

HOW TO ENTER AN APPLICATION

Step 1: Login to Dealer Portal

LINK: <https://www.decisionlender.com/DecisionLender35/clients/matadorsccu/index.jsp>

Enter Company ID,
User ID and Password ,
then click “Login”



Log-in
Please provide the following information to access your account.

Company ID:

User ID:

Password:

[Forgot Your Password?](#)

Receiving an error message when you login?
Incorrect information was entered or there were three failed login attempts . User account will be locked for 15 minutes. Login or reset password after 15 minutes(to reset, click on “Forgot Your Password “ . *For security and privacy reasons, neither your company administrator or MCCU has the ability to reset a user account.*

Step 2 – Start Application

Click “Application”



Work Queue Application Setup Change Password Support Logout

Summary Search Messages Reports Logged In as: Steve Ruehlen (mccu28)

Date Range

Begin Date: 06/04/2014

End Date: 06/17/2014 Queue Range

(Show All Queues) (Show All Dealers) (Show All Statuses) Filter

Archive

Applicant (Bold)	App #	Dealer	Decision	Funding	Date/Time	Messages
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Step 3: Complete section titled "Loan Information"



Cancel Save Review & Submit

Required fields are marked with an asterisk (*)

Dealer Information

* Select a Dealer: 4th Day Energy DBA Name: 4th Day Energy Dealer Number: 1045 Contact Name: Duane Deister * Contact Phone No.: (559) 284-1708

Loan Information

* Application Type: Individual * Loan Type: Solar * Term: 96 Months * Total Cash Price: \$ Down Payment: \$ Amount Requested: \$

* Purpose of Loan: [Text Field]

Applicant Information

* First Name: [Text Field] Middle Name: [Text Field] * Last Name: [Text Field] Suffix: (Select One) * Date of Birth: MM/DD/YYYY * Social Security No.: [Text Field]

* Home Phone No.: [Text Field] Cellular Phone No.: [Text Field] E-mail Address: [Text Field]

Current Address Information

<p>APPLICATION TYPE Select "individual" for one borrower, or "joint" for two borrowers</p>	<p>PURPOSE OF LOAN Defaults to "Solar"</p>	<p>LOAN TYPE Select Term</p>	<p>TERM Select Term</p>	<p>TOTAL CASH PRICE Enter the amount of the project. Include dealer fee</p>	<p>DOWN PAYMENT, Enter down payment, if applicable</p>	<p>AMOUNT REQUESTED Automatically calculated</p>
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Step 4 – Complete the following sections

Applicant Information – cell phone and email are critical

Current Address Information

Current Employer Information

Add Current Employer Information
(if borrower has more than one job)

Add Other Incomes Information
(income other than employment)

Add Previous Employer Information (optional)

If there is **not a joint borrower**,
click on “Review and Submit”,
then go to next page

If there is a joint borrower, complete
Information for the joint borrower
(see last page of this guide) , then
click on “Review and Submit”,

Required fields are marked with an asterisk (*)

Dealer Information

* Select a Dealer	DBA Name	Dealer Number	Contact Name	* Contact Phone No.
4th Day Energy	4th Day Energy	1045	Duane Deister	(559) 284-1708

Loan Information

* Application Type	* Loan Type	* Term	* Total Cash Price	Down Payment	Amount Requested
Individual	Solar	96 Months	\$	\$	\$

* Purpose of Loan

Applicant Information

* First Name	Middle Name	* Last Name	Suffix	* Date of Birth	* Social Security No.
			(Select One)	MM/DD/YYYY	

* Home Phone No. Cellular Phone No. E-mail Address

Current Address Information

Address Type: Home Address

* House Number	Prefix	* Street Name	Suffix	Street Type	Apt. No.	* Zip/Postal Code
	(None)		(None)	(None)		

* City	* State/Province	* How Long?	* Ownership	Monthly Amount	Mortgage Holder
	(Select One)	Yrs Mths	Own	\$	

* Property Type * Primary Residence

Single Family Residence Yes

Add Previous Address Information

Current Employer Information

Employment Status	* Employer	* Position	* Work Phone No.	* How Long?	* Annual Income
Employed				Yrs Mths	\$

Add Current Employer Information

Add Other Incomes Information

Add Previous Employer Information

Add References Information

Comments

Cancel Save Review & Submit

Step 5 – Final Steps

Review application with borrower

Corrections needed? Click red label “Back to Application” at the bottom –left of the page.

Read disclosure, check box to acknowledge acceptance, then Enter your initials to confirm.

Click on SUBMIT button

FINISHED!

Review & Submit Page

Application Type: Individual

General Information

Applicant						
Name/Email Address:	Date of Birth:	SSN:	Home & Cell No:	Address/Value/Balance:	Time/Ownership:	Monthly Amount:
any, any	01/08/1964	999-99-9999	H (999) 999-9999	12374 any Date, any, CA 99999 \$0.00	6 yrs. 0 mos. Own	\$40.00

Employment Information

Applicant						
Current Employer:	Work No:	Title:	Position:	Time at Employer:	Monthly/Annual Income::	
any	(999) 999-9999	any		9 yrs. 0 mos.	\$416.67 / \$5,000.04	

References

Applicant			
Contact Name:	Address:	Home/Work No.:	Relationship:

Loan Information

Loan Request Information					
Loan Type:	Purpose:	Down Payment:	Amount Requested:	Rate	Term:
Solar	solar	\$1,000.00	\$9,000.00		96

Confirmation

Disclosure

By applying for this loan, you are granting the Credit Union permission to gather and retain credit and employment information and share information concerning our credit experience with you to others. If you provide us with a co-applicant on this loan, you are also agreeing that the co-applicant has authorized submission of this application and agrees to these terms.

Do you authorize the Credit Union to obtain your credit report and process this loan application?

*Applicant Acknowledgement

The applicant has verbally agreed to the terms specified above. Initials:

[Back to Application](#) [TOP ^](#)

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Co-Applicant Screen

Complete all sections that apply

Co-Applicant Information									
* Borrower Type: (Select One) <input type="text"/>									
* First Name	Middle Name	* Last Name	Suffix	* Date of Birth	* Social Security No.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	(Select One) <input type="text"/>	MM/DD/YYYY <input type="text"/>	<input type="text"/>				
* Home Phone No.	Cellular Phone No.	E-mail Address							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
Current Address Information									
<input type="checkbox"/> Same as Applicant									
Address Type: <input checked="" type="radio"/> Home Address									
* House Number	Prefix	* Street Name	Suffix	Street Type	Apt. No.	* Zip/Postal Code			
<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	(None) <input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>			
* City	* State/Province	* How Long?	* Ownership	Monthly Amount	Mortgage Holder				
<input type="text"/>	(Select One) <input type="text"/>	Yrs <input type="text"/> Mths <input type="text"/>	Own <input type="text"/>	\$ <input type="text"/>	<input type="text"/>				
* Property Type	* Primary Residence								
Single Family Residence <input type="text"/>	Yes <input type="text"/>								
<input type="checkbox"/> Add Previous Address Information									
Current Employer Information									
Employment Status	* Employer	* Position	* Work Phone No.	* How Long?	* Annual Income				
Employed <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yrs <input type="text"/> Mths <input type="text"/>	\$ <input type="text"/>				
<input type="checkbox"/> Add Current Employer Information									
<input type="checkbox"/> Add Other Incomes Information									
<input type="checkbox"/> Add Previous Employer Information									
<input type="checkbox"/> Add References Information									
<input type="checkbox"/> Comments									

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