

CIBC Commercial Banking

Dealer Access System
Quick Start Guide



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To Connect to DAS

1. Run your Internet Web browser.
2. Type the URL address into your browser:
<https://www.dealeraccesssystem.com/cibc>

To Log In to DAS

1. In the **User ID** text box, type your user name exactly as provided to you.
2. In the **Password** text box, type your password exactly. Passwords are case sensitive.
Tip: When logging in, DAS may require you to change your password. The financial institution determines the length of time your DAS password remains valid.
 - If your password is expired and DAS requires you to change it, complete the instructions in the Changing Your Password section.
 - If you have unsuccessful log-in attempts, you must contact a DAS system administrator or the financial institution to reset your account so you can log in to the system.
3. If your financial institution has defined terms and conditions for using DAS, review the terms and conditions and click the **Accept terms** check box to indicate your acceptance.
4. Click **Login**.

To Log Out of DAS

1. On the primary menu, click the **Main** tab, then click **Log out** to log out of DAS.
Note: If you log out by closing the browser instead of clicking on the **Log out** link, your session will still be active and you may not be permitted to log back in until the inactivity time period expires.
2. Close your browser.

To Change Your Password

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Change Password**.
3. In the **Old Password** text box on the Change Password page, type your current password.
4. In the **New Password** text box, type a new and unique password.
5. In the **Re-Enter Password** text box, type your new password again.
6. Click **Submit**.

To Change to Another Customer Number

1. On the primary menu, click the **Main** tab.
2. From the **Select a New Customer** list box, select another customer number.
3. Click **Change**.

To Add a New DAS User

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Manage Users**.
3. On the Manage DAS Users page, click **New**.
4. From the **Customer Number** list box, do one of the following:

If as a system administrator...

You entered a parent customer number when you logged in

You entered a child customer number when you logged in

You entered a customer number that does not have any child customer associations when you logged in

Then...

The **Customer Number** defaults to the same customer number as the one you entered, and the related child customer numbers appear in the list box.

You can select either the parent customer number or a child customer number for the user you are adding, and proceed to the next step.

The **Customer Number** defaults to the same customer number as the one you entered and cannot be changed for the user record you are adding. Proceed to the next step.

The **Customer Number** defaults to the same customer number as the one you entered, and all customer numbers to which you are associated appear in the list box.

You can select the appropriate customer number for the user you are adding, and proceed to the next step.

5. In the **User ID** text box, type a unique user ID for the DAS user record you are adding.
6. In the **Full Name** text box, type the DAS user's full legal name.
7. In the **Password** text box, type the password this new DAS user will use to log in to DAS.
8. In the **Confirm Password** text box, type the password again.
9. From the **Language** list box, select the language the DAS user is most comfortable using.
10. Click **Submit**.
11. Click **Edit** beside User Roles.
12. To add another DAS user, repeat steps 3 - 11.
13. Click **Close**.

To Assign a User Role to a DAS User

1. Add the user or edit the user.
2. On the Manage DAS Users: Assign Roles page, click **New**.
3. From the **User Role** list box, select the user role you want to assign to the user.
4. In the **Date From** text box, type the date the selected user role association is to begin for the user.
5. In the **Through** text box, type the date through which the selected user role association is effective for the user (can be left blank).
6. Click **Submit**.
7. To assign another user role to the user, repeat steps 2 - 6.
8. Click **Close**.

To Edit an Existing DAS User Account

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Manage Users**.
3. From the **Users** grid on the Manage DAS Users page, locate the user account you want to edit, and then click the **User ID** hyperlink.
4. In the **Full Name** text box, type any changes as needed.
5. Click **Edit** beside Password.
6. From the **Language** list box, select another language as needed.
7. Click **Edit** beside User Roles.
8. Click **Submit**.
9. To edit another DAS user, repeat steps 3 - 8.
10. Click **Close**.

To Lock a User Out of DAS

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Manage Users**.
3. From the **Users** grid on the Manage DAS Users page, locate the user account you want to lock, and then click the **User ID** hyperlink.
4. Click the **Lock User Account** check box.
5. Click **Submit**.
6. Click **Close**.

To Unlock a DAS User

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Unlock User**.
3. From the grid on the Unlock DAS Users page, locate the user account you want to unlock, and then click the adjacent **Locked** check box to clear the check mark.

Note: If you want to unlock all **locked** users in the grid, click the Locked check box in the grid heading.

4. Click **Submit**.
5. Click **Close**.

To Reset the Password for a DAS User

1. On the primary menu, click the **Administration** tab.
2. On the dashboard, click **Reset User Password**.
3. From the **Users** grid on the Reset User Password page, locate the user account whose password you want to change, and then click the **User ID** hyperlink.
4. In the **New Password** text box, type a new password for the user.
5. In the **Re-Enter Password** text box, type the password again.
6. Click **Submit**.

About the Customer Dashboard

DAS provides a Customer dashboard that allows you to view a summary of your loan and payment activities, outstanding billed amounts, credit information and balances, and other related information. Because the system posts most data in real-time, information is immediately available for review, allowing you to verify data integrity.

Your financial institution has the ability to tailor the Customer dashboard to suit the needs of its clients. This section may contain topics that are not made available to you.

You can optionally choose to include information about child customers and filter the data by product type and customer collateral type.

The Customer dashboard provides convenient hyperlinks that directly access various pages in DAS where you can perform tasks, including but not limited to the following:

- Submit payment requests (principal and statement)
- Edit payment requests (principal and statement)
- Calculate the average daily balance (for Borrower customers)
- View payment forecast
- Generate reports

To Submit a Loan Request

1. On the primary menu, click the **Loans** tab.
2. On the dashboard, click **Manage Serialized Loan Requests**.
3. On the Manage Serialized Loan Requests page, click **New**.
4. From the **Collateral Type** list box, select the appropriate collateral type, and then click **Go**.
5. From the **Funding Method** list box, select the appropriate funding method.
Note: If you select the Equity or Outgoing Electronic Transfer funding method, you must use the **Account** list box to select the appropriate account to which the proceeds of the new loan request are to be disbursed.
6. From the **Account** list box, select the appropriate bank account.
7. In the **Full Serial Number** text box, enter the complete serial number for the unit, and then press **Tab**.
8. In the **Year** text box, enter the year, and then press **Tab**.
9. In the **Make** text box, enter the make, and then press **Tab**.
10. In the **Model** text box, enter the model, and then press **Tab**.
11. In the **Amount Requested** text box, enter the amount, and then press **Tab**.
Note: If valuation validation is required for the selected collateral type, click **Check Valuation Amount**. If the amount requested for the serial number entered is greater than the valuation service value, a message appears at the top of the page.
12. In the **Odometer** text box, enter the odometer reading, and then press **Tab**.
13. In the **Stock Number** text box, enter the number, and then press **Tab**.
14. Click **Submit**.
15. To add another loan request, repeat steps 7 - 14.
16. Click **Close**.

To Edit a Serialized Loan Request

1. On the primary menu, click the **Loans** tab.
2. On the dashboard, click **Manage Serialized Loan Requests**.
3. From the **Submitted Loan Requests (Not Yet Processed)** grid on the Manage Serialized Loan Requests page, select the loan request you want to edit.

Note: The page initially appears in Quick Add mode. If you want to edit additional fields that do not appear in Quick Add mode, click **Extended Add**.

4. Edit any information as necessary.

Note: Your financial institution may use a valuation service that decodes Serial Numbers. If you change the **Full Serial Number**, click **Get info** to update the year, make, model, and body text boxes with valid information from the service.

- If partial decode values (year, make, model, and body style) are returned, DAS returns an error message and enables the fields that are missing data so you can populate them as required.
 - Your financial institution may allow you to override a failed full serial number validation. When enabled, a **Lookup** override check box appears below the **Full Serial Number** text box.
5. If available, click the **Lookup override** check box if you want to override a failed VIN validation.
 6. If the serial number does not require validation, type the year, make, and model information in the appropriate text boxes.

Tip: If your financial institution is not using a valuation service to decode the full serial number, you can click **Look up make** to search for the make codes that are available for the selected collateral type.

- In the **Search for make** text box, type the search criteria, and then click **Search**. Matching records from which you can choose appear in a grid.
 - From the **Make** grid, select the appropriate make code.
7. If you change the **Amount Requested**, and valuation validation is required for the selected collateral type, click **Check Valuation Amount**.
 8. After all changes have been made, click **Submit**.

Note: If you do not want to retain your changes, click **Close** to return all fields to the original values.

9. To edit another loan request that has not been processed in WMS, repeat steps 3 - 8.
10. Click **Close**.

To Check the Status of a Loan Request

1. On the primary menu, click the **Loans** tab.
2. On the dashboard, click **Review Loan Requests**.
3. In the **Date From** text box on the Review Loan Requests page, type the beginning date to use in the search.
4. In the **Through** text box, type the ending date to use in the search.
5. From the **Review Loan Requests** list box, select All, Approved, Open, Pending, or Rejected.
6. Click **Search**.
7. Locate the loan request in the grid to determine the status.

Note: You can place your cursor over the **Loan Detail** in any row to view detailed information about the loan.

8. Click **Close**.

To Submit a Simple Payment Request

1. On the primary menu, click the **Payments** tab.
2. On the dashboard, click **Submit Simple Payments**.
3. On the Simple Payments page, complete the Payment Information fields as required.

Note: If you select Check from the **Payment Method** list box, the system prompts you for the Check Number on the Payment Cart page.

This functionality is enabled only if your financial institution has configured your system to allow promise to pay memos.

Note: If you select Equity from the **Payment Method** list box, you choose the equity account from the **Selected Equity Account** list box on the Payment Cart page.

Note: If you type a future date in the **Payment Request Date** text box, you will be requesting to submit a scheduled (future dated) payment.

This text box is enabled only if your financial institution has configured your system to allow scheduled payments.

After you type the future date, click **OK** to the confirmation message.

Note: Depending on your system configuration, you may be able to display early pay discounts (EPD) in the **Payments** grid. When the configuration option is turned on, click **Recalculate EPD** to recalculate EPD based on the payment information you entered.

4. In the **Filter Criteria** section of the page, complete the fields as required to narrow your results, and then click **Filter**.

Note: The tabs that appear in the Payments section of the page depend on your system configuration. If the system cannot determine a default view, the default view is the Loan tab.

5. In the Payments section of the page, click a tab (Loan, Invoice, Model, Bill/Due Date, or Interest and Fees) to complete the simple payment request.

Loan Tab

1. From the **Loan** list box, select the search criteria, and then click **Search**.

Note: The system retrieves all loans for the customer based on the filter criteria selected.

You can click the **Advanced** link to expand the **Payments** grid.

2. In the **Payments** grid, do any of the following:
 - Click the **Amount Due** check box in the header to pay the payment amount due for all loans in the grid.
 - Click the **Amount Due** check box in a specific row to pay the specific payment amount due for that loan only.
 - Click the **Principal Balance** check box in the header to pay the principal balance for all loans in the grid.
 - Click the **Principal Balance** check box in a specific row to pay the principal balance for that loan only.
 - Type the amount in the **Payment Amount** text box in a specific row to pay an amount other than the amount due or the principal balance for that loan.

Tip: If you clicked the **Advanced** link to expand the grid view, you can place your cursor over the **Invoice Number** in any row to view detailed information about the invoice.

Tip: You can place your cursor over the **Loan Detail** in any row to view detailed information about the loan.

Tip: Before you submit the payment, you can click the icon in the header to clear all **Payment Amount** text boxes in which you entered amounts, or in the specific row to clear a specific **Payment Amount** text box.

3. If you want to clear all payment amounts you entered, click **Clear All Payments**.
4. If your financial institution has enabled the functionality to post a payment for a loan that has not yet been floored, click **Enter a prepaid item**.
5. If you want to print or export the payment grid, click **Print** or **Export**.
6. If you are ready to check out, click **Checkout**.
7. After reviewing the items on the Payment Cart page, click **Submit**, and then click **Close**.

Interest and Fees Tab

Note: The system retrieves all payments for the customer based on the filter criteria selected and groups them in the **Payments** grid by Bill Date/Due Date.

1. In the **Payments** grid, do any of the following:
 - Click the **Amount Due** check box in the header to pay the receivables items due for all loans in the grid.
 - Click the **Amount Due** check box in a specific row to pay the specific receivables items amount due for all loans with that bill date/due date combination only.
 - If you filter payment information by a specific customer collateral type, you can enter a partial payment amount for a specific receivable item in the grid. Click the **Amount Due** check box in the specific row for the receivable item, and then type the partial amount in the **Payment Amount** text box.

Tip: Before you submit the payment, you can click the icon in the header to clear all **Payment Amount** text boxes in which you entered amounts, or in the specific row to clear a specific **Payment Amount** text box. You can also click the **Amount Due** check box in the header or in a specific row to clear the check box to remove the payment.

2. If you want to clear all payment amounts you entered, click **Clear All Payments**.
3. If your financial institution has enabled the functionality to post a payment for a loan that has not yet been floored, click **Enter a prepaid item**.
4. If you want to print or export the payment grid, click **Print** or **Export**.
5. If you are ready to check out, click **Checkout**.
6. After reviewing the items on the Payment Cart page, click **Submit**, and then click **Close**.

To Use the Payment Cart

1. On the Payment Cart page, complete the Payment Information fields as required.

Note: If you select Check from the **Payment Method** list box and one or more payable items exist with an available balance, the system displays the following warning message: Payable items may not be used when paying by check. Click **OK** or **Cancel** to continue. If you click OK, the system removes all payable items from the payment cart. If you click Cancel, you can choose another payment method.

Note: If you enter a future date in the **Payment Request Date** text box, you will be requesting to submit a scheduled (future dated) payment.

This text box is enabled only if your financial institution has configured your system to allow scheduled payments.

After you enter the future date, click **OK** to the confirmation message.

2. If you have credits you want to apply to payable items, do one of the following in the Payment Summary section of the page:
 - Click **Select Credits** to open the **Select Credits** grid, and then click the **Select** check box in a specific row to apply that credit to payments.
 - Click **Auto Apply** to apply all eligible credits to payments.
3. In the Payment Details Options section of the page, click the appropriate **Group By** option for the **Payment Detail** grid, either **Invoice** or **Line Item**.
4. In the **Payment Detail** grid, review the payments, and then do any of the following:
 - Click **Continue Allocation** to return to a payment page where you can continue payment allocation or edit a payment amount.
 - Click **Clear** in a specific row to delete the payment request.
 - Click **Clear All Payments** to delete all payment requests.
5. In the **Comments** text box, type any applicable comments you want to include for the payment request.
6. Click **Submit** to submit the payments requests to your financial institution.
7. Click **Close**.

To Edit a Simple Payment Request

1. On the primary menu, click the **Payments** tab.
2. On the dashboard, click **Edit Simple Payment Requests**.
3. In the grid on the Edit Simple Payment Requests page, click either the **Advice Number** link or **Submit Date** link in a specific row to open the Simple Payments page where you can edit the request as needed.
4. In the Payment Information section, edit the fields as needed.
5. In the **Filter Criteria** section of the page, complete the fields as required to narrow your results, and then click **Filter**.

Note: The tabs that appear in the Payments section of the page depend on your system configuration. If the system cannot determine a default view, the default view is the Loan tab.

6. In the Payments section of the page, click a tab (Loan, Invoice, Model, Bill/Due Date, or Interest and Fees) to edit the simple payment request.

Loan Tab

1. From the **Loan** list box, select the search criteria, and then click **Search**.
2. In the **Payments** grid, do any of the following:
 - Click the **Amount Due** check box in the header to pay the payment amount due for all loans in the grid.
 - Click the **Amount Due** check box in a specific row to pay the specific payment amount due for that loan only.
 - Click the **Principal Balance** check box in the header to pay the principal balance for all loans in the grid.
 - Click the **Principal Balance** check box in a specific row to pay the principal balance for that loan only.
 - Type the amount in the **Payment Amount** text box in a specific row to pay an amount other than the amount due or the principal balance for that loan.
3. If you want to clear all payment amounts you entered, click **Clear All Payments**.
4. If your financial institution has enabled the functionality to post a payment for a loan that has not yet been floored, click **Enter a prepaid item**.
5. If you want to print or export the payment grid, click **Print** or **Export**.
6. If you are ready to check out, click **Checkout**.
7. After reviewing the items on the Payment Cart page, click **Submit**, and then click **Close**.

Interest and Fees Tab

1. In the **Payments** grid, do any of the following:
 - Click the **Amount Due** check box in the header to pay the receivables items due for all loans in the grid.
 - Click the **Amount Due** check box in a specific row to pay the specific receivables items amount due for all loans with that bill date/due date combination only.
 - If you filter payment information by a specific customer collateral type, you can enter a partial payment amount for a specific receivable item in the grid. Click the **Amount Due** check box in the specific row for the receivable item, and then type the partial amount in the **Payment Amount** text box.
2. If you want to clear all payment amounts you entered, click **Clear All Payments**.
3. If your financial institution has enabled the functionality to post a payment for a loan that has not yet been floored, click **Enter a prepaid item**.
4. If you want to print or export the payment grid, click **Print** or **Export**.
5. If you are ready to check out, click **Checkout**.
6. After reviewing the items on the Payment Cart page, click **Submit**, and then click **Close**.

To Review Payment Forecasts

1. On the primary menu, click the **Payments** tab.

Tip: You can also access this review page from the Payments section on the **Reviews and Reports** tab.

2. On the dashboard, click **Review Payment Forecast**.

Note: The default **Filter by** values for the **Payment Forecast** grid are configured by your financial institution, but you can change them if needed.

Click **Change** to enable the **Filter by**, **Filter Criteria**, and **Group By** list boxes. Select the new filter options to further narrow the results, and then click **Go**.

3. Review the payment forecasts.

Note: You can click the icon in the row to open the **Payment Forecast Details** grid where you can view detail information for an amount by invoice, loan, or model.

Note: The icon indicates past due amounts.

4. To pay a curtailment from the **Payment Forecast** or the **Payment Forecast Details** grid, click **Pay in** a specific row to send the entire amount in the **Amount** column to the payment cart for confirmation and submission.

Note: The system updates the monetary amount shown on the **Cart** tab on the primary menu bar.

Note: Partial payments are not allowed on this page.

5. To clear a curtailment from the payment cart, click **Clear** in a specific row in either the **Payment Forecast** or the **Payment Forecast Details** grid.

Note: The system updates the monetary amount shown on the **Cart** tab on the primary menu bar.

6. If you want to print or export the payment grid, click **Print** or **Export**.
7. Click **Close**.

To Add Funds to an Equity Account

1. On the primary menu, click the **Equity** tab.
2. From the **Selected Equity Account** list box, select the equity account to which you want to add funds, and then click **Add Funds to Selected Equity Account**.
3. From the **Bank Account** list box, select the appropriate bank account.
4. In the **Amount to Add** text box, type the transaction amount.
5. In the **Comments** text box, type any comments you want to include.
6. Click **Submit**.
7. Click **Close**.

To Withdraw Funds from an Equity Account

1. On the primary menu, click the **Equity** tab.
2. From the **Selected Equity Account** list box, select the equity account from which you want to withdraw funds, and then click **Withdraw Funds from Selected Equity Account**.
3. From the **Bank Account** list box, select the appropriate bank account.
4. In the **Amount to Withdraw** text box, type the transaction amount.
5. In the **Comments** text box, type any comments you want to include.
6. Click **Submit**.
7. Click **Close**.

To Delete an Equity Funds Request

1. On the primary menu, click the **Equity** tab.
2. On the dashboard, click **Delete Equity Funds Requests**.
3. From the grid on the Delete Equity Funds Requests page, click the **Select** check box in the row for the item you want to delete.

Note: If you want to delete all equity funds requests in the grid, click the **Select** check box in the heading of the grid.

4. Click **Submit**.
5. Click **Close**.

To Generate a Report

1. On the primary menu, click the **Reviews and Reports** tab.
2. On the Reviews and Reports dashboard, click the appropriate report.
3. On the report page, complete the report parameters information as needed.
4. From the **Output type** list box, click **Excel**, **Excel – Data Only**, or **PDF**.
5. Click **Generate report**.
6. Click the **Reports Dashboard** link.
7. On the Reports Dashboard page, click the **File Name** link in the **Reports** grid for the report you want to view or print.

Tip: Click **Refresh** as needed until the **Status** for the report is Completed, and the **File Name** link is enabled.

Note: If you choose Excel or Excel - Data Only, a prompt appears asking if you want to open or save the file. You can open it to view or print it, or you can save the report to a directory on your system.

Note: If you choose PDF format, the report opens in the Adobe® Reader® window where you can view, print, or save the report to a directory on your system.

8. Click **Close**, and then click **Close** again.

Available Reports and Review Pages

DAS provides several useful reports to verify transactional data. You can review a report on-screen, save it to a PDF file, export it in an Excel format, or print it for reference.

The reports that are available depend on your system configuration. For information about your system configuration, contact your financial institution.

The following list of report options is arranged by functional area.

Loan Reports

The following review pages and reports are available in the Loans section of the **Reviews and Reports** dashboard.

- Loan Requests Status Report
- New Loans by Date Report
- Principal Past Due Aging Report
- Principal Due Forecast Report
- Review Disposition Aging
- Review Inventory Aging Summary
- Review Inventory Aging Detail

Payment Reports

The following review pages and reports are available in the Payments section of the **Reviews and Reports** dashboard.

- Applied Credit Memo Details
- Payable Item History Report
- Payment Requests Report
- Principal Payments Report
- Prepaid Items Outstanding Report
- Review Payment Forecast
- Payment Application Detail Report
- Payment Activity

Equity Reports

The following reports are available in the Equity section of the [Reviews and Reports](#) dashboard.

- Equity Requests Report

- Equity Account History Report

Balances & Transactions Reports

The following review pages and reports are available in the Balances & Transactions section of the [Reviews and Reports](#) dashboard.

- Trial Balance Report

- Customer Transactions Report

- Daily Balances Report

- Recent Billing Statements Report

- Review Interest History

- Review Loan History

Administration

One report is available in the Administration section of the [Reviews and Reports](#) dashboard for system administrators. This report is not available for standard users.

- DAS System Access Report

Audits

The following reports are available in the Audits section of the [Reviews and Reports](#) dashboard.

- Audit Listing Report by Serial Number

- Audit Listing Report by Invoice Number

- Audit Tracking Log Report

- Audit Follow-Up Report

- Audit Follow-Up Report - SIC Units

To Get Help

Online Help is available from the **Main** tab on the primary menu.

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