

*DecisionLender is our Online Loan Origination System.  
Every aspect of the deal can be completed within this system - application, contract, and funding paperwork!*

## LOGIN CREDENTIALS

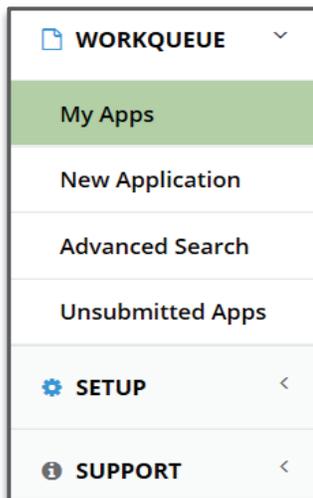
- › By now, you have received 2 emails from [noresponse@decisionlender.com](mailto:noresponse@decisionlender.com) with your system credentials and a link to our loan origination system, DecisionLender.



*To ensure an optimal user experience within DecisionLender, we recommend Google Chrome as your primary browser.*

## MENU GUIDE

- › On login, locate the **WorkQueue Menu Guide** on the left side of your screen. **WorkQueue** gives you access to your applications, decisions, contracts, and dealer profile setup.



### **My Apps**

*View all decided applications.*

### **New Application**

*Complete a new application for credit review.*

### **Advance Search**

*Search a specific application by name or number.*

### **Unsubmitted Apps**

*Work on saved or incomplete applications.*

### **Setup**

*Update your dealer profile and dealer user list.*

### **Support**

*Additional system training videos and tutorials.*

## SUBMITTING APPLICATIONS

- › Select **New Application** from your **WorkQueue**.
- › Before starting the application, select the appropriate **Loan Type**:  
*Off Road Indirect = Off Road Units*  
*Motorcycle Indirect = On Road Units*
- › Complete the application in its entirety, then click **Submit**.



*Use the **Notes Section** at the end of the application to send us additional information you deem important regarding the application.*

## CREDIT DECISIONS

- › Credit decisions will be sent to you via the email and fax number we have on file.
- › Decisions can also be found by selecting the respective application # under the **My Apps** tab, then click **Notes** once the application opens.

**Approved:** Your application is approved. Be sure to supply any stipulations we've requested in the offer letter.

**Counter Offer:** We've restructured your request to fit our lending criteria. A larger down payment or stipulation is typically required.

**Declined:** Unfortunately, this application does not fit our lending criteria.



*If you think we may have missed an important piece of the application that could turn the deal, give us a call. We want to speak with your dealership and do our best to find a way to say **YES!***

## GENERATING THE CONTRACT

- › Click **My Apps** and open the decided application.  
*Once the application opens, press the **F5 Refresh Key** on your computer or refresh your browser before proceeding.*
- › Click the **Contract Prep** tab.  
*If you need to edit any component of the contract, click the **Edit** tab. Once edits are complete, click **Save and Validate**.*
- › Next, click the **Documents** tab.  
*This allows the system to autofill the necessary contract paperwork.*
- › Finally, click **Confirm and Generate** to create the **OFFICIAL** contract paperwork.



*If applicable, be sure all stipulations have been satisfied before generating the contract.*

## UPLOADING THE FUNDING PACKAGE

- › Please review the **PF Funding Checklist** before proceeding.
- › Click the **Review** tab within the application.
- › Click the **(+)** next to **Attach Documents** and upload all necessary Contract and Funding Paperwork.  
*If you prefer to fax your funding package rather than upload, you may do so by faxing to 866.302.4494.*



*Performance Finance does **NOT** require any physical copies or contracts to be mailed in.*

## FINAL STEPS

- › You have now completed the flow of submitting an application, receiving an offer, prepping your contract, gathering signatures, and uploading your documents. Shortly, you will receive a fax and email stating the Funding Status of your deal.
- › As always, do not hesitate to reach out to us should you have any additional questions.

855.432.7720 | [goperformancefinance.com](http://goperformancefinance.com)

Mon - Sat: 7am – 7pm PST, Sunday: 8am – 3pm PST

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