

Step 3: How to use your NEW vSignature

Full Screen View of the vSignature Module

Deal # 53996 (1)

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Sales Tools (3)

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Default (18)

Buyer's PDF Password: tes44319 (19)

Buyer Emails / Cell Phones (20)

Email Address or Cell Phone (21)

Send Meeting Invite (22)

Client is connected (23)

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Name (27)

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Save Link (30)

Repayment Options

test test Test Test

1J9-SILVER 2019 Toyota Highlander

Odometer: 77 VIN: 5TDBZRFH7KS712621

Sale Price: \$34,574.39 Sales Tax: \$2,247.34 Cash Down: \$511.80 Doc Fee: \$650.00 Other Fees: \$100.00

Option One	Option Two	Option Three	Option Four
VSC 120 mo. / 100,000 miles \$0.00 Per Visit Deductible \$53.20 / mo ● Pays 100% of covered Labor and Parts. Includes Towing, Rental and Roadside Assistance ● Comprehensive mechanical & electrical breakdown coverage	VSC 120 mo. / 100,000 miles \$0.00 Per Visit Deductible \$53.20 / mo ● Pays 100% of covered Labor and Parts. Includes Towing, Rental and Roadside Assistance ● Comprehensive mechanical & electrical breakdown coverage	VSC 120 mo. / 100,000 miles \$0.00 Per Visit Deductible \$53.20 / mo ● Pays 100% of covered Labor and Parts. Includes Towing, Rental and Roadside Assistance ● Comprehensive mechanical & electrical breakdown coverage	VSC 120 mo. / 100,000 miles \$0.00 Per Visit Deductible \$47.97 / mo ● Pays 100% of covered Labor and Parts. Includes Towing, Rental and Roadside Assistance ● Comprehensive mechanical & electrical breakdown coverage
GAP 60 mo. / 999,999 miles \$14.70 / mo ● Picks up where the insurance company leaves off ● In the event your vehicle is totaled or stolen and unrecovered, GAP pays the difference of your payoff and the insurance	GAP 60 mo. / 999,999 miles \$14.70 / mo ● Picks up where the insurance company leaves off ● In the event your vehicle is totaled or stolen and unrecovered, GAP pays the difference of your payoff and the insurance	GAP 60 mo. / 999,999 miles \$14.70 / mo ● Picks up where the insurance company leaves off ● In the event your vehicle is totaled or stolen and unrecovered, GAP pays the difference of your payoff and the insurance	
Tire & Wheel 60 mo. \$14.79 / mo ● Protection from all road hazards ● Repair or replace all tires and wheels and charges associated with the repair or replacement.	Tire & Wheel 60 mo. \$14.79 / mo ● Protection from all road hazards ● Repair or replace all tires and wheels and charges associated with the repair or replacement.		

vSignature broken out in 25 sections

1. **Deal Number** - The deal number will appear in the top right, and if you ever need to go back to the deal work screen, you will just need to click the deal number.
2. **Sales Tools** - These will be your sales tools that you can use during your presentation. They include: the Warranty Tool and the GAP Tool
3. **Videos** - Any video that is uploaded, will appear in this section.
4. **Brochures** - Any Brochure that is uploaded into the signature module will appear in this section.
5. **Documents** - This section will be where you will find your Menu and Product Disclosure. These will appear black, but once they have been sign they will then become green. There is also a "Preview" icon you can click on to view the document.
6. **Deal Documents** - Documents that would be in this section would typically be the buyers order, privacy notices, etc. Anything that the dealer may want to include in the deal would be in this section.
7. **Other Documents** - Anything that a dealership may want to include that would show information about their dealership or any document such as factory warranty.

Section 8 - 18 are all document icons. These icons, once clicked on, will let you put information anywhere on the document that you click on.

8. **Dealer Signature** - You can click on this icon and the Dealers Signature will appear.
9. **Date** - This is the date icon where it will insert "Today's Date" where you click on the document.
10. **Highlighter** - By clicking on the Highlighter icon, you will be able to highlight any part of the documents you would like.
11. **Scribble (Free Write)** - By clicking on this icon, it will let you scribble any part of the document, circle anything, etc.
12. **Eraser** - By clicking on this icon, a prompt will appear that will ask you if you would like to erase your scribbles on "This Document" or "This Deal".
13. **Buyer Sign** - This icon is used for anywhere on the document that requires a Buyer's Signature. Click on this icon and then click on wherever the signature needs placed on the document and it will appear.
14. **Buyer Initial** - This icon is for anywhere on the documents that may need the Buyer's Initials to be signed.
15. **Buyer Check Mark** - This icon is a check mark that can be used to indicate a two term menu or place a check mark on certain contracts that may require it.
16. **Co-Signer Sign** - This icon is the same as the Buyer, except it is for a Co-Signer if there is one on the deal.
17. **Co-Signer Initial** - This icon is the same as the Buyer, except it is for the Co-Signers initials.
18. **Co-Signer Check Mark** - This icon is the same as the Buyer's check mark.
19. **Kill Switch** - This icon is for anytime a signature needs deleted from a specific document that is currently being viewed, or any signature off the deal completely. It is also known as the Reset Button.
20. **Document Distribution** - This section has the "Print Checked" button which will print ALL the documents that have a "Check Box" on them.
21. **Emails** - This section includes the "Delivery Consent" button which will prompt the user to ask them if they would like the documents emailed, printed, or both. The drop-down would be to include a Subject Line on the email that is being sent out of the documents. To set one up, this would be done from the "Setups" tab and then clicking on the "vSignature" tab. Each deal will also have a unique password for the buyer that will need to be inputted to view the documents.
22. **Buyer Emails/Cell Phones** - This section is where you would type in a phone number or email to have them remotely connect into the deal to view and sign documents from anywhere. After typing in the email or phone number, just click on "Send Meeting Invite" and that will send a text or email to the person to remotely connect.
23. **Dealer Emails** - This section would be for the dealer to add their email address, if they would also like a copy to receive any documents that is going out to the customer.
24. **Upload Documents** - Any documents that you would like to upload would be done in this section.
25. **Link Videos** - Any videos that you would like to upload would be done in this section of the vSignature Module.

