

## EasyEdit Instruction Guide

When completing a customer's contract online in the Sheffield Dealer Suite you will now be able to adjust the VIN/Serial # and Invoice amount within certain parameters. The contract date will also default to today's date when printing the contract and cannot be adjusted.


**Dealer Approval**

Complete editable fields, as applicable. Read attestation message and click the checkbox. Click Next

Name Test Data	Manufacturer OEM Name Here
Equipment Lawn Mower	Model Year 2020
Model Number 1234567989	VIN/Serial Number ABCD1234567890123
Rate/Term 12 Months No Int w/Pymts: 9.99% (A&B) YM	Min/Max Range \$1,500 - \$15,000
Contract Date 09/20/2022	Invoice Amount \$14,000

I attest that the information above is accurate and I am in compliance with the Sheffield Financial Dealer Standards and Sheffield Financial Program Guidelines.

**RESET** **CANCEL** **NEXT**

- Click the **Green Check** as normal 
- On next screen, the following fields are editable:
  1. VIN/Serial #
  2. Invoice Amount
- The MIN – MAX range will be your limits to work within on a customer's contract amount
- The Contract Date field will automatically change to today's date
- To erase the editable fields, click **Reset**
- To cancel changes and return to Status of Applications screen, click **Cancel**
- When your changes are complete, click the attestation box and then **Next**

**Confirm Changes**

Please confirm the details below, hit Submit to continue or Go Back to return to the previous screen. Once you hit Submit, all previous versions of the contract are no longer valid. Print the contract and follow the loan package funding instructions to finalize.

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Equipment Lawn Mower	Model Year 2020
Model Number 1234567989	VIN/Serial Number ABCD1234567890123
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Contract Date 09/20/2022	Invoice Amount \$14,000

I attest that the information above is accurate and I am in compliance with the Sheffield Financial Dealer Standards and Sheffield Financial Program Guidelines.

**GO BACK** **SUBMIT**

### To Confirm Changes:

- After clicking **Next**, you will have the chance to verify your changes and make corrections by clicking **Go Back**
- You will not be able to make edits on the Confirm Changes screen
- When you are satisfied with your changes, click **Submit** to proceed to the Print Contract screen
- The rest of the contracting process remains the same
- **To ensure timely funding, please make sure the last revision of your customer's contract through EasyEdit is what gets signed and submitted for payment.**

This includes revisions through EasyEdit for:

- **Invoice Amount**
- **VIN/Serial #**
- **Contract Date (which is automatically adjusted to current date by going through the EasyEdit)**

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**800-438-8892**

Once you have completed the Easy Edit process and the customer has signed a contract, please do not go back into Easy Edit feature unless you need a new contract for the customer to sign. The contract date will automatically be updated again when the green checkmark is selected in the Action column and will not match what the customer originally signed. This can delay processing of the funding documents.