Dealertrack *dr*
TECHNOLOGY THAT DRIVES YOU.

Digital Contracting Choice

Completing The Lender Activation Form:

STEP BY STEP GUIDE

YOUR ONBOARDING IS ABOUT TO BEGIN!
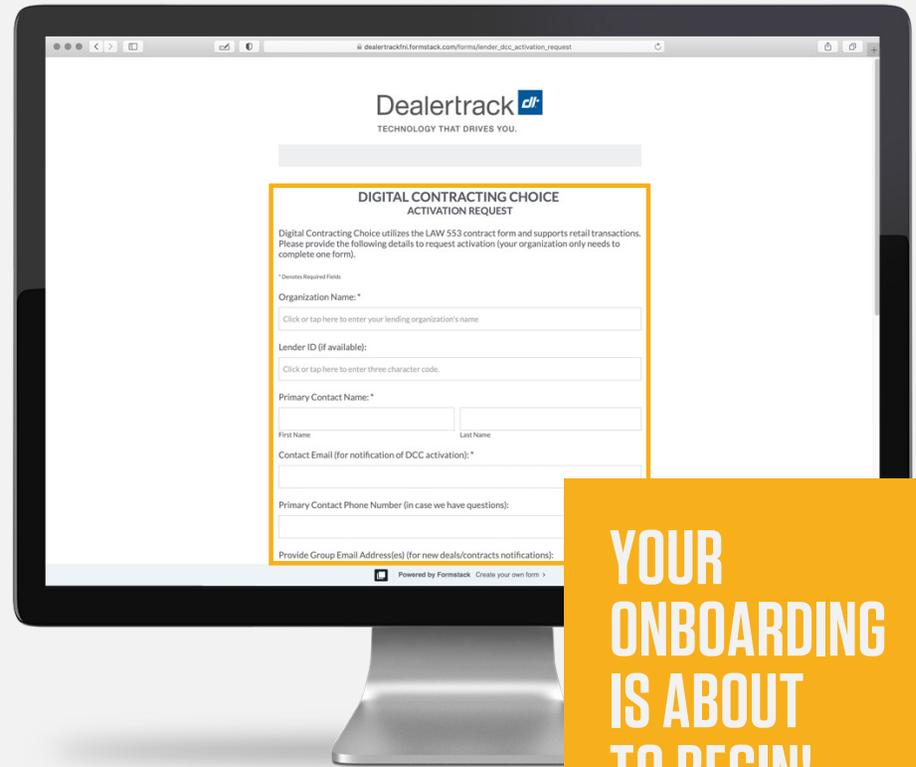
Completing the Lender Activation Form

STEP 1

Access the online form at: us.dealertrack.com/lenderchoice

Assign one primary contact at your organization to complete this form and provide your organization's legal entity name, your organization's 3-character Dealertrack Lender ID code, and the primary contact's information.
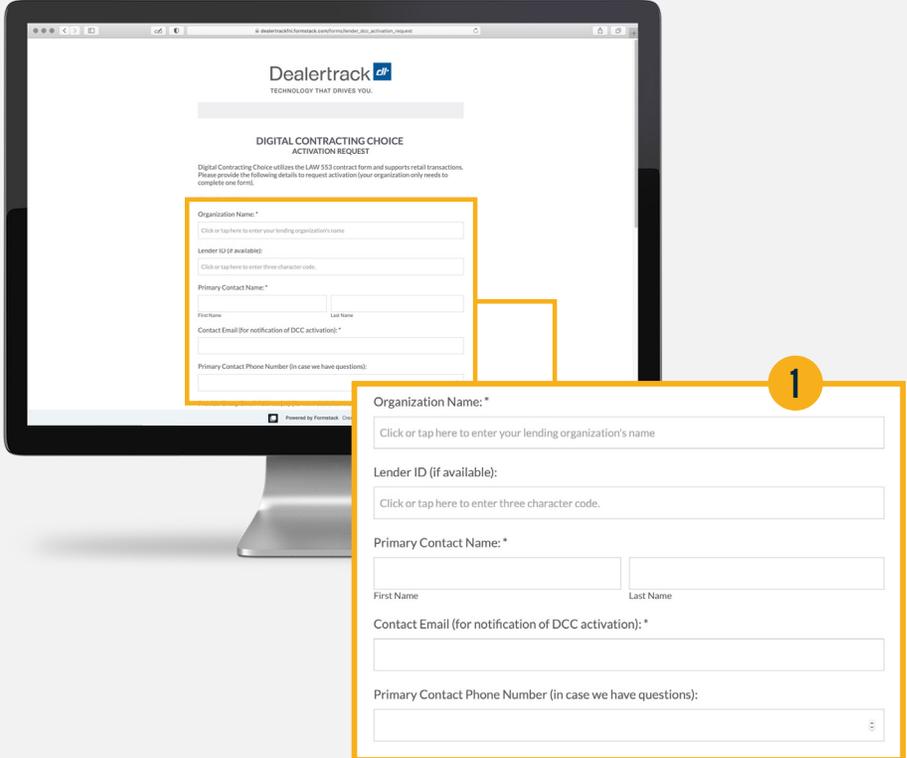
Organization Name: *

Click or tap here to enter your lending organization's name

Lender ID (if available):

Click or tap here to enter three character code.

Primary Contact Name: *

First Name   Last Name

Contact Email (for notification of DCC activation): *

Primary Contact Phone Number (in case we have questions):

Completing the Lender Activation Form

STEP 2

Provide a Group Email Account/Address for your funding team.

We recommend this as a best practice:
Assign a group email for the funding analysts, who will be accessing your Dealertrack Deal Queue to review the digital contracts and funding package documents.

This ensures your dealers' contracts are retrieved as quickly as possible to speed your funding time. We also recommend establishing an internal notification process when one of your funders has picked up a deal from the queue (to avoid work redundancy among your team).

Provide Group Email Address(es) (for new deals/contracts notifications):

Click or tap here to enter email address(es), separated by semi-colons.

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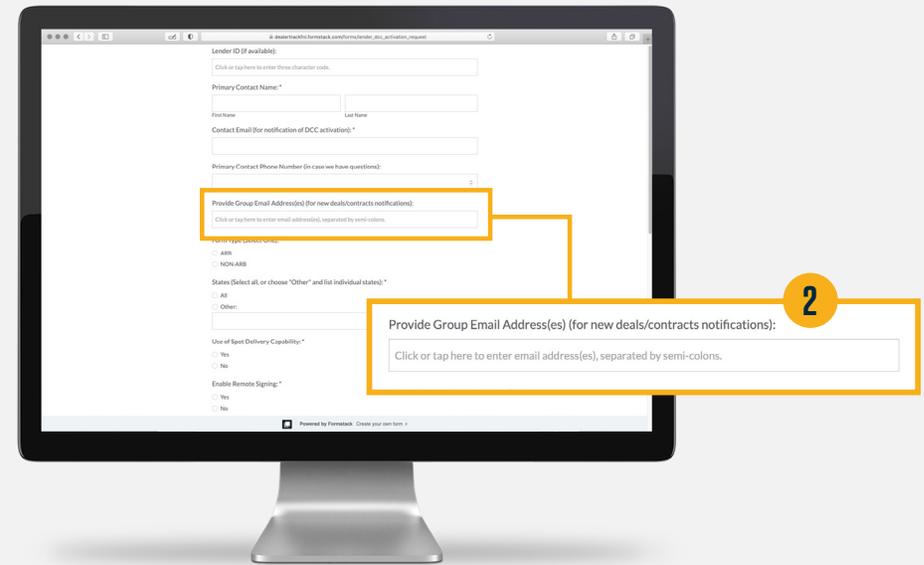
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STEP 3

Choose your LAW form preference, note all states in which you will accept digital contracts from your dealers — and whether you accept spot deals.

Digital Contracting Choice utilizes the LAW 553 Arb and Non-arb forms across all 50 states.

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STEP 4

Provide your consent to enable Assisted Remote Signing for your dealers.

Assisted remote signing provides a safe and secure digital signing ceremony between the dealer and buyer – wherver they are most comfortable. Enabling this feature provided critical support for your dealers during the height of social distancing restrictions, and continues to be favored by both dealers and consumers.

Please ensure your selection here matches your contract selection. If you did not choose Assisted Remote Signing at the time of contract, but would like to do so now, please contact Partner Support to have your contract amended.
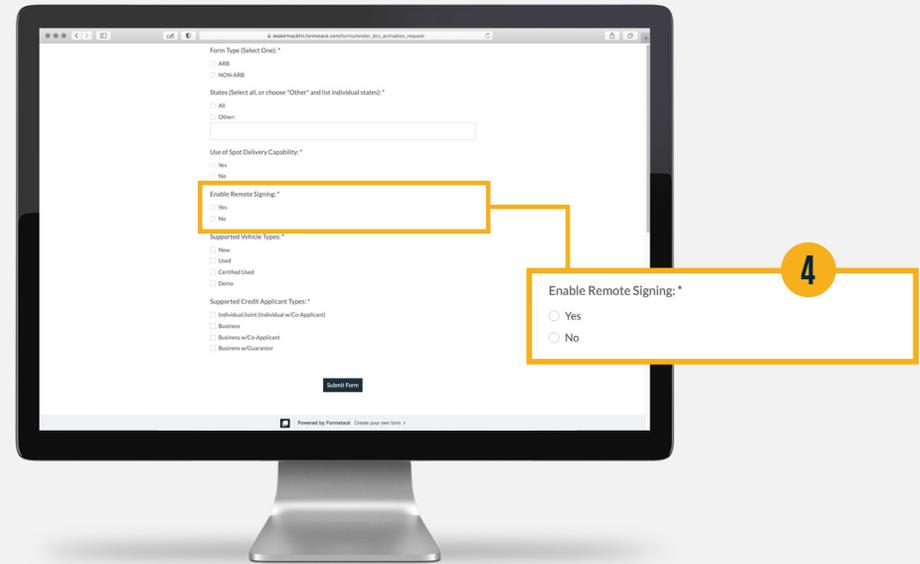
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STEP 5

Select the vehicle types and credit application types your organization supports.

Digital Contracting Choice supports new, used and demo vehicle sales, as well as personal and business credit applications.

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HIT SUBMIT — AND YOU'RE DONE!

Our Partner Integration team receives your submission and typically has you ready to accept digital contracts from your dealers within 5 business days.
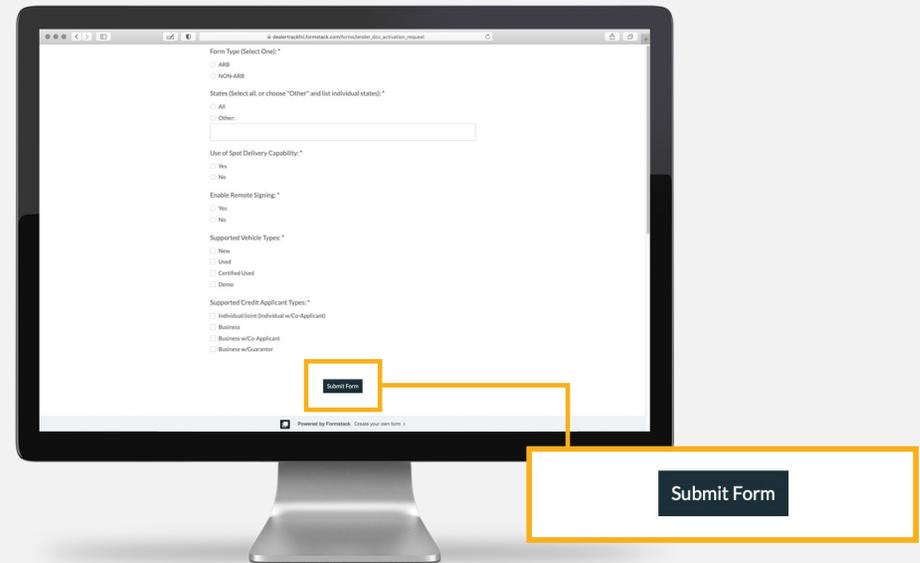
GET READY FOR YOUR GO LIVE DATE:

Start your self-training and access more resources HERE.

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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

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

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