

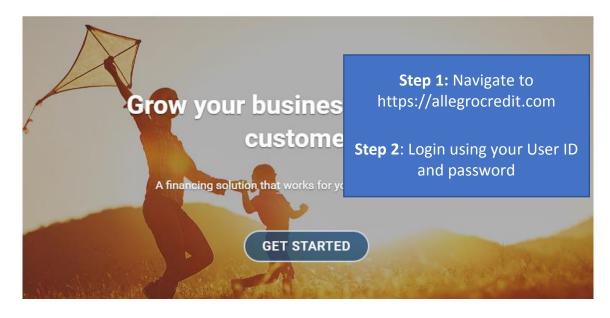
Instructions for Using Website Portal

Table of Contents

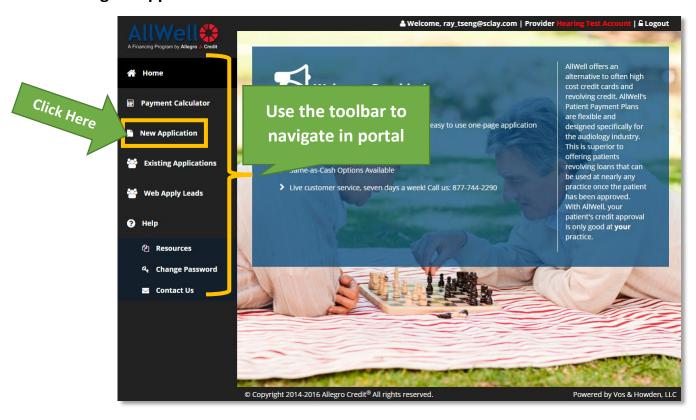
1.	Logging into Portal	2
2.	Submitting an Application	2 - 6
3.	Using eSign	6 - 9
4.	ACH Payments Setup	10
5.	Making Changes to Existing Applications	11
6.	Using Web Apply	12
7.	Payment Calculator	13
8.	Advanced Search	13
9.	Revenue Builder	14
	Appendix: Supporting Materials	15 - 16

Logging into Portal

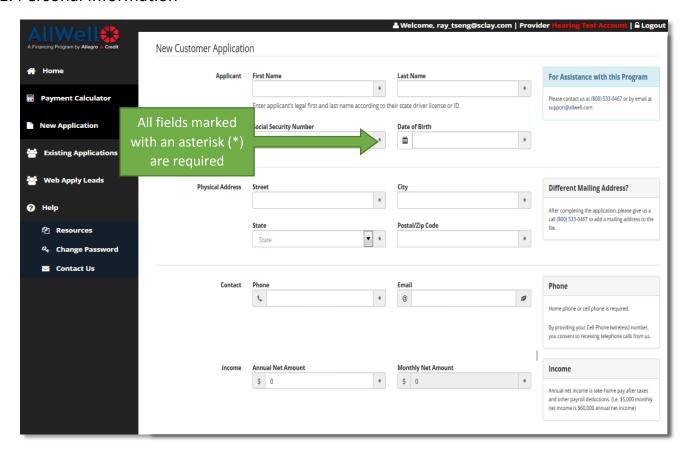




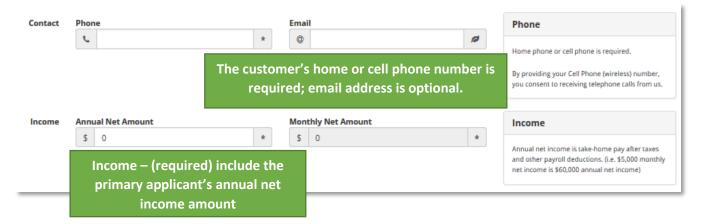
Submitting an Application



1. Personal Information



2. Enter Contact and Income Information

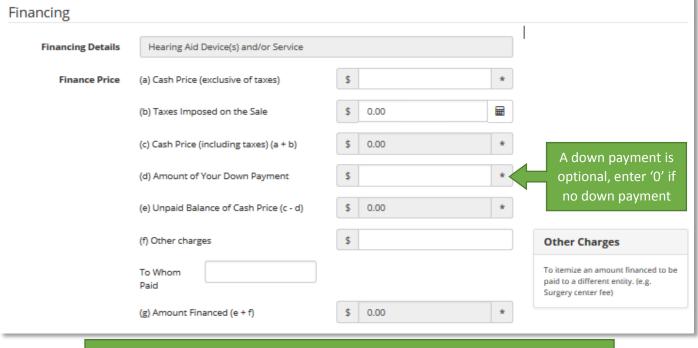


3. Use of Co-Applicant is not required but can increase the chances of an approval.



By selecting "Yes" all fields related to the Co-Applicant will be exposed for data entry.

4. Enter Product and Cost Information

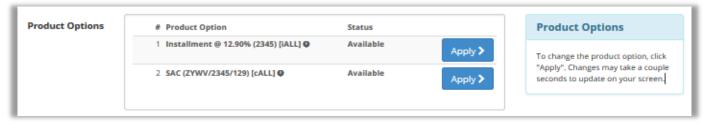


If you have questions about how to itemize the finance price, please call 877-744-2290.

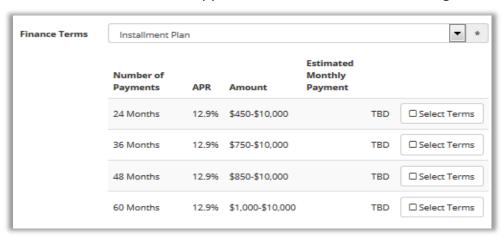
If tax is imposed on the sale, please reference Appendix A regarding calculating taxes.

5. Select Product Term Options

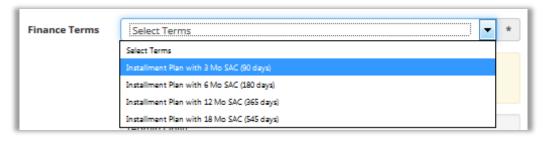
a. Select "Apply" to add a product term:



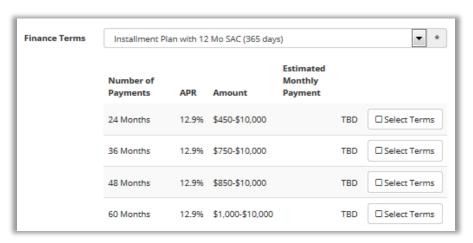
b. If installment terms are applied, select the desired term length:



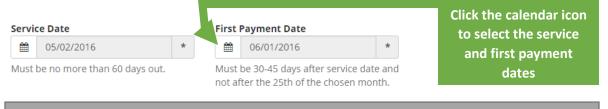
c. Or, when available, Same-as-Cash terms are applied use the resulting dropdown menu to select the appropriate Same-as-Cash option length



d. And select the installment term:



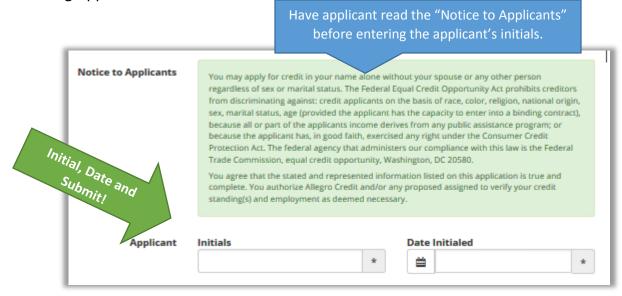
6. Enter Service and Delivery Dates



Service Date - estimated date hearing device will be delivered to patient. If service date is 31 - 60 days from application date, AllWell will need to recheck applicant's credit prior to funding.

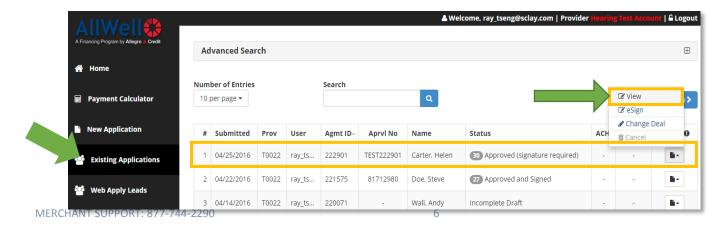
First Payment Date – automatically defaults to 30 days after Service Date, but can be customized up to 45 days after Service Date.

7. Submitting Application

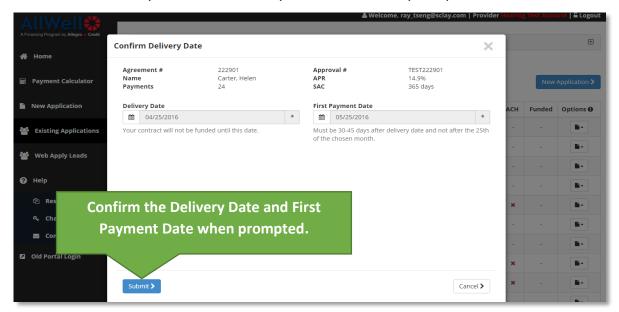




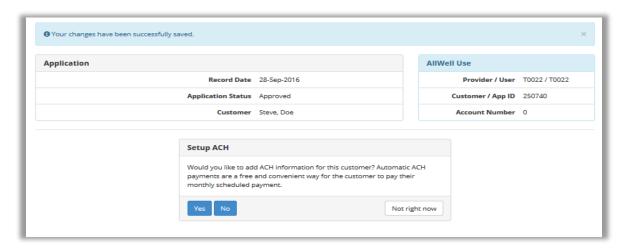
1. To view the contract for printing, go to Existing Applications and select "View" from the Options menu for the desired application.



2. Confirm the Delivery Date and First Payment Date when prompted.



3. See page 10 for instructions regarding ACH payment setup.



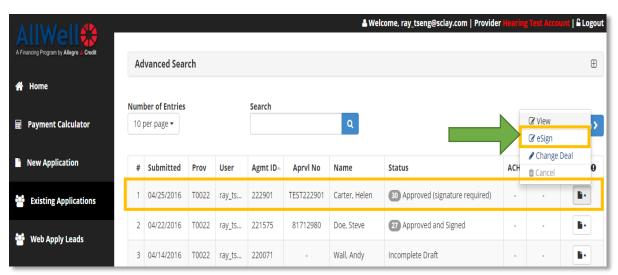
4. Print Finance Documents and have Buyer(s) sign on the two Buyer signature lines



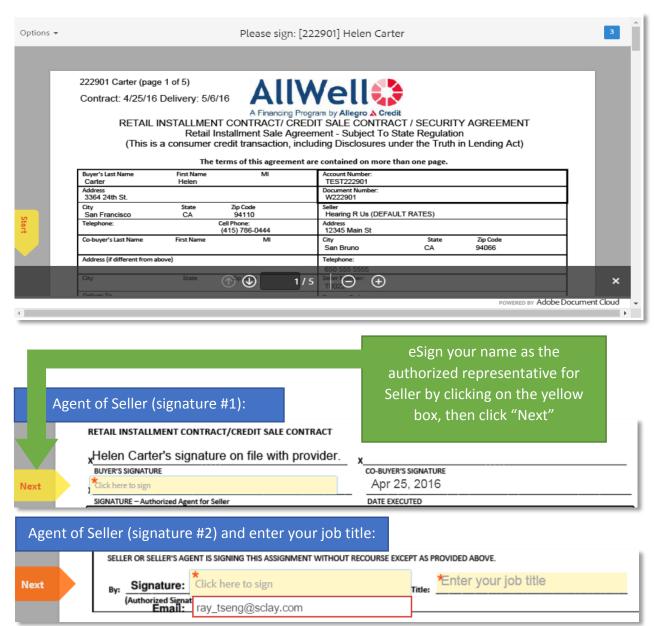
Buyer signature one (top of page 3): 250738 Test 2 (page 3 of 5) I. NO ORAL MODIFICATION: Oral agreements or commitments to loan money, extend credit or to forbear from enforcing repayment of a debt including promises to extend or renew such debt are not enforceable. To protect you (Buyer) and us (Seller/Assignee) from misunderstanding or disappointment, any agreements we reach covering such matters are contained in this writing, which is the complete and exclusive statement of the agreement between us, except as we may later agree in writing to modify. Buyer's Signature: Co-buyer's Signature: m. NO WARRANTY; NO INSURANCE: Unless we have given an express warranty in this Contract or in a warranty certificate attached to this Contract, no warranties, express or implied, or any other statements made by any party not contained as part of this Contract are valid or binding. NO LIABILITY, PERSONAL OR PROPERTY INSURANCE COVERAGE IS PROVIDED TO BUYER UNDER THIS CONTRACT. INSURANCE, IF ANY, INCLUDED IN THIS RETAIL INSTALLMENT SALE DOES NOT INCLUDE COVERAGE FOR PERSONAL LIABILITY OR PROPERTY DAMAGE CAUSED TO OTHERS. n. ASSIGNMENT: We may assign this Contract without your consent and Assignee is entitled to all rights under the Contract. Your rights and obligations are not affected by such assignment. You may not assign any rights or obligations under this Contract unless we agree in writing. Notwithstanding the foregoing, the terms of this Contract shall be binding upon your heirs, executors, and administrators. To contact Assignee about this Contract call or write Allegro Credit or Allegro Acceptance Corp. at: 1111 Bayhill Drive, Suite 450, P.O. Box 1207, San Bruno, CA 94066, or by telephone at: (800)-644-8494, or by fax at: (800)-986-0272. o. NOTICE OF NEGATIVE CREDIT REPORT: As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations. [The remainder of this section is left intentionally blank]

Buyer signature two (middle of page 4):							
2 a. / c. c.8. a. ca. c c. c (a. a. c c. pa8c							
IOTICE TO THE BUYER: 1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. 2) You are entitled to a completely filled-in copy of this agreement. 3) You can prepay the full amount due under this agreement at any time and obtain a partial refund of the finance tharge if it is \$1 or more. 4) If you desire to pay off in advance the full amount due, the amount of the refund you are entitled to, if any, will be furnished upon request.							
Buyer acknowledges reading each page of this Contract and receiving a completely filled in, signed, and dated copy of the Contract.							
RETAIL INSTALLMENT CONTRACT/CREDIT SALE CONTRACT							
XBUYER'S SIGNATURE	XCO-BUYER'S SIGNATURE						
X	DATE EXECUTED						

5. Provider eSigns the contract to submit for funding



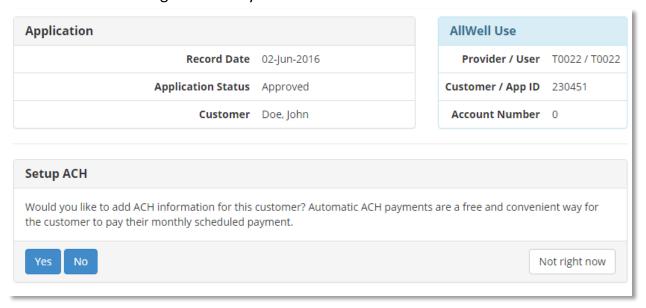




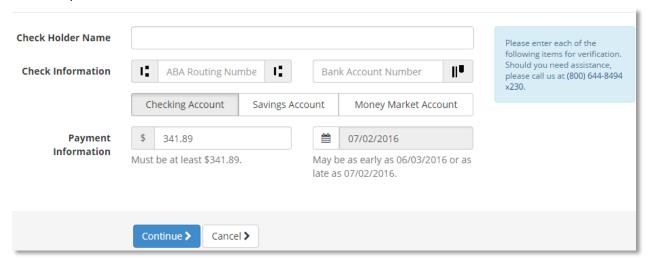
4. The contract has now been electronically submitted for funding. Make sure to keep the wet signed copy of the contract on file for no less than seven (7) years.

ACH Payments Setup

1. When selecting "View" or "eSign", you will be prompted with an optional ACH Setup screen after confirming the delivery date.

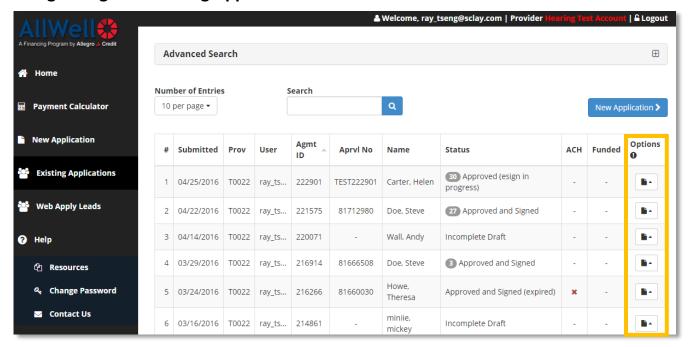


- 2. Choose from the following options:
 - a. Yes Proceed to ACH Setup Form
 - b. **No** Skip ACH Setup and do not display ACH prompt again for this application
 - c. Not right now Skip ACH Setup for now but prompt will appear in the future
- 3. If you select "Yes", complete the ACH fields and choose to customize payment amount and date, then click "Continue" to submit information.



4. The ACH Authorization Form will now be generated with the "Finance Documents". Please ensure you collect a wet signature from the customer on the ACH Form.

Making Changes to Existing Applications



Available options vary depending on application status. The following statuses allow you to "Change Deal" to make needed changes prior to funding.

Status:
Approved with Conditions

Options:
View
Change Deal

Status:
Approved (signature needed)
or
Approved (eSign in progress)
Options:
View
eSign
Change Deal

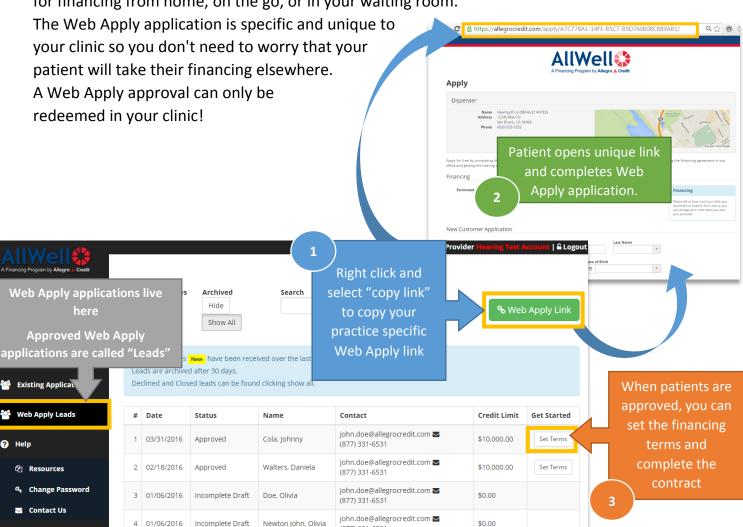
Status:
Approved and Signed
or
Approved and Signed (expired)
Options:
View
Signed Copy
Change Deal

Making changes to certain fields after approval can cause the application, and applicant's credit report, to be run again. To avoid rerunning an applicant's credit report, do not make changes to any locked fields as explained in this message. Please call our Credit team to process these changes.

A You have selected Change Deal: This tool allows you to make changes to an application that has already been submitted. Changes to x Applicant Identity information or Physical Address information are considered material changes and may require us to run an additional credit check. Changes to the amount financed will not require additional credit checks but may result in a change in approval status. Other changes may be made without further review by our office apart from standard fraud and data accuracy checks that are in place for all submissions.

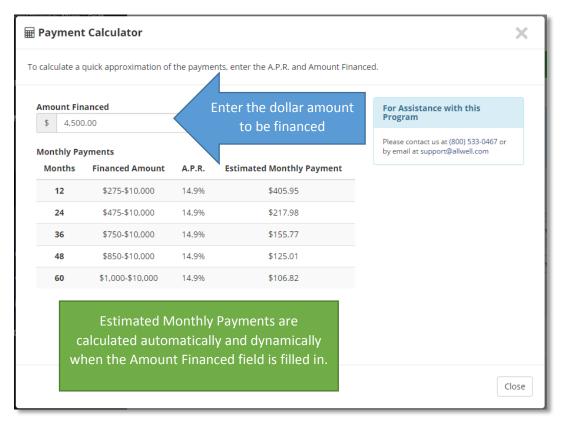
Using Web Apply

Web Apply makes it easy for your patients to apply for financing from home, on the go, or in your waiting room.

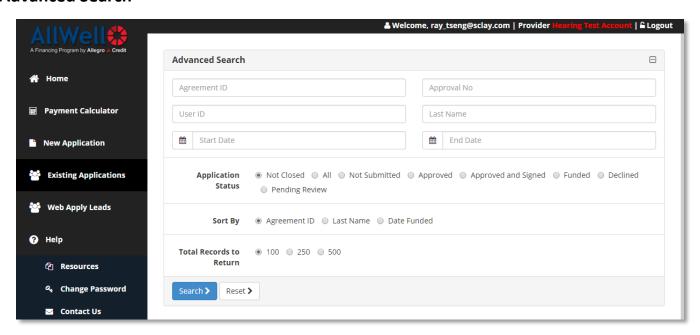


- Right click and select "Copy Link" to copy the Web Apply link for through to view your unique Web Apply form. Paste your practice specific link in emails to patients, on appointment reminders and even embed the link on your website.
- Your patient clicks on the link, fills out their personal info and employment info and electronically signs a Credit Check Consent form. 92% of applications are automatically decisioned within seconds and you're immediately notified of new approvals in the AllWell Portal.
- By clicking on "Set Terms" on an approved Web Apply lead, you can complete the product, pricing and term select to generate the finance documents. Complete the process by having the patient sign the contract when they come in for their fitting and eSign to submit the contract for funding.

Payment Calculator



Advanced Search



See Appendix for more information on application statuses and for definitions of related terms.

Revenue Builder

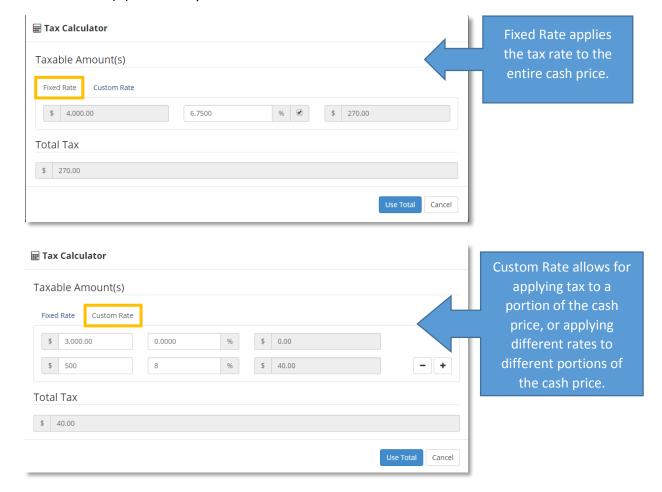
#	Submitted	Prov	User	Agmt ID	Aprvl No	Name	Status	АСН	Funded	Options •
1	04/25/2016	R2132	gwen.d	222856	81716375	Day, Charles	30 Approved (signature required)	-	-	
2	04/25/2016	R2132	lisa.o	222841	81716227	Hefty, Richard	30 Approved and Signed	✓ View		
3	04/25/2016	R2132	marc.d	221795	-	Jordan, Rae	Declined	1-	-	
4	04/25/2016	R2132	maggie	221754	-	Crossland, Tyrone	Declined	-	-	

AllWell has integrated with a sub-prime financing partner to bring the highest possible approval rate in the industry through our Revenue Builder program*. Click on the "Other Lending Offers" button to submit the declined application to our sub-prime partner for possible approval.

^{*}Sub-prime partner approves FICO scores into the low 500s. Sign-up is required. Call 888-742-6662 for more information.

Appendix: Supporting Material

- I. Application Personal Information Fields
 - a. Physical Address If the applicant has a separate mailing address, please contact our Credit team to add the mailing address after submitting the application.
 - b. Contact Information At least one phone number is required, either home or cell phone. Email is optional but highly recommended as it is the fastest way for us to communicate time sensitive information to customers.
 - c. Income Required, include the primary applicant's annual net income amount.
- II. Application Financing Price and Terms
 - a. Finance Price:
 - i. Field (b) Taxes Imposed on the Sale



ii. Field (f) Other Charges – optional field, not applicable to most hearing care practices

III. Application Statuses

<u>Status</u>: Incomplete Draft

> Options: Edit

Statuses:
Approved (signature needed)
Approved (eSign in progress)

Options:
View
eSign
Change Deal

Statuses:

Approved and Signed
Approved and Signed (expired)

Options:

View Signed Copy Change Deal

<u>Status</u>: Approved with Conditions

Options:
View
Change Deal

<u>Statuses</u>:

Pending Declined

Options:
View
Other Lending Offers*

*Only visible for declines if opted into Revenue Builder program Status: Funded

Options:
View
Signed Copy

IV. Glossary:

- a. Financing Terms to Know
 - Installment: a sum of money (the amount financed) due over the course of a particular period with mandatory monthly payments
 - Same-As-Cash: gives the Applicant a set amount of time to pay the full amount financed, and, subsequently, have all finance charges (interest) waived to close the account

b. Options

- i. View: download an unsigned PDF of the finance documents
- ii. eSign: electronically sign the contract, certifying that wet signatures from the applicant have been collected to submit for funding
- iii. Signed Copy: view the signed copy of the contract
- iv. Change Deal: change the amount or terms of the application
- v. Edit: edit a saved, incomplete application
- vi. Other Lending Offers: Submit application data for a declined application to one of our sub-prime partners with the click of a button