



NextGear Capital Seller Online Guide

Time Saving Tips:

Sign up for the automatic Disbursement Report email

- Click 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!!

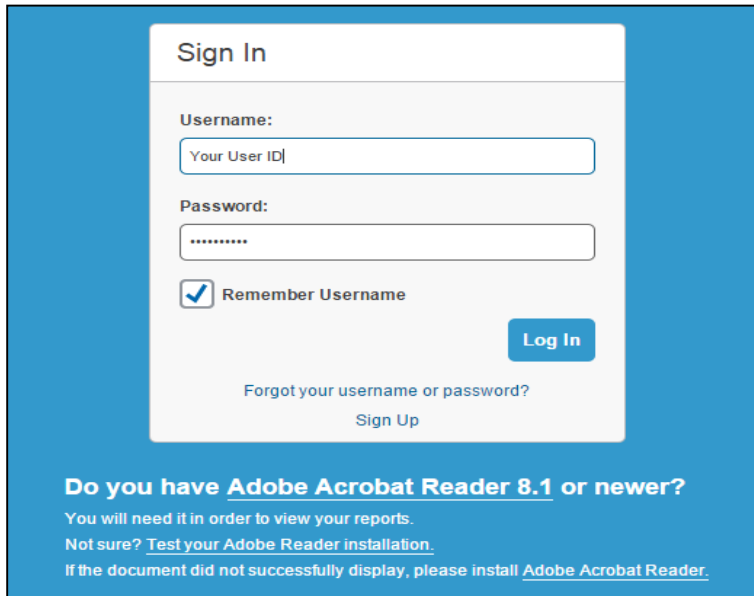
What's New:

- **When flooring a vehicle, the option to select an Inventory Location is available.**

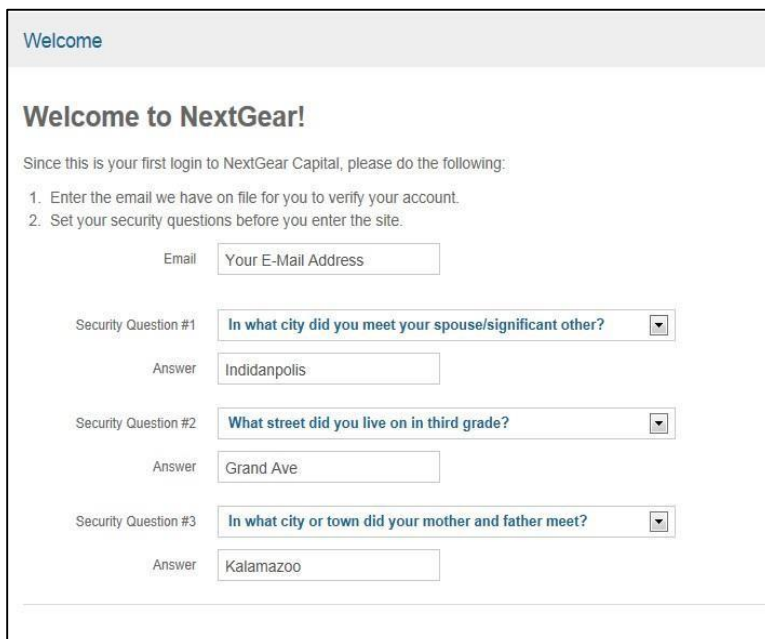
Login

At the Login screen, enter your Username and Password. Select *Log In*.

Username and Password information will be provided to you by your local NextGear Capital representative upon contract signing or the activation of your account.



The screenshot shows a 'Sign In' form on a blue background. The form is white and contains the following elements: a title 'Sign In', a 'Username:' label with a text input field containing 'Your User ID', a 'Password:' label with a password input field showing eight asterisks, a checked checkbox labeled 'Remember Username', a blue 'Log In' button, a link 'Forgot your username or password?' with a 'Sign Up' link below it. Below the form, there is a section titled 'Do you have [Adobe Acrobat Reader 8.1 or newer?](#)' followed by instructions: 'You will need it in order to view your reports. Not sure? [Test your Adobe Reader installation.](#) If the document did not successfully display, please install [Adobe Acrobat Reader.](#)'

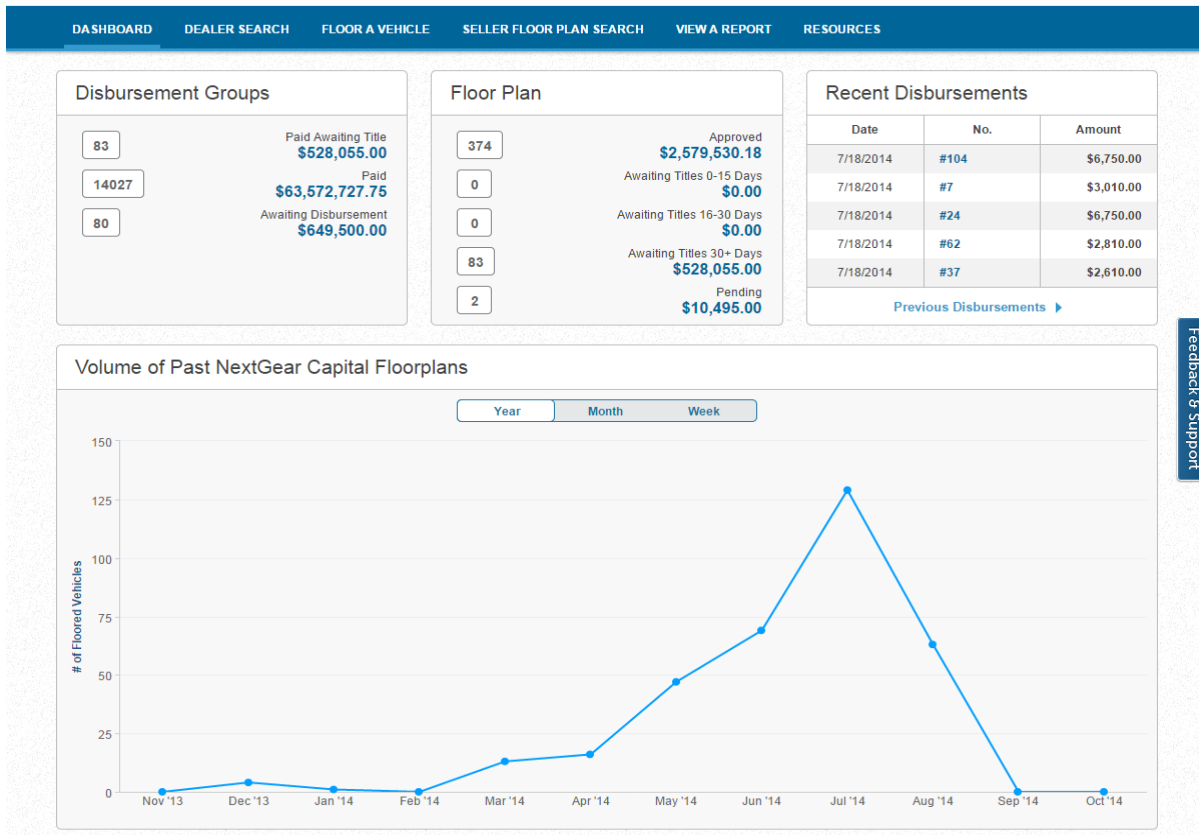


The screenshot shows a 'Welcome' page with a grey header. Below the header, it says 'Welcome to NextGear!'. A message states: 'Since this is your first login to NextGear Capital, please do the following:'. There are two numbered instructions: '1. Enter the email we have on file for you to verify your account.' and '2. Set your security questions before you enter the site.' Below these are three sets of security questions. Each set consists of a 'Security Question #', a dropdown menu for the question, and a text input field for the answer. The questions and answers shown are: Question #1: 'In what city did you meet your spouse/significant other?' with answer 'Indidanpolis'; Question #2: 'What street did you live on in third grade?' with answer 'Grand Ave'; Question #3: 'In what city or town did your mother and father meet?' with answer 'Kalamazoo'.

Enter your email address that NextGear Capital has on file for you and answer three (3) security questions.

Dashboard

The NextGear Capital Dashboard offers at a quick glance, Disbursement Groups, Floor Plan Summary, Recent Disbursements and Volume of units floored with NextGear.



Disbursement Groups

Paid Awaiting Title, number of titles due to NextGear but have been funded.

Paid, number of titles NextGear has funded.

Awaiting Disbursement, number of titles NextGear has not yet funded.

Floor Plan

Approved, number of vehicles floored in an approved status and total financed amount.

Awaiting Titles 0-15 Days, units floored for 0-15 days and NextGear has not yet received the title.

Awaiting Titles 16-30 Days, units floored for 16-30 days and NextGear has not yet received the title.

Awaiting Titles 30+ Days, units floored for 30+ days and NextGear has not yet received the title.

Pending, units that are not yet in an approved status.

Dealer 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 Dealers*. Verify the dealer information that appears is correct and click Query.

OR

Enter the NextGear Capital Dealer name, city or state. Click *Search Dealers*.

Dealer Number Search	Dealer Name Search
<p>If you have the NextGear Capital Dealer Number or Auction Access Number, use the Dealer Number search.</p> <p>NextGear Capital Dealer Number <input type="text"/></p> <p>- OR -</p> <p>Auction Access Number <input type="text"/></p>	<p>To look up a dealer in Dealer search, use a combination of their Name and City or State.</p> <p>Dealer Name <input type="text"/></p> <p>City <input type="text"/> - OR - State <input type="text"/></p> <p><input type="button" value="Search Dealers"/></p>

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, the Inventory Address if available, 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 <input type="text"/></p> <p>Color <input type="text"/></p> <p>Mileage <input type="text"/></p> <p>Who has the Title? <input type="text"/></p> <p>Consigner Ticket Number <input type="text"/></p> <p>Lot Number <input type="text"/></p>	<p>Buyer <input type="text"/></p> <p>Inventory Address <input type="text"/></p> <p>Purchase Amount \$ <input type="text"/></p> <p>Sales Date <input type="text"/></p> <p>The actual sale date must be used when flooring a car <input type="text"/></p> <p>Bank Account <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Floor"/></p>

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 the Title’. Once scanned in at NextGear, title can be viewed.

Find a Floor Plan

Clear Search

Find a Floor Plan

Filter by Status

Start Date*

End Date

Completed/Not Paid

View All

Pending/Not Paid

Denied/Not Paid

Approved/Paid

Approved/Not Paid

Completed/Paid

Completed/Not Paid

No Title/Paid

mm/dd/yyyy

mm/dd/yyyy

8/29/2014

Floored

n/a

Disbursement

2006 Land Rover Range Rover Sport Supercharged 4D Hardtop 4.2L V8 SFI DOHC S/C Black

VIN: SALSH234X6A914702

Pending

\$5,000.00

Motor Trends

Seller

☒ I Have the Title

7/18/2014

Floored

7/18/2014

Disbursement

2004 Ford F350SD Lariat Crew Cab 4WD 6.0L V8 DI DSL T/C Green

VIN: 1FTSW31P44ED68212

Approved

\$13,700.00

World Auto Inc

B013

Vault

View a Report

Current reports available are Credit Availability Query History and Receivable Detail reports.

Historical report available is the Disbursement Detail report.

Do you have Adobe Acrobat Reader 8.1 or newer? Your documents are displayed in Acrobat Reader.

Current Reports

Historical Reports

Disbursement Detail

Date Search

mm/dd/yyyy

View Report

Resources

A Welcome Packet from NextGear Capital and step by step instructions to walk you through the website are provided here.

 Do you have [Adobe Acrobat Reader 8.1](#) or newer? Your documents are displayed in Acrobat Reader.

NextGear Capital Documents

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