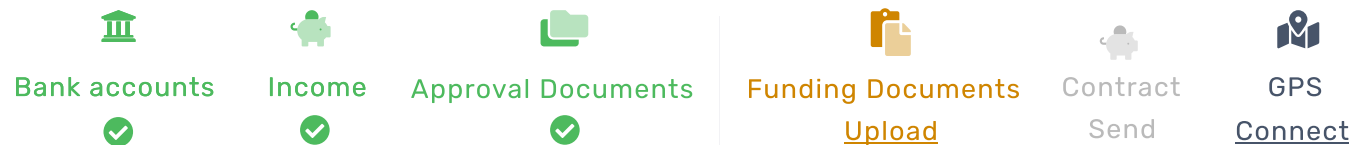
Click **My Account** to Access the Dealer Portal



Enter your email address and **sign in**

### The Tracker

One way we make loans easier for both our dealers and their customers is with our Tracker, a tool that shows what stage a loan is at overall, as well as if there are any issues that need to be addressed.



Action is Complete



Action Needs Attention



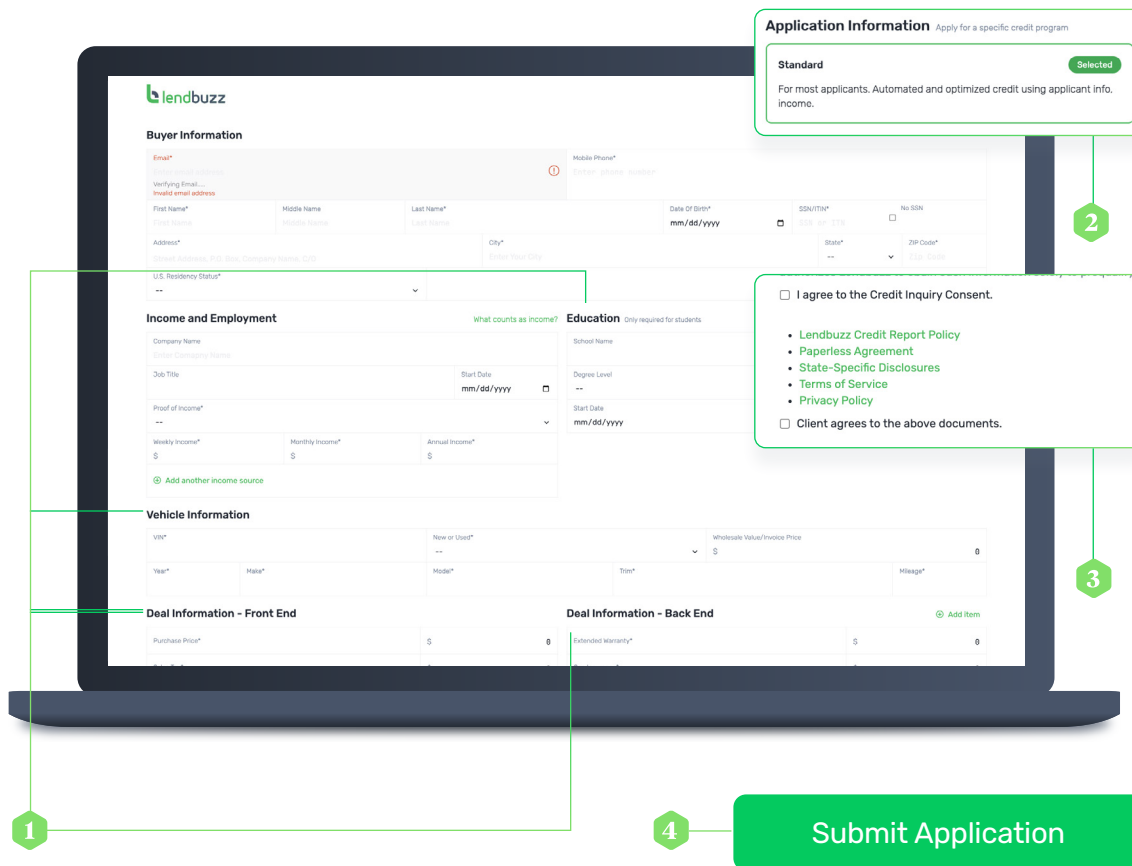
Action is Upcoming



Action is Available

# Step 1: Submitting your First Loan Application

Entering customer, car, and deal information sets the process in motion.



The screenshot shows the Lendbuzz loan application form. It is divided into several sections: Buyer Information, Income and Employment, Education, Vehicle Information, and Deal Information (Front End and Back End). A green box labeled '1' points to the Buyer Information section. A green box labeled '2' points to the Application Information section, which includes a 'Standard' option. A green box labeled '3' points to the Consent Boxes section, which includes checkboxes for 'I agree to the Credit Inquiry Consent' and 'Client agrees to the above documents'. A green box labeled '4' points to the 'Submit Application' button at the bottom right.

**Application Information** Apply for a specific credit program

**Standard** Selected  
For most applicants. Automated and optimized credit using applicant info, income.

**Buyer Information**

Email\*  
First Name\* Middle Name\* Last Name\*  
Address\* City\*  
U.S. Residency Status\*

**Income and Employment** What counts as income?  
Company Name  
Job Title  
Start Date  
Proof of Income\*  
Weekly Income\* Monthly Income\* Annual Income\*

**Education** Only required for students  
School Name  
Degree Level  
Start Date

**Vehicle Information**  
VIN\* New or Used\* Wholesale Value/Invoice Price  
Year\* Make\* Model\* Trim\* Mileage\*

**Deal Information - Front End**  
Purchase Price\* \$ 0

**Deal Information - Back End**  
Extended Warranty\* \$ 0

**1**

**2**

**3**

**4** Submit Application

- 1 Information Sections**  
Fill in all of the following:
  - Buyer Information
  - Income & Employment
  - Education
  - Vehicle Information
  - Deal Information
    - Front End Options
    - Back End Options

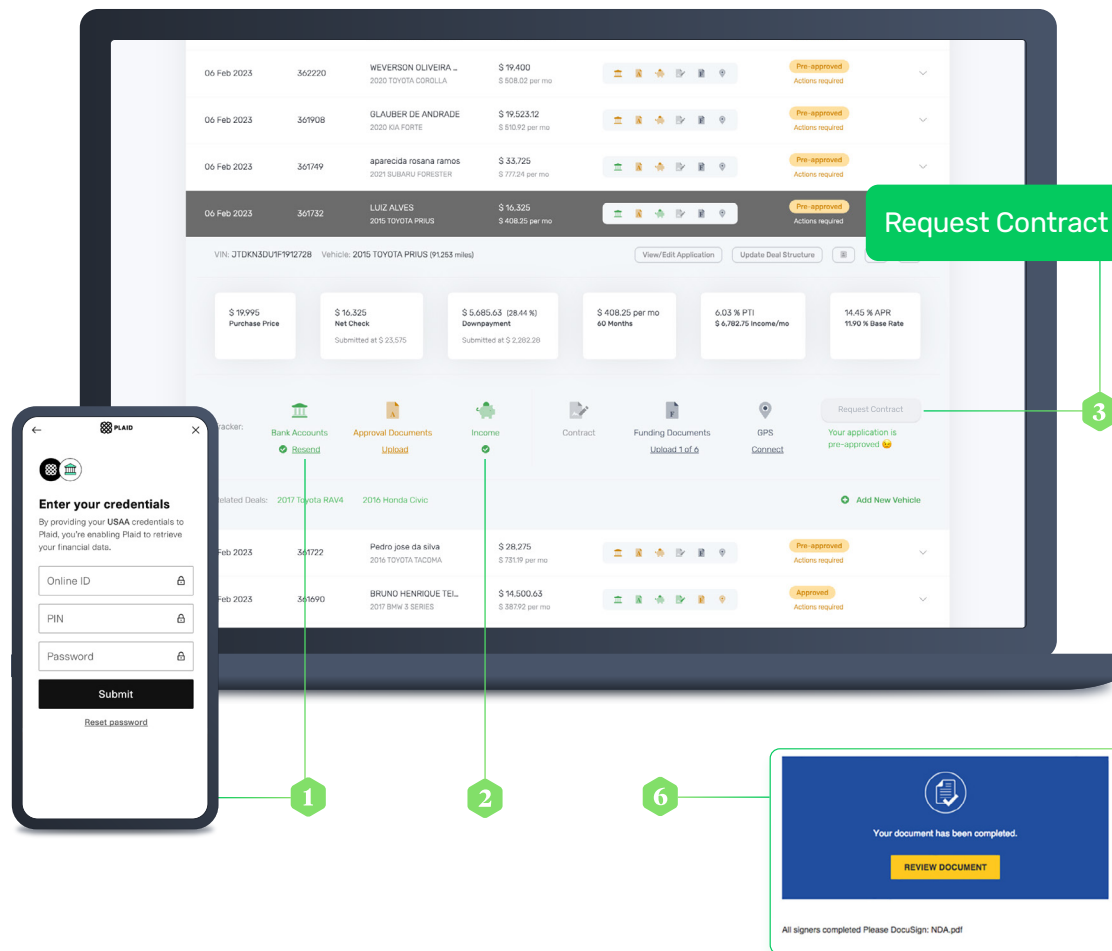
- 2 Application Selection**  
Select "Standard" type

- 3 Consent Boxes**  
Check Credit Inquiry Consent Boxes

- 4 Submission**  
Click Submit Application

# Step 2: Linking Accounts and Uploading Documents

Attention to detail during account linking bank accounts and uploading necessary documents is critical for a successful loan application.



**1 Link Bank Accounts**  
Customer Receives Link From Lendbuzz to Link their Bank Account via *PLAID* Services

**2 Document Upload**  
- Bill of Sale or Buyers Order  
- Customer Photo ID

Wait 10Min / 15Min for Income Verification

**3 Contract**  
Click *Request Contract*

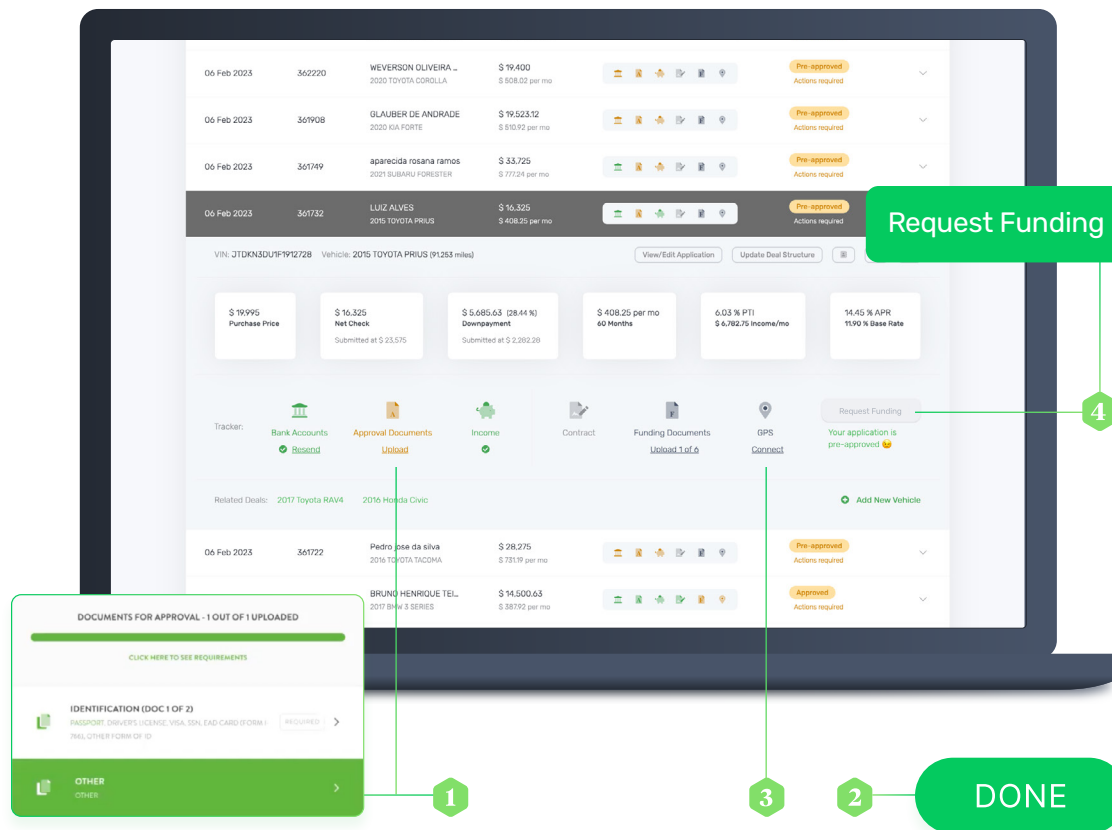
**4 Submission Notification**  
Contact your Sales Representative to let them know you have submitted your application

**5 Contract Delivery**  
The Customer will receive the contract directly from Lendbuzz.

**6 Contract Signature**  
The Customer signs contract via *DocuSign*

# Step 3: Funding your First Deal

Once the Customer completes the DocuSign, the funding process begins and the deal can move forward.



- Funding Documents**  
Upload the following documents:
  - Second form of ID
  - Proof of Residence (waived if bank is linked)
  - Signed Bill of Sale
  - Reg/Title Application
  - Insurance Binder
  - Warranty Contract (if applicable)

- Finalization**  
Click *Done*

- GPS**  
Connect GPS
  - GPS must be installed in vehicle prior to this step
  - Enter GPS #

- Funding**  
Click *Request Funding*
  - Funding receives an email that you have made your request.
  - All required information must be uploaded in order to fund your deal quickly.
  - Deal will be funded same day if submitted by 3pm ET

- Funding Details**  
You will receive an email with all of the funding details

- Finalization**  
The application will move from the *Applications* section to *Funded Deals* in your Dealer Portal.