

## 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	2019
MODEL NUMBER	123456789
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	10/25/2019
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  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**

### 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

### FAQs:

- *Is this enhancement optional?* Yes. If you prefer that a Loan Processor make the change for you, call 800-438-8892, Option 1.
- *What if I have other changes?* Call 800-438-8892, Option 1 and a Loan Processor will assist you.
- *Will other enhancements be made?* Yes, this is only the first stop on our roadmap!

**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 Once you hit Submit, all previous versions of the contract are no longer valid.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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