




NextGear Capital Seller Online Guide

Time Saving Tips:

Sign up for the automatic Disbursement Report email

- Click on the cog wheel in the upper right hand corner  and select 'Settings'
- Click the 'edit' button under 'Notifications'
- Check the Email box to receive an automatic ACH Disbursement Report daily.

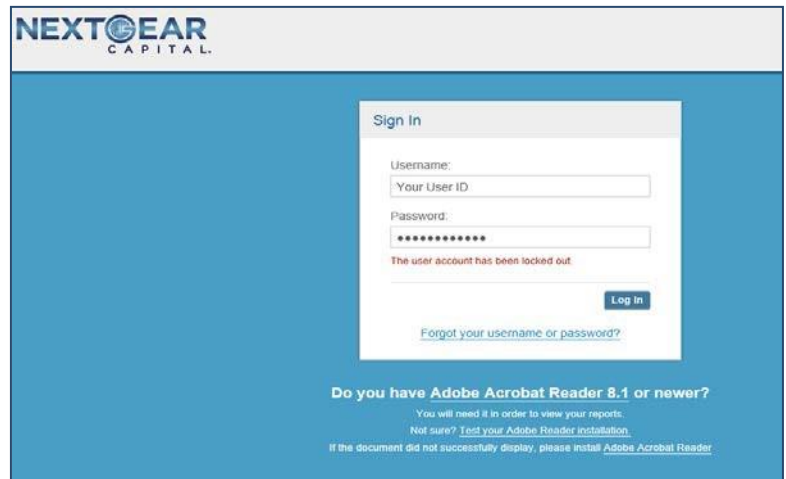
This will eliminate you having to call Auction Services to request the report. It can be sent to you daily without you having to request it!!

What's New:

- **Breakdown of Title's being due.**

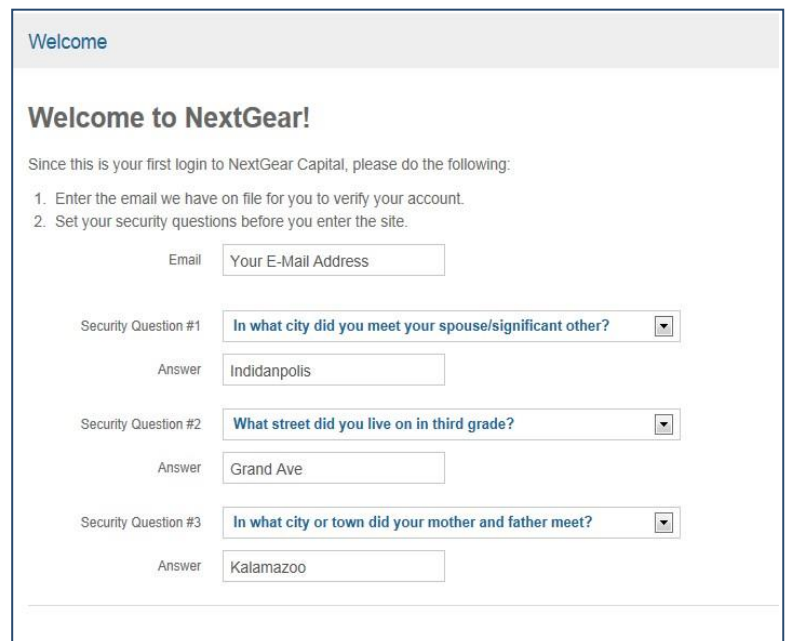
Login

At the Login screen enter your Username and Password and select Log In. Username and password information will be provided to you by your local NextGear Capital representative upon contract signing or activation of your account.



The image shows the NextGear Capital login interface. At the top is the 'NEXTGEAR CAPITAL' logo. Below it is a 'Sign In' box with fields for 'Username:' (labeled 'Your User ID') and 'Password:' (masked with dots). A red error message states 'The user account has been locked out'. There is a 'Log in' button and a link for 'Forgot your username or password?'. Below the login box, a message asks 'Do you have Adobe Acrobat Reader 8.1 or newer?' and provides instructions on how to install it if needed.

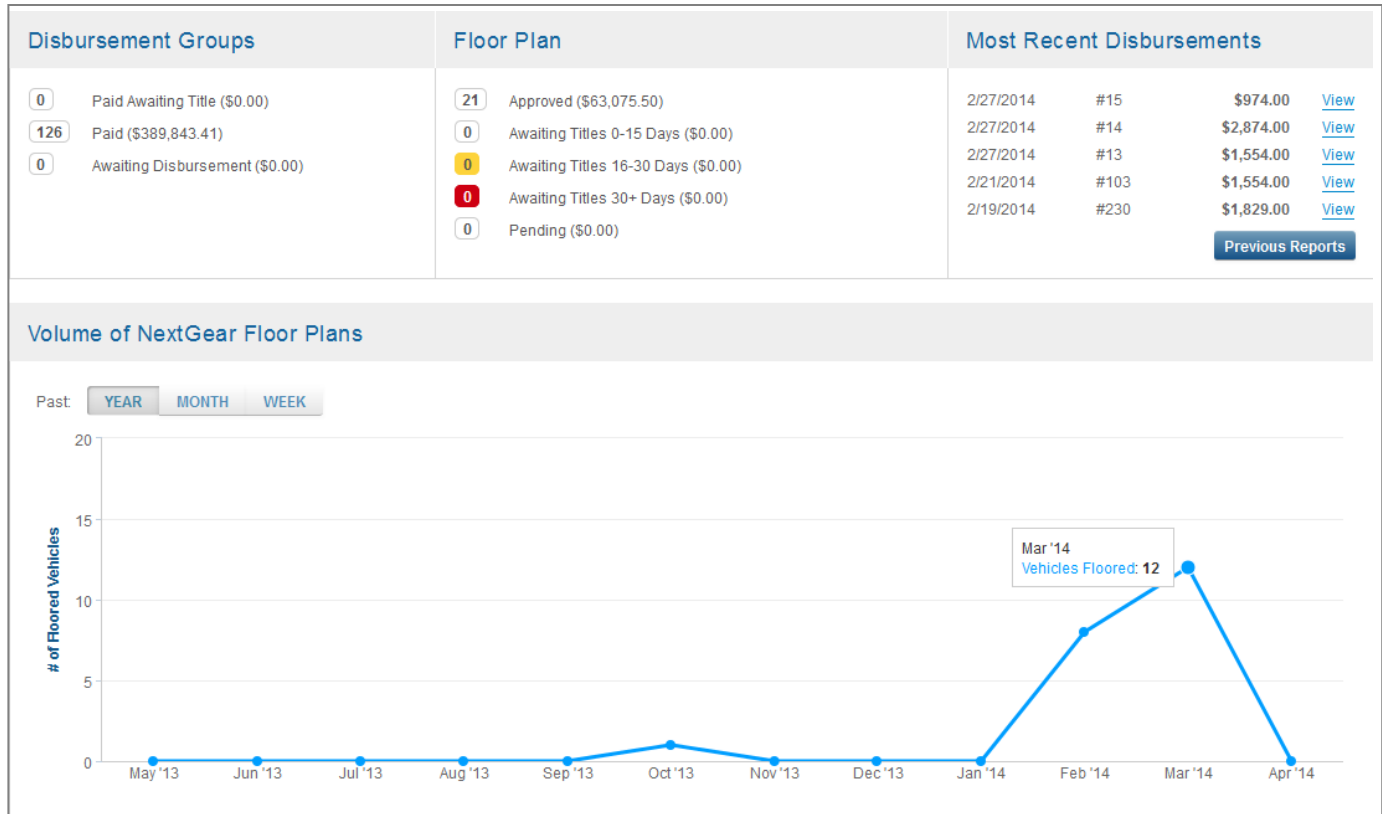
Enter your email address that NextGear Capital has on file for you and answer 3 security questions. These questions and answers will be documented in your account information.



The image shows the 'Welcome' screen for NextGear Capital. It features a 'Welcome to NextGear!' heading and instructions for first-time users. Two steps are listed: 1. Enter the email we have on file for you to verify your account. 2. Set your security questions before you enter the site. Below the instructions are three sets of security questions, each with a dropdown menu for the question and a text box for the answer. The questions and answers shown are: 1. 'In what city did you meet your spouse/significant other?' with answer 'Indidanpolis'; 2. 'What street did you live on in third grade?' with answer 'Grand Ave'; 3. 'In what city or town did your mother and father meet?' with answer 'Kalamazoo'.

Dashboard

The NextGear Dashboard offers at a quick glance, Disbursement Summary, Floor Plan Summary, recent disbursements and volume of units floored with NextGear.



Disbursement Groups

Total paid by NextGear, number of titles due to NextGear
Total paid by NextGear, number of titles received by NextGear
What is still due to be paid by NextGear

0	Paid Awaiting Title (\$0.00)
126	Paid (\$389,843.41)
0	Awaiting Disbursement (\$0.00)

Floor Plan

Number of units and total financed amount
Number of titles due to NextGear no matter the vehicle status
Number of units needing to be approved by NextGear

21	Approved (\$63,075.50)
0	Awaiting Titles 0-15 Days (\$0.00)
0	Awaiting Titles 16-30 Days (\$0.00)
0	Awaiting Titles 30+ Days (\$0.00)
0	Pending (\$0.00)

Most Recent Disbursements

Date, Receipt number and amount of recent disbursement.

DEALER SEARCH

Dealer Number Search

Enter the 5 digit NextGear dealer number or the 7 digit Auction Access number supplied by the NextGear Capital dealer or contact the Customer Service Center. Select Search. Verify the dealer information that appears is correct and click Query.

OR

Dealer Name Search

Enter the dealer name and city or the dealer name and state. Select Search.

Dealer Number Search	Dealer Name Search
If you have the NextGear dealer number or Auction Access Number, use the Dealer Number search.	
Nextgear Dealer Number <input type="text"/>	Dealer Name <input type="text"/>
-OR-	
Auction Access Number <input type="text"/>	City <input type="text"/>
-AND-	
-OR-	
<input type="button" value="Search"/>	State <input type="text"/>
	<input type="button" value="Search"/>

Buyer Business Line of Credit Query	
Buyer Information	
Business Number	79483
Auction Access Number(s)	5210388
Business Name	SG Test EUI
Address	201 us HWY 17-92n Haines city, FL 33844
<hr/>	
Credit Type	Available Credit
Retail	\$385,200.00
<hr/>	
<input type="button" value="Cancel"/> <input type="button" value="Query"/>	

FLOOR A VEHICLE

Complete the flooring template by filling in the complete vin number. If a trim package selection is available for this vin number you will be prompted to select one. If the VIN is not found you may need to enter the vehicle information manually. Check the Acknowledge VIN Look-Up Failure box and then enter the Make, Model, Year and Style. Select a color, enter the mileage and who has the title. Enter the Consigner and lot number. Enter who purchased the unit, purchase amount, sale date and select a bank account where disbursement is to be sent. Verify information and select 'Floor'.

Vehicle Information	Sale Information
<p>VIN 1GKCS13W8Y2300774 <input type="button" value="Look Up"/></p> <p>Make GMC</p> <p>Model Jimmy Diamond Ed - Base</p> <p>Year 2000</p> <p>Style 4D Utility 4.3L V6 CPI</p> <p>Color Black <input type="button" value="v"/></p> <p>Mileage 100000</p> <p>Who has the Title? I Have It <input type="button" value="v"/></p> <p>Consigner Ticket Number 1</p> <p>Lot Number 1</p>	<p>Buyer TEST-DUMMY ACCOUNT <input type="button" value="Look Up"/></p> <p>Purchase Amount \$ 2300</p> <p>Sales Date 12/16/2013 <input type="button" value="calendar"/> <small>The actual sale date must be used when flooring a car ?</small></p> <p>Bank Account US Bank <input type="button" value="v"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Floor"/></p>

Verify again that information is correct and select 'Submit Flooring Request' and then "OK"

Confirm Flooring Request

Confirm the vehicle information to send the flooring request to NextGear.
Print this screen for your records.

Buyer Information	
Business Number	17484
Auction Access Number(s)	0
Business Name	TEST-DUMMY ACCOUNT
Address	1969 S ALAFAYA TRAIL #207 ORLANDO, FL 32828
Vehicle Information	
VIN	1gkcs13w8y2300774
Make	GMC
Model	Jimmy SLE - Convenience
Style	4D Utility 4.3L V6 CPI
Year	2000
Flooring Information	
Purchase Amount	\$2,500.00
Purchase Date	11/4/2013
Send Payment To	Bank of America

Flooring Request Submitted

Your flooring request has been submitted to NextGear Capital.

SELLER FLOOR PLAN SEARCH

View all, pending/not paid, denied/not paid, approved/paid, approved/not paid, completed/paid, completed/not paid or no title/paid. Using the Keyword Search, you could search by vin, make or model.

Title – if you did not have the title when the unit was floored and receive it later, come to this screen and select 'I Have It'. Once scanned in at NextGear, title can be viewed.

Floor Plan Search

Keyword
Enter VIN, Make, Model, or Year

Filter List by Status
[View All](#)

Date Range *
mm/dd/yyyy To mm/dd/yyyy

[Clear Search](#) [Search](#)

* Date range based on floorplan date OR disbursement date.

DESCRIPTION	STATUS	DATES	PURCHASE AMOUNT	BUYER	TICKET #	TITLE LOCATION	TITLE
2000 GMC Jimmy Diamond Ed - Base 4D Utility 4.3L V6 CPI Black 1GKCS13W8Y2300774	Pending	FLOORED: 4/1/2014 DISBURSEMENT: n/a	\$2,300.00	TEST-DUMMY ACCOUNT	1	Seller	<input checked="" type="checkbox"/> I Have the Title
2003 Chevrolet Trailblazer LS 4D Utility 4WD 4.2L I-6 MPI DOHC Gray 1GNNT13S732271245	Approved	FLOORED: 2/26/2014 DISBURSEMENT: 2/27/2014	\$2,874.00	Mickey's Body Shop	724	Vault	View

REPORTS

Current Reports

[Credit Availability Query History \(PDF\)](#)

[Receivable Detail \(PDF\)](#)

Historical Reports

Disbursement Detail

Date Search




[View Report](#)

RESOURCES

NextGear Documents

[Welcome Packet \(PDF\)](#)
[Instructions for Sellers \(PDF\)](#)

SETTINGS


In the upper right hand corner, select the dropdown  [Settings](#) Settings.

[Sign Out](#)

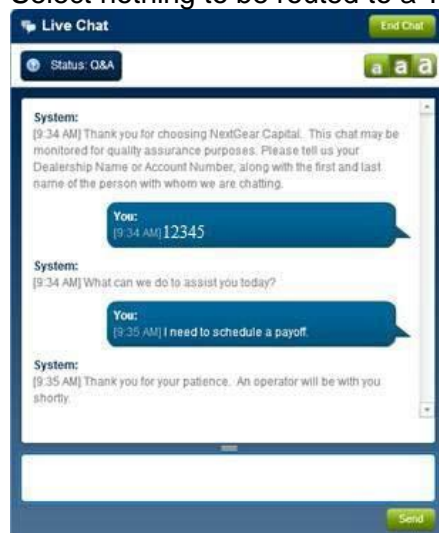
Please verify that all information is correct and if not, edit a
Update your username, security questions, personal e-mail address and phone number in [User Profile](#).
Update the address you wish your titles to be sent to in [Title Settings](#).
Update your business e-mail address and enroll in Enhanced Registration in [Business Settings](#).
Request the Daily ACH Disbursement Report be e-mailed to you in [Notifications](#).

SUPPORT

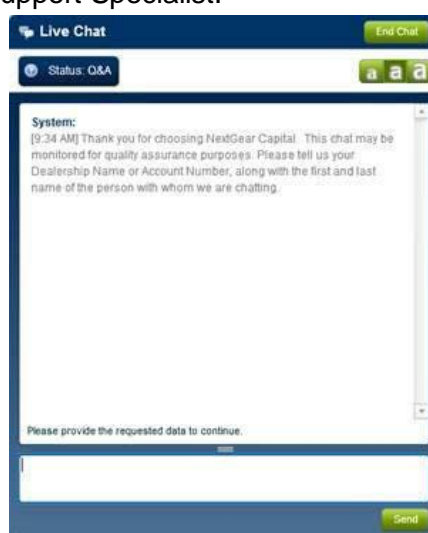
To contact Technical Support via Chat:

Once logged in, select the  [Chat Now!](#) link.

The system will ask for the Dealership Name or the NextGear Capital Account Number, along with the First/Last name of the person they are speaking with. You will be asked to select "1" for Customer Service. Select nothing to be routed to a Technical Support Specialist.



The screenshot shows a live chat interface with a status of 'Q&A'. The chat history includes a system message at 9:34 AM asking for dealership or account information, a user response at 9:34 AM with '12345', another system message at 9:34 AM asking for assistance, a user response at 9:35 AM asking to schedule a payoff, and a final system message at 9:35 AM stating an operator will be with the user shortly. A 'Send' button is visible at the bottom right.



The screenshot shows a live chat interface with a status of 'Q&A'. The chat history includes a system message at 9:34 AM asking for dealership or account information. Below this, a prompt says 'Please provide the requested data to continue.' followed by an empty text input field and a 'Send' button at the bottom right.