This document describes steps to create a new Loan Protection Quote using EasyQuote at visualgap.com.

GETTING STARTED
Login at **https://www.visualgap.com**

After logging in, look for the [EASY QUOTE] EasyQuote menu on the right side of your Home Screen. Choose the collateral type for your protection quote using the buttons in the blue EasyQuote menu box.

STEP 1: Provide Vehicle Details
Use the VIN Search or drop-down lists to select your vehicle **year, make, model and body**. Enter the VIN and mileage.
After the vehicle has been selected:
1. Vehicle Options & Valuations appear automatically. **Select optional equipment** included in your vehicle. You may hide or show this section using the [Show Vehicle Options & Valuations] link.
2. The **Vehicle Value Report** button will be available. Click to view your report!
3. If available, the **Monroney Label** link will be displayed. Click to view the vehicle's Monroney Label!
4. The **Total MSRP/NADA Retail** amount in the Loan column will be entered automatically.

▲ *When you arrive at the EasyQuote screen the products will not have quotes yet.*
Vehicle and Loan information must be entered first.
After entering this data, quotes will appear automatically.

STEP 2:   Enter Loan & Payment Details
In the Loan column, provide the Amount Financed, Number of Payments and Interest Rate.
The Base Payment is automatically calculated for you. After the Base Payment is displayed, you may enter a custom base payment. If you enter a custom payment amount, you must recalculate loan values by choosing "Click Here to Recalculate # Payments" or "Click Here to Recalculate Amount Financed" in the right column.
Your quotes will be generated and displayed automatically!
Any changes you make to the loan data will automatically update your quotes.
Look for the "Processing" icon. [Processing...]
The "Processing" icon indicates that quotes are being generated or information is being updated for you.

STEP 3: Enter Borrower Information
Enter the borrower's **First Name** and **Last Name** (required for saving your quote).
Enter the borrower's **Date of Birth** (required for retrieving a Credit Insurance quote).
Enter the remainder of the borrower's information.
Optional: Click "Add a Secondary Borrower" [Add a Secondary Borrower] to open the Secondary Borrower section and enter the Secondary Borrower's First Name, Last Name and Date of Birth (required for Joint Credit Insurance quote).

STEP 4: Click the Box By a Product Name to Accept a Quote
GAP

1) Click "Show GAP Analysis" to see the GAP analysis graph.
2) Choose the accepted GAP Waiver from the drop-down list.
3) Enter the Inception Date for the GAP Waiver.
4) Choose whether to include the GAP fee in the loan amount.
5) Check the box to the left of the "GAP" label to accept the
GAP quote.

Warranty

1) Click "Show Optional Coverages" and check the appropriate
Optional Service Contract Coverages.
2) Choose the accepted Warranty Option from the drop-down list.
3) Enter the Inception Date for the accepted warranty option.
4) Choose whether to include the VSC/MBI fee in the loan amount.
5) Check the box to the left of the "Warranty" label to accept the
warranty quote.

Credit Insurance

1) Select the accepted Credit Insurance Option from the drop-down list
2) Enter the Inception Date for the loan.
3) Check the box to the left of the "Credit Insurance" label
accept the Credit Insurance quote.

ADR

1) An eligble ADR Plan will be selected autometically, if applicable.
To accept a different ADR Plan, choose a plan from the drop-down list
or select "None" if your borrower does not wish to enroll.

Check Here if Undecided
Check Here to Decline All

If you have accepted one or more protection quotes, the
Undecided and Decline All options are unchecked for you.
"Check Here if Undecided" is automatically marked as "checked" for you when your quotes are first loaded.
Once you accept at least one quote, "Check Here if Undecidedl" will automatically be marked as "unchecked" for you.
If your borrower is undecided, please check the box labeled "Check Here if Undecided".

Step 5: Check a Box to Choose the Borrower's Preferred Payment Option
If you have accepted at least one product, two options for payment are presented.
Check the box by the accepted Payment Option.

35 months @ $529.92   45 months @ $424.27

Last Steps: Confirm Selections
If you are ready to save your quote, check the box labeled **"You Must Check HERE to Confirm Your Selections"**

You Must Check HERE to Confirm Your Selections

Click **"Save Easy Quote & Continue to Forms"**. Your quote will be saved and you will proceed to the Forms screen.

Save Easy Quote & Continue to Forms