



DEALER SERVICES CORPORATION
DiscoverDSC.com

DiscoverDSC.com - Sellers

Welcome to DiscoverDSC.com!

DiscoverDSC.com

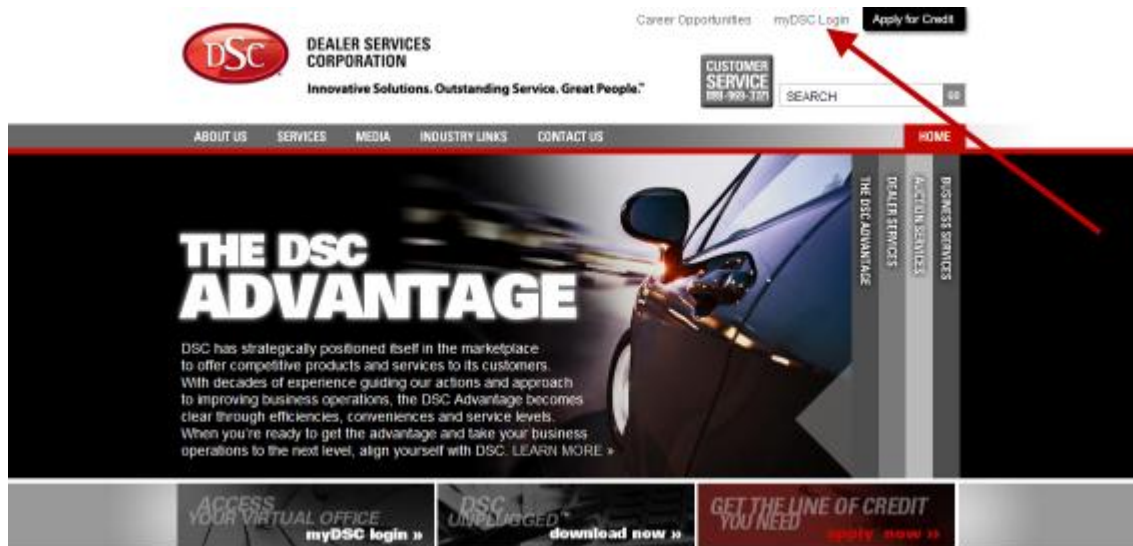
Thank you for checking out DiscoverDSC.com. This website offers many different functions for the auctions, manufacturers and other business partners that have a relationship with DSC.

What can you do on the DSC website?

1. Look up credit availability for dealers (pages 3-5)
2. Floor vehicles (pages 6-9)
3. View floored vehicles (pages 9-10)
4. Update title locations (page 11)
5. Reporting (page 12)
6. View disbursements (page 13)
7. Update user settings (pages 14-15)
8. FAQ's and Troubleshooting (page 16)

How can you access DiscoverDSC.com?

Go to DiscoverDSC.com and click on the *myDSCLogin* link.

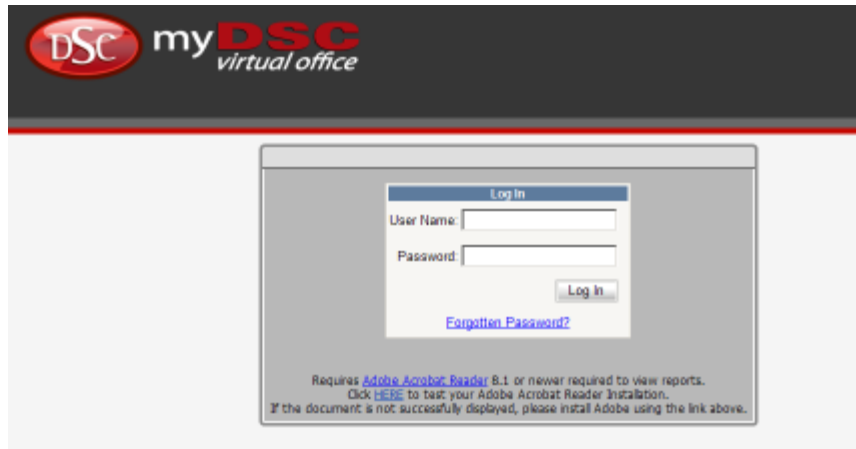


At the Login screen enter your Username and Password. Click Log In. Username and password information can be provided to you by your local DSC representative upon initial setup.



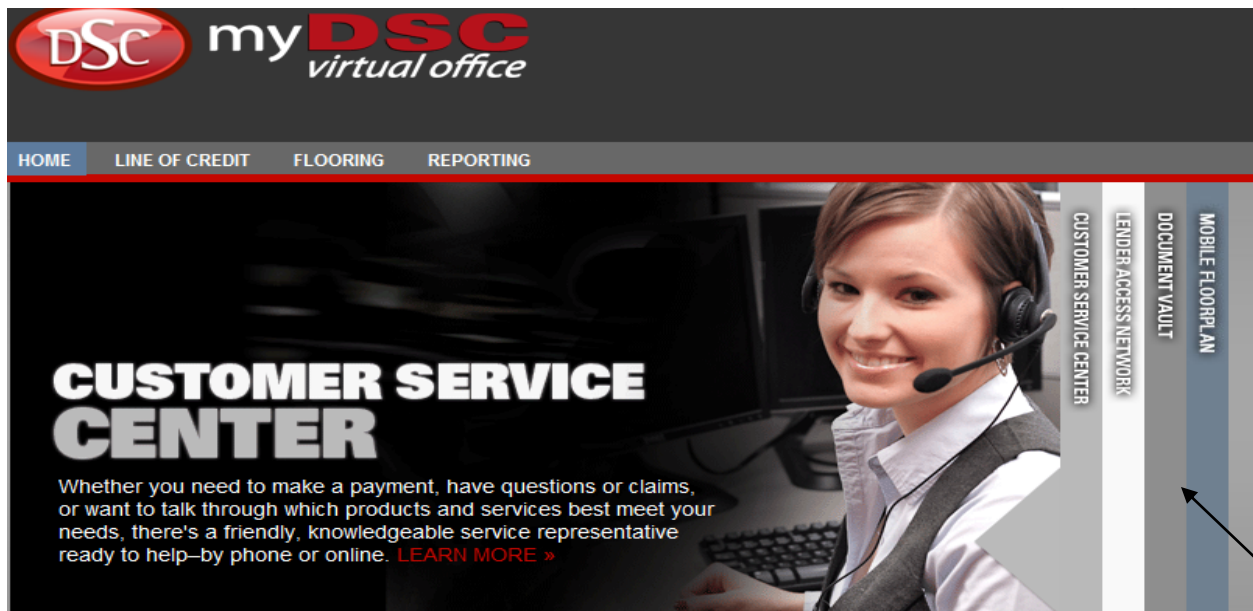
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DiscoverDSC.com–Seller Home Page

The home page of DiscoverDSC.com will display your name. If any of the information displayed is incorrect you can contact DSC Customer Service by clicking on the quicklink “DSC Corporate” or click on “My Settings” in the upper right corner. In My Settings you can change your password, update your email address, enter a cell number and let us know how you would like to be contacted by DSC.



Clicking on any one of the tabs will take you to a new window, with several tabs for you to find out more about DSC and the services that we provide.



Lookup Credit Availability for Dealers

There are 2 ways to look up credit availability for dealers: Buyer Credit Query & Reporting.

Lookup availability via **Buyer Credit Query**

- Hover on “Line of Credit”, and then click on *Buyer Credit Query*.
- Enter search criteria.....
 - Buyer Business Number field: Enter the 5 digit DSC dealer number supplied by the DSC dealer or by your local DSC office.
- Click Search.

The screenshot shows the 'myDSC virtual office' interface. At the top, there's a navigation bar with 'HOME', 'LINE OF CREDIT' (highlighted), 'FLOORING', and 'REPORTING'. Below this is a section titled 'Buyer Credit Query'. It contains a text input field labeled 'Buyer Business Number:' and two buttons: 'Search' and 'Reset'.

- Verify the dealer information (name and address) that appears is correct. The information displayed should match the information listed on the bill of sale.
- Click Query.

The screenshot shows a dialog box titled 'Buyer Business Line of Credit Query Confirmation'. It contains a section titled 'Buyer Information' with the following details:

Business Name:	DSC Website (Buyer) - Training Purposes Only
Business Number:	12658
Branch:	Corporate
Address:	11555 N. Meridian
City:	Carmel
State:	Indiana
Zip:	46032

At the bottom of the dialog box are two buttons: 'Query' and 'Cancel'.



Your search will return the amount of credit the dealer has available.

The amount of credit displayed is only available until the end of the day it is queried.

Results for DSC Website (Buyer) - Training Purposes Only(12658)	
Credit Type	Available Line of Credit
Retail (Buyer)	\$25,000.00

- To return to the DSC Home Page click on the Home link.
- Click on the *Logout* link when you are done using DiscoverDSC.com.





Lookup Credit Availability for Dealers

The second option for viewing credit availability is via a report.

Lookup availability via **Reporting**

- Click on the *Current* link below Credit Availability Query History.
- Click on *View Report*.
- The report will open in a preview page once it has populated.

The screenshot shows a web interface for viewing reports. At the top, a blue header bar contains the text "Current Reports". Below this, a white box contains the text "Requires Adobe Acrobat Reader 8.1 or newer to view." and a dropdown menu labeled "Select a Report" with "Credit Availability Query Histic" selected. Below this, another blue header bar contains the text "Credit Availability Query History". At the bottom, a white box contains a button labeled "View Report".

- The report that displays is the Credit Availability Query History Report.
 - This report will **ONLY** display the dealers that you have queried availability for via the LOC Query screen (see steps on pages 4 & 5). Any dealer that you have queried for availability via the LOC Query screen will be displayed on this report.
 - To have a dealer added to this report please be sure to query their availability via the LOC Query screen first.



Floor Vehicles

Vehicles can be floored to a DSC dealer floorplan using DiscoverDSC.com. Vehicles floored on this website are held in a pending status until approved by a DSC employee.

To floor vehicles

- Hover on the *Flooring* link.
- Select *Seller Bulk Flooring*.

Floor a Vehicle

Vehicle Information

VIN

Color

Mileage

Where is the Title

Title State

Title Number

Consigner Ticket
Number

Lot Number

Sale Information

Business

Purchase Amount

Sale Date

3/17/2012

Event Sale

☐

Bank Account

US Bank - 5393

Cancel

Floor



Vehicle Information

Vehicle information entered during the flooring process should match the bill of sale.


- **VIN:** Enter the complete 17 digit VIN number listed on the bill of sale. Click on the spyglass at the end of the VIN field when complete.
 - If the VIN is found the vehicle information will be displayed.
 - Occasionally the VIN search may offer multiple selections. Select the description that best fits the vehicle.

Selected	Make	Model	Style	Year
<input type="radio"/>	Dodge	Ram 1500 Laramie	Quad Cab 4WD 5.7L V8 SFI Hemi Multi-Di	2006
<input type="radio"/>	Dodge	Ram 1500 SLT	Quad Cab 4WD 5.7L V8 SFI Hemi Multi-Di	2006
<input type="radio"/>	Dodge	Ram 1500 Sport	Quad Cab 4WD 5.7L V8 SFI Hemi Multi-Di	2006
<input type="radio"/>	Dodge	Ram 1500 ST	Quad Cab 4WD 5.7L V8 SFI Hemi Multi-Di	2006
<input type="radio"/>	Dodge	Ram 1500 TRX4	Quad Cab 4WD 5.7L V8 SFI Hemi Multi-Di	2006

Close

- 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.

Vehicle Information

VIN 

VIN not found: ☐ Acknowledge VIN Look-Up Failure

Make

Model

Year

Style

- **Color:** Enter the color listed on the bill of sale. If the color of the vehicle is not listed please select a color that best matches the one listed on the bill of sale.
- **Mileage:** Enter the mileage listed on the bill of sale. If mileage is listed as N/A or Exempt please enter a "1" in this field.
- **Where is the Title:** Select the option that correctly states the location of the title. You have possession of the title (I Have It), you do not have possession of the title (Title Absent) or No Title is needed for this vin #.



- **Title State:** If you have possession of the title, the Title State can be entered here. If you receive the title after the unit has been floored you are able to update this information once the title has been received from the Seller Floorplan Search.
- **Title Number:** Enter the title number located on the front of the title.
- **Consignor Ticket Number:** Enter the consignor ticket number (invoice #) from the bill of sale.
- **Lot Number:** Enter the lot number (run #) from the bill of sale.

Sale Information

- **Buyer:** Enter the 5 digit DSC dealer number supplied by the DSC dealer or by your local DSC representative and tab or mouse to the next field. The business name will populate in the field when you move to the next field.
 - If DSC dealer number is unknown you may search for the buyer by clicking on the spyglass at the end of the Buyer field.

Sale Information

Business

12658



- Enter the business name and click on the spyglass.

Business Search ✕

Business Name or Number

12658

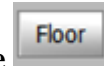
	Business Name	Legal Name	Business #	City	State
<u>Select</u>	DSC Website (Buyer) - Training Purposes Only	DSC Website (Buyer) -- Training Purposes Only	12658		

Cancel

- If the search returns only one name, verify the dealer information (name and address) displayed matches the bill of sale, select the business and click Close. The dealer name will now populate in the flooring screen.
 - The search may return more than 1 dealer. Find the correct dealer by matching the dealer information (name and address). Select the business that matches the information listed on the bill of sale and click Close. The dealer name will now populate in the flooring screen.
- **Purchase Amount:** Enter the purchase amount shown on the bill of sale. The amount entered should include the sale price plus the buyer fee.
 - **Sale Date:** Enter the date the dealer purchased the vehicle at the sale. This date should match the date on the bill of sale. The down arrow can be used to access a calendar to select the appropriate date.
 - **Event Sale:** Check this box if there is an approved DSC event sale occurring at your auction on the selected sale date. If you are unsure please leave this box unchecked.



- **Bank Account:** Select a bank account. This is the account DSC has listed on your business profile. If there is more than one option; make the selection that best fits your needs.



After all vehicle and sale information has been entered – select the **Floor** button.



Missing required fields or the input is invalid. Mouse-over icons for more information

- If entry is incomplete: The *Floor A Vehicle* screen will state that you are unable to continue and a list of the fields required to complete the flooring process will be listed.



Floorplan has saved successfully

- If entry is complete: Your web browser will return to a blank *Floor A Vehicle* screen and a message will state that the flooring request has been successfully submitted. You may now continue to floor additional vehicles.
- When you are done flooring you may return to the Home page or navigate to another link.
- Click on the *Log Out* link when you are done using DiscoverDSC.com.

View Floored Vehicles

To view a list of vehicles floored on a specific date or within a date range.

- Hover on the *Flooring* link.
- Select *Seller Floorplan Search*.

Floorplan Search

Search Criteria

☒ Search by Date ☐ Search by VIN

Floorplan Status

☐ Pending ☐ Denied
☐ Approved ☐ Completed

Date Range

☒ Flooring Date ☐ Disbursement Date

Start Date

3/17/2012

End Date

3/17/2012

Search

- **Search Criteria:** Select *Search by Date*.
- **Floorplan Status:** Please check all statuses boxes that are applicable to your search.



- **Date Range:** Select Flooring Date or Disbursement Date. Selecting Flooring Date will allow you to search a date range. Selecting Disbursement Date will only allow you to search 1 day.
- **Start Date & End Date:** Select the date range for the vehicles you are searching.
- **Click Search.**

Results will display below the search criteria. The vehicles floored within the selected time frame will be displayed. The vehicle information is broken down into multiple columns. Column headings include: Edit, Status, VIN #, Buyer Name, Make, Model, Year, Purchase Date, Flooring Date, Title Number, Title State, Disbursement Status, Disbursement Amount, Disbursement Date and Consigner Ticket #.

Drag a column header here to group by that column															
EDIT	STATUS	VIN	BUYER	MAKE	MODEL	YEAR	PURCH	FLOORED	TITLE #	STATE	TITLE	DISBURS STATUS	PURCH AMT	DISBURS DATE	TIK #
	Approved	20162680	Pidi Auto Sales, Inc.	Lexus	GS 300	2002	2/22/2012	2/22/2012	85437795	FL	Seller		\$6,030.00	2/24/2012	022212B12
Edit	Approved	6T312668	Car Zone	Chrysler	PT Cruiser Touring Edition	2006	2/22/2012	2/22/2012			Title Absent	Not Paid	\$4,710.00		02222012 E0210
Edit	Approved	5KM26572	Nour Auto Sales	Mazda	Tribute i	2005	2/22/2012	2/22/2012			Title Absent	Not Paid	\$2,940.00		22212E23
	Approved	1C142411	Clearwater Cars, Inc.	Nissan	Altima GXE	2001	2/8/2012	2/8/2012	82331813	FL	Buyer		\$3,910.00	2/9/2012	2082012 C070

- **Edit:** Selecting [Edit](#) under the Edit column allows you to edit the title information if the title information was not previously provided during the flooring process.
- **Status:**
 - If Pending - this status applies to vehicles floored by the auction via DiscoverDSC.com or by a DSC employee via DSC's Discover system that have not yet been approved by a DSC employee.
 - If Approved: This status applies to vehicles floored by the auction via DiscoverDSC.com or by a DSC employee via DSC's Discover system that have been approved and are currently on the DSC dealers floorplan.
 - If Completed: This status applies to vehicles that have been approved and have already been paid off the dealer's floor plan.
 - If Denied: This status applies to vehicles floored by the auction via DiscoverDSC.com that have been denied by a DSC employee. A possible reason for this status may be because the dealer did not have sufficient credit available when the vehicle was floored.
- When you are done viewing the list of floored vehicles you may return to the Home Page or navigate to another link.
- Click on the *Log Out* link when you are done using DiscoverDSC.com.



Update Title Statuses

Updating title statuses is a very important step; especially if your business is not setup to be paid until DSC receives notice that you have obtained physical possession of the title.

To update title statuses,

- Hover on the *Flooring* link.
- Select *Seller Floorplan Search*.

Floorplan Search

Search Criteria ☐ Search by Date ☒ Search by VIN

Unit VIN

Search

- **Search Criteria:** Select *Search by VIN*.
- **Unit VIN:** Enter the last 6 of the VIN.
- Click Search.

EDIT	STATUS	VIN	BUYER	MAKE	MODEL	YEAR	PURCH	FLOORED	TITLE #	STATE	TITLE	DISBURS STATUS	PURCH AMT	DISBURS DATE	TIK #
	Approved	20162680	Pidi Auto Sales, Inc.	Lexus	GS 300	2002	2/22/2012	2/22/2012	85437795	FL	Seller		\$6,030.00	2/24/2012	022212B12
Edit	Approved	6T312668	Car Zone	Chrysler	PT Cruiser Touring Edition	2006	2/22/2012	2/22/2012			Title Absent	Not Paid	\$4,710.00		02222012 E0210
Edit	Approved	5KM26572	Nour Auto Sales	Mazda	Tribute i	2005	2/22/2012	2/22/2012			Title Absent	Not Paid	\$2,940.00		22212E23

- Verify the vehicle that needs to have the title updated is the vehicle displayed. If correct, click on [Edit](#).
- The Title Number and Title State fields will become editable. Enter the title number located on the front of the title. Select the state that issued the title from the drop down list. Click Update.

Update Cancel	Approved	6T312668	Car Zone	Chrysler	PT Cruiser Touring Edition	2006	2/22/2012	2/22/2012	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input checked="" type="checkbox"/> Title Absent	Not Paid	\$4,710.00		02222012 E0210
Edit	Approved	5KM26572	Nour Auto Sales	Mazda	Tribute i	2005	2/22/2012	2/22/2012			Title Absent	Not Paid	\$2,940.00		22212E23

- Repeat the process until all necessary title statuses have been updated.
- When you are done updating all necessary title statuses you may return to the Home Page or navigate to another link.
- Click on the *Log Out* link when you are done using DiscoverDSC.com.



Reports

Reports have been broken out into two categories: Current and Historical.

Current Reports:

- Credit Availability Query History
- Receivable Detail

Historical Reports:

- Dealer Statement
- Disbursement Detail

View Credit Availability Query History

- Click on 'View Report'.
- The report will open in a preview page once it has populated.

View Receivable Detail

- Click on 'View Report'.
- The report will open in a preview page once it has populated.

View Dealer Statement

- Under 'Dealer Statement', select a start and end date or select a date from the calendar using the drop down arrow. This will be the date range that you are requesting to see Charges and Payments through.
- Click on 'View Report'.
- The report will open in a preview page once it has populated



View Disbursements

There are 2 options to viewing Disbursement Detail.

- Reporting - Under 'Disbursement Detail', select the date or select a date from the calendar using the drop down arrow. If DSC has sent you an ACH on a given day this report will provide you with the vehicle detail that makes up the total ACH amount.
- Click on 'View Report'.
- The report will open in a preview page once it has populated

The second option is →

- Hover on the *Flooring* link.
- Select *Seller Floorplan Search*.

Floorplan Search

Search Criteria ☒ Search by Date ☐ Search by VIN

Floorplan Status ☒ Approved ☒ Completed

Date Range ☐ Flooring Date ☒ Disbursement Date

Disbursement Date

- **Search Criteria:** Select Search by Date
- **Floorplan Status:** Select Approved and Completed
- **Date Range:** Select Disbursement Date
- **Disbursement Date:** Select the disbursement date you are searching.
- **Click Search.**

The vehicles that we have sent disbursements on for the date selected will be displayed below the search criteria. The vehicle information is broken down into multiple columns. The column headings are: Edit, Status, VIN #, Buyer Name, Make, Model, Year, Purchase Date, Flooring Date, Title Number, Title State, Disburs. Status, Disburs. Amount, Disburs. Date and Consigner Ticket #. The total amount disbursed will be displayed beneath the list of vehicles.

Search Results														
Edit	Status	VIN #	Buyer Name	Make	Model	Year	Purchase Date	Flooring Date	Title Number	Title State	Disburs. Status	Disburs. Amount	Disburs. Date	Consigner Ticket #
	Approved	XR169478	DSC Website (Seller) Training Purposes Only	Dodge	Caravan Sport	1999	6/4/2009	6/4/2009	947194366	IN	Paid	\$1,850.00	6/6/2009	9709000
												\$1,850.00		

- When you are done viewing the list of floored vehicles that you have received disbursements on you may return to the Home Page or navigate to another link.
- Click on the *Log Out* link when you are done using DiscoverDSC.com.



My Settings

Username and passwords for contacts listed on the account can be managed via DiscoverDSC.com.

To manage your settings →

- Click on *My Settings*.

User Settings

Username

New Password

Confirm New Password

Security Question

What is your city of birth?

▼

Security Answer

Email Address

Cell Phone

() -

Save Changes

Business Settings

Business Email Address

Save Changes

Title Settings

Title Shipping Address

Carmel, IN

▼

444 Carmel Way
Carmel, IN 46032

Save Changes

Event Notifications

Event	Notification Options
Title Status Management	Email

Add

Delete

Edit

Priorities

- **User Name:** Your current username will be displayed. If you wish to change your username please enter the new information in this field.
- **New Password:** Enter new password in this field.



- **Confirm New Password:** New password will need to be entered again for confirmation.
- **Security Question:** The security question selected when you first logged in to the DSC website will be displayed. If you would like to select another security question, please select one of the 3 options from the drop down list.
- **Security Question Answer:** The answer to the security question you entered upon initial login to the DSC website will be displayed. If you selected a new security question to be used please enter the answer to the new question selected.
- **E-mail Address:** Enter your email address.
- **Cell Phone:** Enter your cell phone number.
- **Click on Save Changes.**

Business Settings: Business Email Address can be entered or updated here.

Title Settings: select the shipping address for titles from multiple addresses.

Event Notifications:

Please inform us of your preference as to how you would like to be notified when you have selected an event you wish to be notified about.



Frequently Asked Questions (FAQ's)

Q. How do I find out my username and password?

A. If you have not used the website before and need your login information please contact DSC Customer Service. DSC contact information can be found at DiscoverDSC.com. Click on the *DSC Corporate* link and call the toll-free number, or click the Customer Service button to send an email.



Q. How do I change my username and password?

A. Please use the My Settings section of the website. Usernames, passwords and security questions can be changed in this section.

Q. What do I do if I forget my password?

A. If your login attempt failed, click on 'Forgotten Password?' You will be asked to enter your username. Enter your username and click Submit. Your password will then be emailed to the email address on file.

Q. Who can I call to help me navigate the website?

A. Please call DSC Customer Service for a demonstration.

Troubleshooting

In the event you experience any issues or errors with DiscoverDSC.com please contact DSC Customer Service and provide them with the specific details of the error. Providing specific details about a problem is greatly appreciated as this allows DSC to research the cause of the error and fix it as quickly as possible.