

# Finance Instructions

## Submit Application

1. Go to **SheffieldFinancial.com**, click on Dealer section, then access dealer login and enter your username and password. (Must be registered as a dealer and have completed all three dealer registration steps to login.) Click on "Login."
2. Click "New Application."
3. Complete online application and click "Submit."
4. After 30 seconds, refresh the website and select the "Status Application" page. If a red  is in the **Process** box, the application has been denied. All other indicators will result in a phone call from a loan processor usually within 15 minutes during normal business hours (Monday-Saturday, 8 a.m. - 10:30 p.m. ET and Sunday, 1 - 8 p.m. ET).

## Check Loan Status and Print Contract

1. Enter your user name and password (must be registered as a dealer), then click "Login." On the **Application Status** page, you can view limited previous application activity.
2. If the credit application has been **Approved**, you will see a **Green**  mark in the **Process** box.
3. To **Print** the contract, click on the **Green**  mark which will take you to the **Complete Application** page. On this page, complete the model and serial number information. Then click "Next."
4. On the **View Agreement** page, **Print** the completed loan contract by clicking the "Print" icon.

## Funding

1. Upon approval, Sheffield generates and sends a loan document via fax OR email or uploads it into Dealer Suite. Dealer and customer both sign the bottom.
2. Fax documents to **800-438-8894** for funding:
  - Entire Contract signed by **dealer and customer**
  - Copy of sales receipt (receipt and contract should match exactly and include any down payment or trade-in, less any fees charged by Sheffield directly to customer)
  - For ATVs, UTVs, snowmobiles, motorcycles, personal water craft, trailers and other titled equipment, include a signed copy of the title application or a copy of the front and back of the MSO, or other legal documents with "Sheffield Financial, a division of Branch Banking and Trust Company" shown as the first lienholder. It is the dealers' responsibility to ensure all lienholder documentation is properly completed. Appropriate documentation for lien execution of collateral is based on state titling requirements. **\*\*\*All title/registration/MSO documentation must be listed in the debtor's name.\*\*\***
  - Send copies of ancillary/service contracts (extended warranty, GAP, etc.)
  - Send a copy of one form of Government issued identification for each debtor on the transaction
3. You will be funded within 24 hours of receipt of required loan documentation.

**SheffieldFinancial.com**

Phone: 800-438-8892

Fax: 800-438-8894

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