EasyPay Leasing: Application Quick Start Guide

EasyPay Contact Information

Merchant Services:
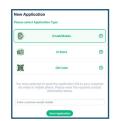Mon-Fri: 5am - 6pm PST
Sat: 5am - 5pm PST
(866) 337-2537

Customer Service:
Mon-Fri: 6am - 7pm PST
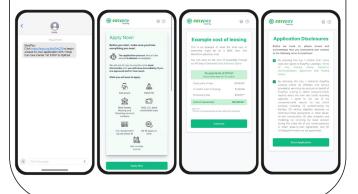Sat: 7am - 12pm PST
(800) 447-6215

NOTE: Please add EasyPay Leasing, LLC to your store invoice as buyer/customer.

EasyPay Application Process

1. Store Associate: Log into your EasyPay Leasing Business Center using the following link:
https://businesscenterx.easypayfinance.com

2. Store Associate: To start an application, enter the customer's *Email/Mobile Phone Number, New In-Store Application,* or generate *QR Code* to scan.

3. Customer: After sending the link, the Customer will get a text message to begin their application. Customers scanning the QR Code will automatically be directed to *Get Started.*

4. Customer: For customers who received a text or email, direct them to the link to begin. After clicking the application link, proceed to the *Application Disclosures* and view *Example Cost of Leasing.*

5. Customer: The customer will enter their *Personal Details.* After completing this section the customer will get a verification email. After verifying email address, proceed to the *Address Details.*

6. Customer: Next, the customer enters *Income and Banking Information.* They can connect their bank account using Plaid or enter details manually.

7. Customer: An application decision will be made and the customer will see their approval amount and the approval terms. Customer will get a text message to view the full approval terms.

Closing The Transaction

8. Store Associate: After the Customer has received an approval message, proceed back to your Business Center to close the transaction. Enter the details of our purchase which will generate the customer's lease invoice and our purchase receipt. **NOTE:** DO NOT COLLECT SALES TAX. WE ARE THE PURCHASER AND THE SALE IS TAX EXEMPT. EasyPay Leasing is responsible for collecting & handling the applicable sales tax to the customer under the Lease. We calculate an estimated sales tax and estimated Regular Payment, details can be found on page 2 of the Lease Agreement.

9. Store Associate: It is important to verify the identity of the customer. Please ensure the info on the pop-up screen matches the customer's valid U.S. Government ID. This includes full name, date of birth, and complete address. The ID address must match the application. Consumers from another state are NOT eligible for a Lease in your state.
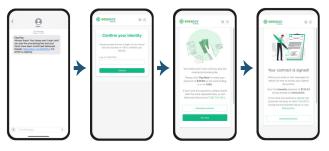

10. Customer: Now it's time to have the customer sign their lease agreement. At this point, the customer should have received a text message with a link to *DocuSign*. Confirm last 4 of SSN then proceed to *DocuSign*.

11. Customer: Customer Step: After the customer signs their EasyPay Leasing agreement, they will get a text message with a link to pay the required $39 processing fee. After validating the last 4 of their SSN, the customer will continue to pay the processing fee. After the fee has been collected, the Merchant will finalize the transaction in the EasyPay Leasing Business Center.
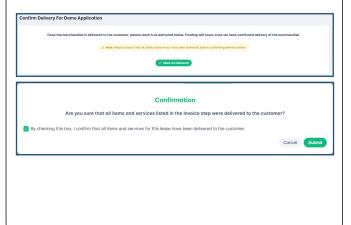

12. Store Associate: The merchant will see a receipt of the processing fee that has been collected within the application details on the *Delivery* step.
NOTE: Do not continue with the application until the processing fee has been paid in full by the customer.

13. Store Associate: Once the customer receives the product(s), you will mark the item as delivered.

NOTE: Do not click *Mark as Delivered* until the customer has received our product(s) AND has paid the $39 processing fee to EasyPay.

For information regarding EasyPay Leasing, visit www.easypayfinance.com/programs.