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Pre-Owned Collateral Qualification Certificate (CQC) Dealer Instructions

Sheffield's Collateral Qualification Certificate (CQC) process enables your dealership to instantly access a pre-owned vehicles average NADA value and receive a unique CQC code. The code identifies Sheffield's maximum credit advance and the maximum additional warranty allowance applicable to the specific vehicle. This process is required to fund a pre-owned loan.

1. Launch The CQC Process Inside Your Sheffield Dealer Portal

Navigate to the status of applications screen in your Sheffield dealer portal. Click the green hyperlink labeled PREOWNED CQC.

2. Qualify A Pre-Owned Vehicle

Once you've arrived at the Pre-Owned CQC page, click the orange button labeled "Click Here To Qualify Now". The button is in the top right corner of the screen.

3. Enter A Pre-Owned Vehicle

Enter the VIN of the pre-owned vehicle and click the "Check VIN" button. The system will automatically return the model year, make and model of the vehicle. If the VIN can not be found, use the drop downs to select the model year, make, and model.

4. Enter Mileage or Hour Details For The Pre-Owned Vehicle

Once the model year, make, and model are populated, enter the mileage or hours of the pre-owned vehicle and click "Continue".

5. Generate Your Collateral Qualification Certificate

The final step is to review and agree to the program guidelines, then click complete. If the vehicle qualifies, you'll receive a Pre-Owned Collateral Qualification Certificate (CQC). This certificate will display the vehicle's average NADA value, your unique CQC code, and the maximum Sheffield credit advance available for the vehicle.

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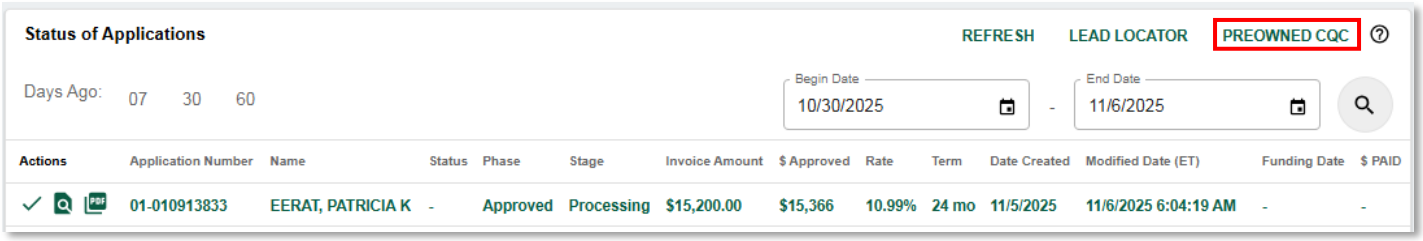
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Steps 1 & 2
Launch CQC & Enter VIN

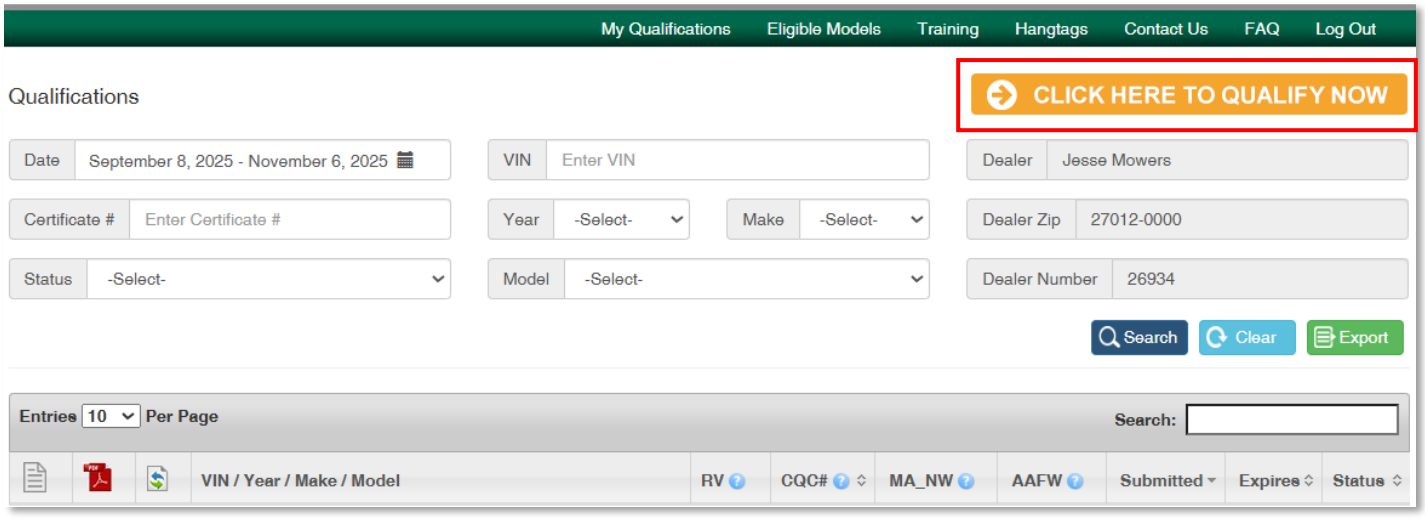
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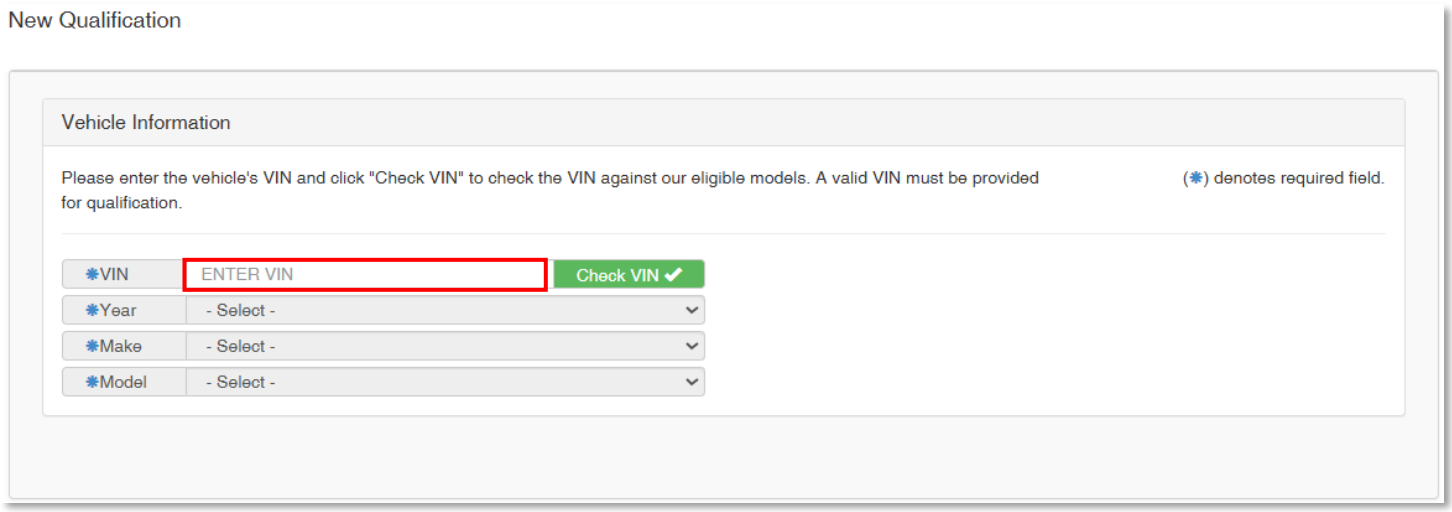
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Steps 3 & 4
Input Pre-Owned Vehicle and Mileage

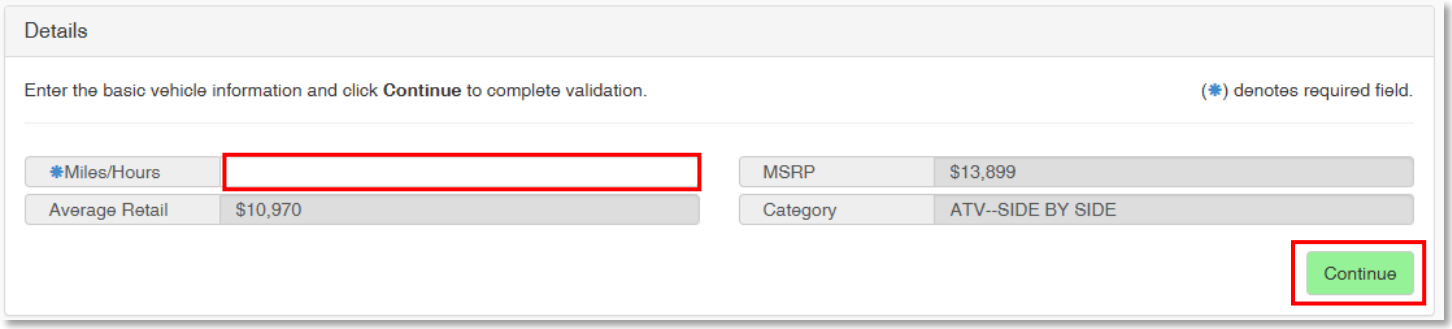
3. Enter A Pre-Owned Vehicle

Enter the VIN of the pre-owned vehicle to qualify the vehicle. After input, click the "Check VIN" button to have the system automatically return the model year, make, and model of the vehicle. If the VIN is not found by the system, use the drop downs to select the model year, make, and model. If two models are found by the system, select the correct model in the drop down. Click Next once all model information is entered.



4. Enter Mileage Details For The Pre-Owned Vehicle

Once the model year, make and model are populated enter the mileage or hours of the pre-owned vehicle and click "Continue".



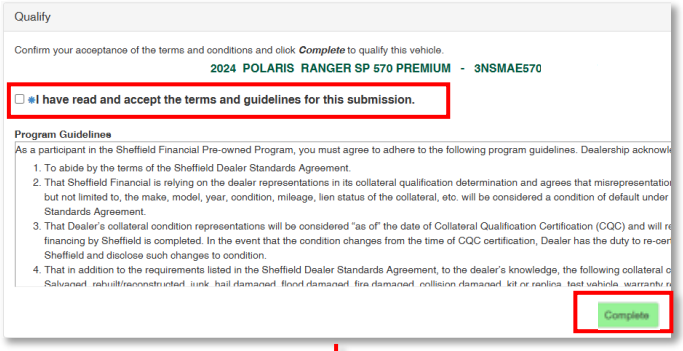
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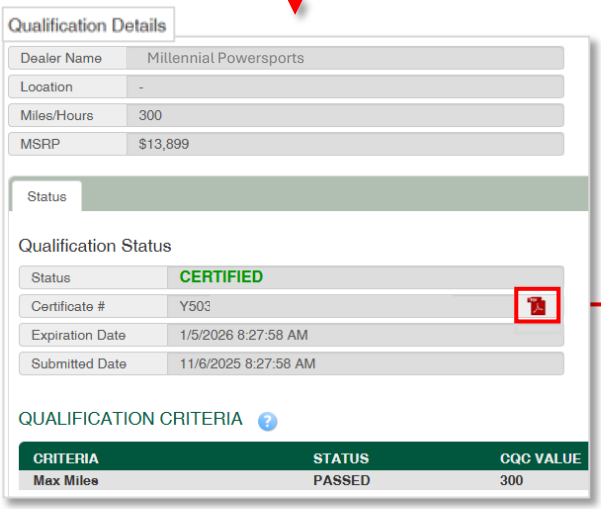
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Steps 5
Generate Your Collateral Certificate

The final step is to review and agree to the program guidelines, then click complete. If the vehicle qualifies, you'll receive a Pre-Owned Collateral Qualification Certificate (CQC) available as a downloadable pdf for funding. This certificate displays the vehicle's average NADA value, your unique CQC code, and the maximum Sheffield credit advance available for the vehicle.







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