

HOW TO UPLOAD YOUR FUNDING DOCUMENTS THROUGH SNAP CENTRAL OR SNAP LOAN

We're dedicated to finding new ways to support you, so you can focus on growing your business. Now, when you submit applications through SNAP Central or SNAP Loan, you can upload all your supporting documents in one place without having to email them. Upload the documents as they're ready and keep track of everything with the new Funding Documents Checklist. Here's what you need to know about using this new feature.

STEP 1

Complete the application as usual. When you get to the **DECISION SUMMARY** screen, click on **FUNDING DOCUMENT CHECKLIST**.

CHANGE PROGRAM DETAILS

PROMO: DEFERRAL PROMO | REQUESTED AMOUNT: \$15,000.00

WHAT ARE YOU FINANCING?: Bathroom Upgrade

FUNDING DOCUMENT CHECKLIST (highlighted)

Other buttons: NEXT STEP, EDIT APP / ADD CO-APP, PAYMENTS, NOTES, EMAIL DOCUMENTS, PRINT DOCUMENTS

STEP 2

Click the **UPLOAD** button beside the document you want to attach. Select the document from your device.

ATTACHMENTS

DESCRIPTION	ATTACHMENTS
<input type="checkbox"/> SNAP Equal Payment Agreement	UPLOAD (highlighted)
<input type="checkbox"/> Void Cheque, Pre Authorized Payment Form or Credit Card Receipt in Applicant or Co-Applicants Name	UPLOAD
<input type="checkbox"/> Invoice/Sales Contract Including Dealer Header, Customer Address, Asset Breakdown and Financed Amount	UPLOAD
<input type="checkbox"/> Signed Acknowledgment of Acceptance Form or Signed Invoice/Sales Contract (optional)	UPLOAD

BACK | NEXT STEP

STEP 3

Once all the documents are uploaded, click the confirmation check box and then the **NEXT STEP** button. You'll be asked to confirm that the installation is complete and ready for funding. Click **OK** to confirm or **CANCEL** to go back.

ATTACHMENTS

DESCRIPTION	ATTACHMENTS
<input type="checkbox"/> SNAP Equal Payment Agreement Pending approval Replace	VIEW
<input type="checkbox"/> Void Cheque, Pre Authorized Payment Form or Credit Card Receipt in Applicant or Co-Applicants Name Pending approval Replace	VIEW
<input type="checkbox"/> Invoice/Sales Contract Including Dealer Header, Customer Address, Asset Breakdown and Financed Amount Pending approval Replace	VIEW
<input type="checkbox"/> Signed Acknowledgment of Acceptance Form or Signed Invoice/Sales Contract (optional) Pending approval Replace	VIEW

I CONFIRM THAT THE INSTALLATION HAS BEEN COMPLETED AND THIS JOB IS READY TO BE FUNDED.

BACK | **NEXT STEP** (highlighted)

STEP 4

Refer to the **FUNDING DOCUMENT CHECKLIST** screen to view the status of documents. To update approved documents, click **REPLACE** below the document name. For deficient documents, click **VIEW DEFICIENCIES** to review the issues. Then click the **VIEW** button to upload a new document.

ATTACHMENTS

DESCRIPTION	ATTACHMENTS
<input type="checkbox"/> SNAP Equal Payment Agreement Document deficient View deficiencies	VIEW
<input checked="" type="checkbox"/> Void Cheque, Pre Authorized Payment Form or Credit Card Receipt in Applicant or Co-Applicants Name Document approved Replace	VIEW
<input type="checkbox"/> Invoice/Sales Contract Including Dealer Header, Customer Address, Asset Breakdown and Financed Amount Document deficient View deficiencies	VIEW (highlighted)
<input checked="" type="checkbox"/> Signed Acknowledgment of Acceptance Form or Signed Invoice/Sales Contract Document approved Replace	VIEW

I CONFIRM THAT THE INSTALLATION HAS BEEN COMPLETED AND THIS JOB IS READY TO BE FUNDED.

Your documents have been submitted

BACK | NEXT STEP

STEP 5

Once you've updated all the deficient documents, click the confirmation checkbox and then the **NEXT STEP** button. Click **OK** to confirm or **CANCEL** to go back.

For dealer reference only; not for distribution to customers or competitors.

For more information, reach out to your Business Development Manager.