New Bill Payment Pre-Approval Process

***RAM:***

1. Complete the New 3 page Credit Application Form
2. Provide a copy of the Driver’s License for all owners
3. Complete the New Pre-Approval Fax Cover Sheet
4. Make sure to include the retailers DBA name on Pre-Approval Fax Cover Sheet
5. Send all documents to your local sales support team.

***Sales Support Team:***

1. Create Ticket
2. Review Pre-Approval Application
   1. Complete – Send email to AR Team (Olga & Victor)
   2. Incomplete – Have RAM Correct Application

***AR Team:***

1. Review Pre-Approval Application
   1. Complete – Send email or FAX to CFP and go to step 2.
   2. Incomplete – Return to Sales Support to Correct Application
2. Monitor CFP Response
   1. Denied – Close Ticket
   2. Pre-Approved – Email Sales Support team to get the rest of the BP application