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# Indirect Lending

## Ready to Look

### INTRODUCTION

If your credit union is looking to partner with an indirect lending platform CU\*BASE works with multiple vendors to bring those loans to the core. The Ready to Look model allows you to bring in loan applications from a third-party vendor and work them in the CU\*BASE loan queue, including underwriting and funding.

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For an updated copy of this booklet, check out the Reference Materials page of our website:  
<https://www.cuanswers.com/resources/doc/cubase-reference/>  
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# OVERVIEW

## **Selecting an Indirect Lending Vendor**

Get started by investigating the indirect lending vendors available that interface with CU\*BASE. Perhaps customers in the area have already selected a partner, and this decision has already been made for you, but if not, we have created a full-featured website allowing you to evaluate all your options (shown on the next page)

## **Configuration of Delivery Channel and Indirect Loan Products in CU\*BASE**

During this stage you will configure delivery channels in CU\*BASE, including the ranges and ages of collateral that you will accept for each year. You will also configure your loan products for indirect channels.

## **Setting up the Communication Between the Lender and the CU\*BASE Loan Queue**

Using the Integration Manager website, you will set up your users and assign passwords. You will also add the dealers from whom you will be receiving the offers.

## **Reviewing a Loan in the Loan Queue**

Once this setup is complete, you are ready to begin receiving loans in the CU\*BASE loan queue. Loan applications will appear in the queue just like other loan applications. You will know that the application is an indirect loan because it will have the two-digit code used by your vendor.

## **Approving or Denying the Loan/Making a Counter Offer**

You will work the loan application by selecting them on the loan queue. If configured, you will provide a counter offer to the dealer. Once all details are in order, you will create the loan from the Loan Recap screen. You also can deny the loan application.

# GETTING STARTED

To select an Indirect Partner and begin your work with Lender\*VP, select the indirect partner you would like to work with in the CU\*Answers store. In the CU\*Answers store select Lender\*VP and then Indirect Lending. A selection of indirect partners is available. There is even an option to select a vendor not listed in the store. Access the page directly via this URL:

<https://store.cuanswers.com/product-category/lendervp/indirect-lending-lendervp/>

The screenshot displays the CU\*Answers store interface. At the top, there's a navigation bar with the CU\*Answers logo, a search bar, and links for 'Shop', 'My Account', and 'Contact Us'. Below this is a breadcrumb trail: 'Home / Lender\*VP / Indirect Lending'. The main heading is 'Indirect Lending'. Two buttons are present: 'Check out Lender\*VP at CU\*Answers' and 'Contact Lender\*VP'. The product grid includes:

- CU\*ANSWERS I WANT TO PARTNER WITH RETAILER DIRECT**: \$1,500.00, Add to cart.
- I WANT TO PARTNER WITH DEALER INDIRECT LENDING AND LEASING SYSTEM (DILLS)**: \$500.00, Add to cart.
- I WANT TO PARTNER WITH DEALERTRACK**: \$500.00, Add to cart.
- FANNIE MAE DU 3.2**: \$100.00 (marked as Sold), Select options.
- I WANT TO PARTNER WITH GENESYS**: \$500.00, Add to cart.
- I WANT TO PARTNER WITH LENDING SOLUTIONS INC.**: \$500.00, Add to cart.
- I WANT TO PARTNER WITH ROUTEONE**: \$500.00, Add to cart.
- I WANT TO PARTNER WITH TCI DECISIONLENDER**: \$500.00, Add to cart.
- I NEED A DIFFERENT INDIRECT LENDER**: Quote Provided, Add to cart.

# CONFIGURING CU\*BASE

## CONFIGURING EXTERNAL LOAN DELIVERY CHANNELS

The indirect lending delivery channel is the first link to a third-party source of loan applications through the “XML Lending Gateway.” If your credit union has been set up to use this channel, you may access various configuration screens here that will allow you to define which CU\*BASE loan products correspond to incoming DealerTrack loan applications, including free-form text for stipulations to be communicated back to an automotive dealer via the DealerTrack software.

### General Information

#### Loan Delivery Channel Configuration (Tool #462)

Delivery Channel / Description		Branch	B	Interviewer/Underwriter	Model Approved	Model Failed	Requirements Failed	Incomplete Application	Amort Flag
BH	Beths Auto House (RD)	01		92					Y
CU	CU*BASE	01							Y
DL	DILLS	01		DL					Y
DT	DEALER TRACK	01		04	AA	FR	FR		Y
HB	Online Banking	99		96	HA	HB	HB	HI	Y
LS	LSI	01		01					Y
PA	MORTGAGE CADENCE	01		T1					Y
RD	RETAILER DIRECT	09		RD					Y
RO	ROUTE ONE	01		09					Y
TC	TCI	01		TC					Y
XT	XTEND CALL CENTER	01		93	AA	FR	FR	FR	Y

This is the first of several screens used to configure default settings used by loan delivery channels. In this context, a Delivery Channel is simply a source of loan applications funneled from any source into the CU\*BASE loan application database.

For details, refer to the booklet, [Online Credit Bureau Access and 247 Lender: Configuring 247 Lender and the Approval Matrix](#).

#### Close-Up View of the Entry Screen

Delivery Channel / Description		Branch	B	Interviewer/Underwriter	Model Approved	Model Failed	Requirements Failed	Incomplete Application	Amort Flag
BH	Beths Auto House (RD)	01		92					Y
CU	CU*BASE	01							Y
DL	DILLS	01		DL					Y
DT	DEALER TRACK	01		04	AA	FR	FR		Y

Select the DealerTrack (DT) delivery channel and Change or View to move to the detail screen.

### Detail Screen (Screen 2)

Session 0 CU\*BASE GOLD Edition - Configure Loan App Delivery Channels CHANGE

Delivery channel code **DT**

Description **DEALER TRACK**

Branch **01** **BRANCH**

Interviewer/underwriter **DT** **DEALER TRACK**

Underwriting Codes					
Model approved	<b>M2</b>	<b>MODEL APPROVED</b>	Requirements failed	<b>MU</b>	<b>SUBMIT FOR UNDRWRING</b>
Model failed	<b>MF</b>	<b>MODEL FILTER FAIL UW</b>	Incomplete application	<b>MA</b>	<b>APP INCOMPLETE</b>

☐ Always approve loan from this channel ☐ Amortize loans from this channel

All incoming applications will be assigned to this branch.

It is recommended that you use a non-employee user ID as this is only used for the Interviewer ID.

If you have a decision model, these codes are automatically assigned to the incoming app loan based on the decision results.

Check this box if no credit report is needed.

Check this box if the loan should use the GOLD amortization calculations.

- TIP: The delivery channel should be configured as branch 01 unless you use a different branch as your main branch. Then assign that branch instead. One of the reasons the branch office is configured here is so that when you are working loan applications in the loan queue, having an assigned branch allows you to sort by branch, making it easier to work loan applications coming in through the indirect process.
- TIP: It is suggested that a separate employee ID be created in Employee Security to use with these loan applications. As an example, you could use "DT DealerTrack" or "IN Indirect". This will allow you to easily identify the indirect loans as well as sort by the Interview ID "Int" in the loan queue.

This user will be configured in Employee Security in CU\*BASE Tool #327 and will not need any menu security assigned to it. It will simply be used to earmark the loan requests in the loan queue so they can be easily identified. For auditing purposes, it is suggested that in the comment line of the employee ID you notate that there is no menu security.

After using Enter you will advance to this second detail screen.

### Second Detail Screen (Screen 3)

Each type needs its own loan product cross-reference and dealer stipulations.

Session 0 CU\*BASE GOLD Edition - Configure Loan App Delivery Channels

Delivery channel DT DEALER TRACK

Collateral Type / Description	
AU	AUTO
CC	CREDIT CARDS
M1	MORTGAGE
1R	RECREATIONAL
2M	MARINE
3C	MOTORCYCLE

Change View

Collateral Type / Description	

Change View

BT (4553)

These are all the loan types you could potentially see coming in from this channel. (What appears on this screen is dependent by vendor.)

Select the loan type and Change to attach the loan product.

### Attaching a Loan App Delivery Channel

Credit unions can configure multiple vehicle years with a variety of products (that can be attached to the same year of the collateral) with any length of term. This screen lists the products associated with the various collateral years. CU\*BASE uses this and applies it to incoming loan applications from indirect-delivery channels.

### Attaching the Loan App to a Delivery Channel (Screen 4)

Session 1 CU\*BASE GOLD Edition

File Edit Tools Help Options

**Configure Loan App Delivery Channels** CHANGE

Delivery channel DT Dealer Track

Collateral type AU AUTOMOBILE

From	To	New	Term	Used	Term	Demo	Term
2018	2019	118	87	118	87	118	87
2018	2019	120	87	120	87	120	87
2018	2019	122	87	122	87	122	87
2018	2019	124	87	124	87	124	87
2018	2019	126	87	126	87	126	87
1992	2017	110	87	110	87	110	87
1992	2017	112	87	112	87	112	87
1992	2017	114	87	114	87	114	87
1992	2017	116	87	116	87	116	87
1992	2017	117	87	117	87	117	87

Change Delete View Copy

Add

FR (4554) 1/15/18

Use Add (F6) to add additional products for new, used and demo loan products for collateral years you select.

If you renumber your loan products that are attached to this table, you will need to reconfigure this table as well. Deleting a collateral type on this screen will not affect existing loans or loan applications.

- NOTE: Collateral years will need to be updated each year to keep your products in line with current vehicle offerings.

These ranges are for the age of the collateral.

#### Close-Up of Screen 4 (Shown on Previous Screen)

CU\*BASE loan product codes for “new,” “used,” and “demo” items.

Delivery channel	D	DEALER TRACK
Collateral type	AU	AUTO

From	To	New	Term	Used	Term	Demo	Term
2018	2019	101	84	101	84	101	84
2018	2019	102	72	102	72	102	72
2018	2019	103	60	103	60	103	60
2018	2019	104	48	104	48	104	48
2018	2019	105	36	105	36	105	36

This screen shows the loan terms (in months) for “new,” “used,” and “demo” items.

- NOTE: Indirect-delivery channels support loan applications that are submitted for any length of term. For example, if a dealer selects a new car with a term of 67 months, **CU\*BASE assigns the percentage rate of the next higher term product**. If the credit union also has a DealerTrack product with a 72-month term and a rate of 7%, then this loan application will be accepted in CU\*BASE with the 67-month term at 7%.
- TIP: It is suggested that you create a date range outside of the parameters for auto-approvals. Using this date range will help you catch loans that you might not generally underwrite but may wish to consider. This is where the counter-offer feature will come into play. The counteroffer is performed in CU\*BASE by a credit union employee.
- NOTE: After signing up with the vendor of your choice, the Lender\*VP team will work with you on the initial configuration of your delivery channels. It is helpful for them to have a current copy of the rate sheet for the products that you plan to offer

From this screen select a year and Change to modify a loan app delivery channel on the detail screen.

Session 1 CU\*BASE GOLD Edition -

File Edit Tools Help

Configure Loan App Delivery Channels

CHANGE

Delivery channel DT Dealer Track

Collateral type AU AUTOMOBILE

Collateral year From 2018 To 2019

Product Codes

New	118		NEW VEHICLE 72 MONTHS INDIRECT
Used	118		NEW VEHICLE 72 MONTHS INDIRECT
Demo	118		NEW VEHICLE 72 MONTHS INDIRECT

Loan Stipulations

VEHICLE AS COLLATERAL, need current income verification,	
must be member of ABCCU or establish membership, completed	
cross collateralization form with two references required,	
notice to provide insurance and proof of insurance, signed	
price you pay for credit form, nada or MSRP, and original	
credit app.	
Please record FCU as lienholder.	

Copy in Stipulations

FR (4555) 1/15/18

Use this section to populate the “Loan Stipulation” section.

When you create additional products on this screen, use *Copy in Stipulation* (F18) (see bottom button of the screen above) to copy the saved stipulations to the new product. You will be presented with a list of the existing products. Select the stipulation to copy. (You can always tweak the stipulations after you copy them.)



## CONFIGURING LOAN PRODUCTS FOR INDIRECT CHANNELS

**Loan Product Configuration (Tool 470), Select a Loan Product, and then “General Loan Information”**

Check the box next to “External loan delivery channels” if you want this product to be available for one or more of your delivery channels.

Are your prices the same for your member direct loans as your external delivery channels?

These are the settings that will be used when applications are received via an external delivery channel

- TIP: Loan products can even be set up exclusively for use by external delivery channels.

### Some things to consider when creating products exclusively for your external delivery channels:

- **Are your prices the same for your member direct loans as for your external delivery channels?** Check your “Product code base rate.” (See picture above.)
- **Are your procedures the same?** Return to the Loan Product entry screen and select “Checklist” from the next window.
- **How are you managing the risk-based pricing for external delivery channels?** Use Enter from the screen shown above to see the screen on the next page.

Loan Product Configuration - Risk Based Pricing

Session 1 CU\*BASE GOLD -  
File Edit Tools Help

Amortization Defaults - Risk Based PricingCHANGE

Product #016 NEW AUTO LEASE  
Loan category33 NEW AUTO LEASELow1.890High25.000  
Corp ID01Product code base rate2.500

Level	Tier	From	To	Rate	Tier	From	To	Rate	Tier	From	To	Rate	Tier	From	To	Rate
	1	730	9999	2.500	2	0000	0579	14.800	3	0580	0599	11.800	4	0600	0639	10.800
	5	0640	0679	5.500	6	0680	0729	3.500	7	0800	0899	0000	8	0900	0939	0000

ChangeDeleteView

Add New LevelHistory

←→↑⏏🔗i?@FR (5769) 1/15/18

This screen shows the risk-based pricing set up for the loan product.

# CONFIGURING DEALERS IN CU\*BASE

In addition to setting up loan delivery channels, you will also need to configure your dealers in CU\*BASE.

## Configure Dealer Info for Indirect Lend. (Tool #245)

Session 0 CU\*BASE GOLD - TEST CREDIT UNION

File Edit Tools Help

### Indirect Dealers

Corp ID

Position to dealer ID

- Or -

Company name

ID	Company Name
0001	M & M DODGE
0005	CHEVY DEALER
0100	DEALER FORD
0123	DEALER MERCEDEZ
1234	ABCD INDIRECT DEALER

ID	Company Name

Change Suspend Change Suspend

Delete Delete

↑ ↓

Add

Show Inactive

← → ↑ || ⏏ i ? @

wU (6279) 3/17/18

This is the first of two screens used to set up dealer information, including name and address, contact information, and reserve percentages. Each dealer is assigned a unique number for tracking purposes.

- From here you can add or change a dealer. This will take you to the screen shown on the following screen.
- You can suspend a dealer. To then show the suspended dealer, use the Show Inactive (F11) button.
- If you elect to delete a dealer and loans exist with the dealer, a window will appear for you to enter a replacement dealer.

## Configuring Indirect Dealer Information (Detail)

Session 0 CU\*BASE GOLD Edition - TEST CREDIT UNION  
File Edit Tools Help

### Indirect Dealers CHANGE

Scan e-Document  
Imaging Solutions

Corp ID: 1  
Dealer #: 1  
Company name: M & M DODGE  
Description: M & M DODGE  
Address 1: 123 W MAIN  
Address 2:   
City: ANYCITY  
State: MI  
ZIP/postal code: 11111 0000

Contact name: SAN SMITH  
Contact phone: 5555555555  
Fax phone: 5555555555

Reserve %: 1.250  
Default reserve amortization term: 24

Navigation icons: back, forward, up, down, print, link, info, help, search. WU (2263) 9/17/18

This is the second screen used to add or modify dealer information. In addition to name and address information, this screen is also used to record the reserve percentage allotted for this dealer. Each loan amount that is attached to this dealer will be multiplied by this percentage to calculate the reserve amount.

All fields are optional, except for the Dealer # and Company Name. Below is a description of the fields used to calculate the reserve percentage and monthly reserve expense.

Field	Description
Reserve %	(Optional) This field is used to record the reserve percentage allotted for this dealer. Enter an amount using <i>three</i> places past the decimal point. All loans attached to this dealer will be multiplied by this percentage to calculate the reserve amount. For example, if this dealer receives a reserve of 1.25% for each loan sold to the credit union, enter 01250 here (as shown above.)
Default reserve amortization term	(Optional) Used for calculating the monthly reserve expense when the loan is linked to a dealer but can be overridden at the loan level. This field is not required and can be added when the loan is linked to the dealer.

# INTEGRATING CU\*BASE AND INDIRECT DEALERS -

## INTEGRATION MANAGER USER GUIDE

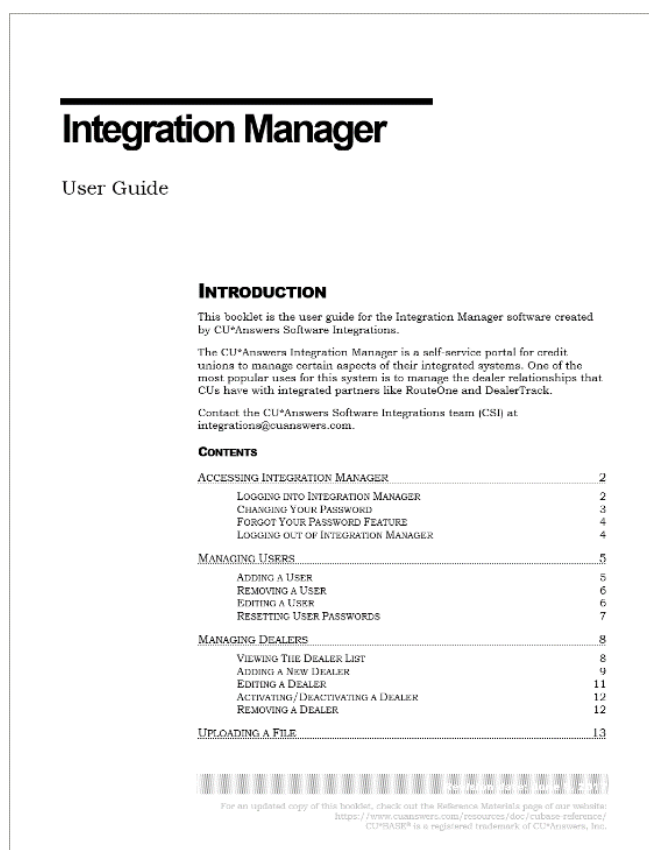
After adding the dealers to CU\*BASE, you also need to add them to the Integration Manager that provides the connectivity between the indirect dealer and CU\*BASE.

Use the Integration Manager User Guide to learn more about:

- Adding a user
- Assigning and changing a password
- Adding a new dealer

Access this booklet with the following link:

<https://www.cuanswers.com/wp-content/uploads/IntegrationManagerUserGuide.pdf>



# WORKING WITH LOAN APPLICATIONS FROM EXTERNAL DEALERS

Just like any loan request, the loan request from the indirect lender appears in the Loan Request Queue.

## Loan Request Queue

Session 1 CUPBASE GOLD -

File Edit Tools Help

### Work/View Application Status

Pending Processing

Created: From  To  [MMDDYYYY]

Jump to: Loan app #  Last name

#### Central Underwriting Status

App #	Applicant Name	App Date/Time	DC	Pass	Fail	Review	Int	ID	Action
052074		Sep 28 19:36	HB				96	96	HOME BANKING INCOMPL
052073		Sep 28 17:25	CU				13	13	PENDING WITH GAIL
052071		Sep 28 12:25	CU		Filter		13	13	PENDING WITH GAIL
052070		Sep 28 11:18	CU				53		Model-Requested
052068		Sep 25 16:59	CU	Dcsn			53	53	PENDING WITH JESSICA
052067		Sep 25 16:53	CU		Dcsn		53	53	PENDING WITH JESSICA
052065		Sep 25 16:14	DT		Filter		53	53	PENDING WITH JESSICA
052061		Sep 24 11:42	CU				13	13	PENDING WITH GAIL
052055		Sep 23 17:39	HB		Dcsn		96	13	PENDING WITH GAIL
052052		Sep 23 11:24	CU				13	13	APPROVED BY GAIL
052044		Sep 21 11:29	CU				53	53	APPROVED BY JESSICA
052042		Sep 18 15:57	CU		Filter		DW	DW	PENDING WITH DEAN

☐ Work With Loan Request  
 ☐ Underwriting Comments  
 ☐ Dealer  
 ☐ Decision  
 ☐ Checklist  
 ↑ ↓

☐ Application Comments  
 ☐ Loan File  
 ☐ Delete Application

New Application	Loan Amount	Activity Tracking	Counts by UW Code	Web Version	View Power Line
Key Activity Tracking	Wait Times This Week				

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The DT in the DC column indicates that this request comes from an indirect lending channel (DealerTrack).

## Identifying Loans from Indirect Lenders

You can identify these loans as indirect loan request by looking in the Delivery Channel “DC” Column for the two-letter indicator for the vendor. (In the example above, DT stands for DealerTrack.) You can also sort the list of loan applications using the ‘Delivery Channel’ filter button on the top of the screen.

DealerTrack and RouteOne support the ready to look model and Counteroffer Exchange, so the following section will cover this process. If the vendor was “ready to book,” the loan officer would simply book the loan by creating it. (This is the final step of the “look to book” process.)

## REQUESTING A COUNTER OFFER (2-WAY COMMUNICATION)

If your vendor is Route One or DealerTrack, you can use the Counteroffer Exchange interface to request a change of the loan request.

The screenshot shows the 'Pre-Membership Loan Request Recap' window for Application # 62990. The window is divided into several sections:

- Header:** Session 0 CU\*BASE GOLD - ABC CREDIT UNION, File Edit Tools Help.
- Form Fields:** SSN/TIN, TE, JO, Clear App Data button.
- Loan Details:** Loan category 12 NEW CAR LOANS, Loan product 103 NEW AUTO Loans, App created YES, App date Sep 24, 2020, Account open reason code.
- Processing Details Table:**

Processing Details	
Disbursement date	Sep 24, 2020
First payment date	Oct 24, 2020
Maturity date	Sep 24, 2025
Amort term date	
Frequency	MONTHLY
Payment	0.00
Final payment	0.00
# of payments	060
Interest rate	0.000 %
Modified APR	0.000 %
Loan fees to include in modified APR	0.00
Dealer/Indirect ID	ABCD INDIRECT
- Payment Summary Table:**

Payment Summary	
Amount requested	44,500.00
Total amount financed	44,500.00
+ Total finance charges	0.00
+ Total CDI premiums	0.00
+ Total SCL premiums	0.00
+ Total JCL premiums	0.00
Total amount in payments	44,500.00
Misc coverages in loan	0.00
Other misc coverages	0.00
- Buttons and Links:** Contact Dealer, External Loan App, Create Loan Account, OTB Approval/Denial, Deny Loan.
- Footer:** Navigation icons, FR (5122) 10/22/20.

- For example, you might want to change the term of the loan from 72 months to 68 months.

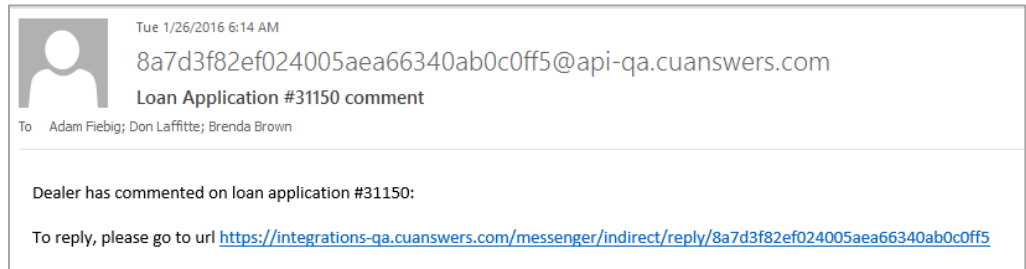
The Counteroffer Exchange supports the exchange of comments between the dealer and the credit union.

1. After the lender submits a loan request to the credit union, the credit union has an option to place a counteroffer decision on the loan. Click *Contact Dealer* to access the Counteroffer Exchange.
2. After the lender submits a loan request to the credit union, the credit union has an option sends a comment to the dealer by clicking *Contact Dealer* to access the Counteroffer Exchange.
  - There is no UW code required to initiate the comments.
3. When the lender submits comments, the credit union receives an email notification and can use a link provided to accesses the Counteroffer Exchange portal to reply to the message. Messages can be exchanged back and forth in this manner.
4. The credit union approves or declines the loan request.

## Email Notifications

When the dealer submits a comment, the CU will receive a notification that contains a URL. This URL will also take the user to the Counteroffer Exchange portal. Once there, the CU will be able to view the conversation and post back their comments if they wish.

An example of the email notification:



## The Portal

After following the link provided in the email notification, the CU is taken to the Counteroffer Exchange portal. This is where they can view information about the deal, the conversation history, and submit a reply to the conversation. If there is a decision applied to the application, the decision will appear as a different color and provide the stipulations from the decision as part of the conversation.

To post a new comment, the user will type the message in the box and click Send. Assuming the new comment is successfully posted, they will receive a success message and the conversation history will be updated.



## Counteroffer Exchange Portal



Deal Information:	Vehicle Information:
Application ID: 31154	Vehicle Year: 2016
Application Date: 2016-01-26 15:08:37	Vehicle Make: ACURA
Requested Term: 48	Vehicle Model: ILX
Estimated Finance Amount: 34500	Vehicle Trim: 4DR SDN
Requested APR:	

At 2016-01-26 15:11:15 **Application Counter Stipulations:**

Give us more money

At 2016-01-26 15:12:03 **Dealer said:**

We don't have more money, but we do have a riding lawn mower?

At 2016-01-26 15:13:42 **You said:**

We'll take that into consideration and decision shortly

At 2016-01-26 15:22:10 **Application Approved Stipulations:**

Give us more money

You have 1000 characters left

Send

## Message Archival

During the Counteroffer Exchange conversation, each message that is exchanged is stored within the CU\*BASE system. These messages are archived in the collateral comments for the target application.

## Collateral Record with Counter Exchange Notes

Session 2 CU*BASE GOLD Edition - TEST CREDIT UNION			
File Edit Tools Help			
<b>Collateral Identification</b>			<b>CHANGE</b>
Account base	JOHN Q MEMBER	Item #	001
Application #	41521	Purpose	2 AUTO
Loan category	12 NEW CAR LOANS	Security	1 UNSECURED
Loan amount	35,000.00		
<b>Comments</b>			
SUBMITTER: JOE DEALER; HOUSING PAYMNET: 300; REQUESTED TERM: 72 MONTHS; NEW CAR: MILEAGE: 15; CASHE SELLING PRICE: 37000; TIL ESTIMATE: 500; CASH DOWN: 2000; INV AMOUNT: 32000; SALES TAX: 3000; UNPAID BALANCE: 35000; TRIM: 4DR 2.4L; COMMENTS: LOAN TERM IS BEYOND OUR LIMIT, COUNTER WITH 60 MO MEMBER AGREES TO 60 MONTH TERM, WE WILL CREATE THE LOAN BASED ON 60 MONTH TERM			

## BOOKING THE LOAN

Once the loan is submitted by the vendor, it will appear in **Tool #2 Work/View Loan Application Status** for you to review and work just like any other loan. When you book/create the loan (shown below) you will want to follow the special instructions below.

## Notifications

Your vendor may support notifications when an indirect dealer loan request appears in your queue. Contact Lender VP for details on how to sign up for these notifications.

## Indirect Lending Application – Loan Request Recap Screen

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File

Edit

Tools

Help

Pre-Membership Loan Request Recap

Application # 62990

SSN/TIN

TE

JO

Clear App Data

Loan category 12 NEW CAR LOANS

App created YES

Loan product 103 NEW AUTO Loans

App date Sep 24, 2020

Account open reason code

Processing Details	Payment Summary
Disbursement date Sep 24, 2020	Amount requested 44,500.00
First payment date Oct 24, 2020	
Maturity date Sep 24, 2025	Total amount financed 44,500.00
Amort term date	+ Total finance charges 0.00
Frequency MONTHLY	+ Total CDI premiums 0.00
Payment 0.00	+ Total SCL premiums 0.00
Final payment 0.00	+ Total JCL premiums 0.00
# of payments 060	Total amount in payments 44,500.00
Interest rate 0.000 %	
Modified APR 0.000 %	Misc coverages in loan 0.00
Loan fees to include in modified APR 0.00	Other misc coverages 0.00
Dealer/Indirect ID ABCD INDIRECT	
Contact Dealer	

Edit Loan

UW Comments

Checklist

Save/Done

Override

View/Print Amort

Centralized Underwriting

Code

ID

PW

(Control Off)

Deal filter run

External Loan App

Create Loan Account

OTB Approval/Denial

Deny Loan

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At this point you are ready to book the loan. From the Loan Request Recap screen select Create Loan Account as usual. This will take you to the Loan Creation screen.

## Loan Creation Screen

Session 0 CU\*BASE GOLD Edition - TEST CREDIT UNION

File Edit Tools Help

### Loan Creation

Loan account # 17956 JOHN Q MEMBER  
 Loan category 19 NEW AUTO INDIR  
 Application # 40833  
 Co-borrower

Open date Nov 29, 2018  
 Account open reason code

Printer MC870  
 Drawer 2

#### Note Information

Assign account type 716 Low 710 High 719

☐ Include in open-end loan contract

Approval ID 04 Collector ID Interviewer ID 04  
 File verification date Dec 19, 2018 [MMDDYYYY] Credit report # (Primary borrower) CU risk level

**i** If a recent credit report exists for this member, the Credit report # and CU risk level fields will be filled in automatically, using the most recent report on file for the primary borrower. This links the report to this loan so that it will be archived and available for viewing throughout the life of the loan. Any additional signers on this loan will also be linked to the most recent credit report in their name, if one exists in the file.

#### Additional Information

☐ Collateral ☒ Link to dealer ☐ Additional signers ☐ Variable rate loan ☐ Account nickname  
☐ Automatic transfer ☐ Participation loan ☐ Payment matrix ☐ Credit card maintenance  
☐ Payroll deduction ☒ Disburse funds ☐ Pledged shares ☐ ACH maintenance

Selected forms: **Select** selected

Unlock Fields View Credit Report

← → ↑ || ⏏ i ? @ WU (2348) 11/29/18

Since this is an indirect loan, *Link to dealer* is checked by default. In order to print a check to the dealer, also check *Disburse funds* as shown above.

Then you may need to enter a Collector ID. Use Enter to move to the screen where you link the dealer to the loan.

When you first come to the *Link Dealer to Member Account* screen (shown below), the *Reserve %* and *Reserve Amortization term* fields will be blank. Select a dealer and if they are configured in the dealer configuration, you can use Enter to fill in the *Reserve %* and *Reserve amortization term*. You can also manually enter this information.

- You can override the default *Reserve %* and *Reserve Amortization term*. In this case click *Recalc Reserve Amt* (lower right button) to recalculate the *Reserve amount*.

Select whether this is a dealer loan or dealer lease with the *Dealer Relationship type* selections.

### Link Dealer to Member Account Screen

Session 0 CU\*BASE GOLD - TEST CREDIT UNION

File Edit Tools Help

## Link Dealers to Member Account ADD

Account #

Dealer ID

Closed sequence #

Dealer relationship type ☒ Dealer loan ☐ Dealer lease

Original loan amount

Reserve %

Reserve amortization term

Reserve amount

Comment

**i** The Reserve Amount is calculated by multiplying the original loan balance by the Reserve %. The Reserve Amortization Term is the term over which the reserve amount will be expensed on the credit union's books. Refer to online help for tips on tracking monthly expense amounts.

Save/Update    Unlock Fields    Recalc Reserve Amt   

← → ↑ ||   **i** ? @ WU (6631) 11/29/18

The loan is now linked to the dealer. Now use Save/Update (F5) to move to the disbursement screen.

## Loan Disbursement Screen (Upon Entry)

Session 0 CU\*BASE GOLD - TEST CREDIT UNION

File Edit Tools Help

### Loan Disbursement

Account 17956-719 JOHN Q MEMBER SSN/TIN [REDACTED]

#### Loan Details

Category	19 NEW AUTO INDIR	Opened	Nov 29, 2018
Security	04 NEW CAR	Matures	Nov 26, 2024
Purpose	02 AUTO	Disbursement limit	30,000.00
Process type	E CONSUMER LOAN/CLOSED	Total disbursed	0.00

Disbursed by	Amount	Account/Check #	IRA/HSA	Session Totals
Cash	0.00			Cash 0.00
CU check	0.00			C/U check 0.00
				Draft payable 0.00
Member transfer	0.00	000000000 000	<input type="checkbox"/>	Member transfer 0.00
G/L transfer	0.00	Code <input type="checkbox"/> or G/L acct <input type="checkbox"/>		G/L transfer 0.00
				Net available 30,000.00

Pay to the order of JOHN MEMBER Remitter MEMBER JOHN

123 MAIN STREET  
APT 11  
ANYCITY MI 12345 7890

New Account  
Misc Accounting Checks  
Pay To Dealer

← → ↑ || ? @ WU (5302) 11/29/18

Upon entry, the Loan Disbursement screen displays the loan information and allows you to disburse to the member. To select the dealer as the payee, select *Pay To Dealer* (button lower left). A pop-up window appears showing a list of dealers configured on the system. Select a dealer from the list, and the dealer information will populate the *Pay to the order of* section of the screen.

## Loan Disbursement Screen (Dealer Pay to Information Included)

Session 0 CU\*BASE GOLD - TEST CREDIT UNION

File Edit Tools Help

### Loan Disbursement

Account 17956-719 JOHN Q MEMBER SSN/TIN [REDACTED]

#### Loan Details

Category	19 NEW AUTO INDIR	Opened	Nov 29, 2018
Security	04 NEW CAR	Matures	Nov 26, 2024
Purpose	02 AUTO	Disbursement limit	30,000.00
Process type	E CONSUMER LOAN/CLOSED	Total disbursed	0.00

Disbursed by	Amount	Account/Check #	IRA/HSA	Session Totals
Cash	0.00			Cash 0.00
CU check	0.00			C/U check 0.00
				Draft payable 0.00
Member transfer	0.00	000000000 000	<input type="checkbox"/>	Member transfer 0.00
G/L transfer	0.00	Code <input type="checkbox"/> or G/L acct <input type="checkbox"/>		G/L transfer 0.00
				Net available 30,000.00

Pay to the order of H & H DODGE Remitter MEMBER JOHN

123 W MAIN  
KALAMAZOO MI 11111 1000

New Account  
Misc Accounting Checks  
Pay To Dealer

← → ↑ || ? @ WU (5302) 11/29/18

## Loan Disbursement Screen (Check Amount Entered)

Session 0 CU\*BASE GOLD - TEST CREDIT UNION  
File Edit Tools Help

### Loan Disbursement

Account 17956-719 JOHN Q MEMBER SSN/TIN [REDACTED]

Loan Details			
Category	19 NEW AUTO INDIR	Opened	Nov 29, 2010
Security	04 NEW CAR	Matures	Nov 26, 2024
Purpose	02 AUTO	Disbursement limit	30,000.00
Process type	E CONSUMER LOAN/CLOSED	Total disbursed	0.00

Disbursed by	Amount	Account/Check #	IRA/HSA	Session Totals
Cash	0.00			Cash 0.00
CU check	25,000.00			C/U check 0.00
Member transfer	0.00	000000000 000	<input type="checkbox"/>	Draft payable 0.00
G/L transfer	0.00	Code <input type="checkbox"/> or G/L acct <input type="checkbox"/>		Member transfer 0.00
				G/L transfer 0.00
				Net available 30,000.00

Pay to the order of M & M DODGE Remitter MEMBER JOHN

123 W MAIN

KALAMAZOO MI 11111 1000

New Account  
Misc Accounting Checks  
Pay To Dealer

← → ↑ || ? @ WU (5302) 11/29/18

Enter the amount of the check in the *CU Check* field and use Enter. An OFAC scan will be run.

## OFAC Scan

Session 0 CU\*BASE GOLD Edition - TEST CREDIT UNION  
File Edit Tools Help

### OFAC Name Breakdown

Entered name M & M DODGE

First name M

Middle initial &

Last name M DODGE

Country ID	Country Name
	BALKANS
	BRITAIN
	DARFUR
BY	BELARUS
CD	DEMOCRATIC REPUBLIC OF THE CONGO
CI	COTE D'IVOIRE
CU	CUBA
IQ	IRAQ

↑ ↓

To properly perform the OFAC scan, please break the entered name down into first name, middle initial (if applicable), and last name. The first and last name fields are required.

Organization Account  
Continue

← → ↑ || ? @ WU (3065) 11/29/18

Complete the OFAC scan, and then use Cancel (up arrow). The check will print at your check printer.

# LINKING INDIRECT LOANS

You can view your indirect loans in a dashboard format, where they can be viewed, updated or deleted.

## Tool #438 Link/View Member Loans

Session 0 CU\*BASE GOLD - SUCCESS CREDIT UNION  
File Edit Tools Help

### Indirect Loan Dashboard

Corp ID  Dealer  selected Dealer relationship type ☐ Dealer loan ☐ Dealer lease  
Account #  Loan category  selected

Account #	Type	Dealer #	Name	Current Balance	Interest Rate	Date Opened	Reserve Amount	Amort Term	Cmts	Closed
2 790	A	200	PHILIP	.00	4.250	Oct 12, 2010	1,205.00	360	Y	W
7 705	A	200	PHILIP	.00	3.625	Oct 18, 2010	.00			W
1 610	A	35	HE	26,829.04	4.740	Oct 06, 2017	.00			
3 715	A	200	PHILIP	66,666.53	5.000	Jun 28, 2013	.00			
3 605	A	18	PHILIP	9,042.62	2.490	Oct 20, 2015	396.79	72	Y	W
5 790	A	200	STEVEN	106,116.07	3.875	Nov 04, 2013	.00			
7 790	A	200	PHILIP	63,119.46	4.500	Apr 03, 2014	.00			
5 846	A	200	PHILIP	.00		Jul 10, 2013	.00			
1 605	A	35	KENNETH	16,151.43	2.490	Dec 05, 2015	.00			
4 705	A	200	GARY	158,267.04	3.625	Jun 08, 2016	.00			
5 705	A	200	PHILIP	38,537.05	5.000	Sep 07, 2016	.00			
5 846	A	200	PHILIP	42,645.30		Mar 22, 2017	.00			
5 605	A	35	JOHN	8,320.11	2.490	May 11, 2015	.00			
3 846	A	200	PHILIP	14,797.28		Nov 01, 2017	.00			
1 610	A	34	PHILIP	.00	6.000	Mar 22, 2017	.00			W
4 605	A	34	PHILIP	30,058.64	2.250	Nov 27, 2017	.00			W
4 790	A	200	PHILIP	.00	2.625	Feb 25, 2013	.00			W
5 705	A	200	PHILIP	.00	4.000	Dec 09, 2015	.00			W
5 611	A	35	PHILIP, TIMOTHY	.00	2.490	Apr 27, 2016	.00			W

Total balance 401,881,342.42

F6 (5215) 5/01/18

This screen is used to attach individual member loan accounts to a specific dealer. When reserve amounts are calculated, all loan accounts which have been linked using this screen will be included in the total reserve for that dealer.

To link a loan use Add/Link (F6). This will reveal a pop-up window that will allow you to link the loan. When done, use Save/Update (F5) to return to this dashboard.

- There are two views for this screen: one showing current balance information and the other showing disbursement limit. Use the toggle (F10) to change what is displayed in the column.
- If you see a W in the Closed column, this means that the loan has been written off. If you see a C in the Closed column, this means that the loan has been closed.
- NOTE: This functionality is allowed only for closed end loans.

# MANAGING DELINQUENCY RISK OF YOUR INDIRECT LENDING PORTFOLIO

You may want to re-evaluate your business decision to work with a vendor based on the ratio of delinquent loans initiated at that location. To do so use **Tool #641 Print Dealer Member Delinquency**.

## Tool #641 Print Dealer Member Delinquency

Session 0 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Dealer Delinquent Report

**Report Options**

Process date: Feb 2016 [MMYYYY] Optional

Dealer #: Select 0 Optional

Corp ID: Optional

Dealer type: ☐ Dealer loan ☐ Dealer lease Optional

Actual # of days delinquent from: to Optional

☐ Export to file Optional

**Response**

☒ Job queue

Copies: 1

Printer: P1

*The report will NOT include any written off loan accounts.*

Navigation icons: Back, Forward, Up, Down, Print, Find, Help, etc.

(621)2/11/16

From this screen you can use the multiple Select button to filter by dealer. Use Enter to print the report, shown below.

5/13/10 11:07.31		TEST CREDIT UNION DEALER DELINQUENT REPORT REPORT AS OF 5/13/10				LCLDLQ		PAGE 1	
						WORKSTATION AL		USER ALVICIAM	
DEAL NO.	DESCRIPTION	ACCOUNT	DLR TYP NAME	CURRENT BALANCE	NEXT PMT DATE	DELINQUENT			
						BALANCE	MNTS	DAYS	
25	ABC CHEVROLET	12321-610	A ROBERT R MEMBER	15142.75	4/01/10	.00	0	0	
		19425-605	A MONICA M MEMBER	26361.68	3/17/10	3333.00	0	15	
		23992-605	A LEEANN MEMBER	24057.51	4/02/10	333.00	0	30	
		25859-605	A CHRISTINE L MEMBER	14300.97	4/24/10	.00	0		
		33069-611	A DAVID A MEMBER	24131.79	4/10/10	.00	0		
		39919-610	A CLARE MEMBER	13803.00	4/07/10	.00	0		
25	ABC CHEVROLET	14 ACCOUNTS		250603.92		3333.00			
26	DFG CHEVROLET	6442-605	A JAMES R MEMBER	5204.71	4/01/10	.00	0		
		7310-605	A MARGARET A MEMBER	17454.82	4/01/10	.00	0		
		11386-611	A BRANDI S MEMBER	15300.11	3/22/10	.00	0		
		11389-610	A KATT J MEMBER	12704.89	3/27/10	.00	0		
		13382-610	A ANGELA M MEMBER	2559.05	11/17/09	195.10	3		
		20152-610	A MICHAEL H MEMBER	4854.92	3/17/10	.00	0		
		547790-755	A BRUCE A MEMBER	40000.00	4/01/10	.00	0		
		559240-755	A MICHAEL MEMBER	53184.27	4/04/10	.00	0		
GRAND TOTALS -				3135 ACCOUNTS	69994985.55	187506.11			