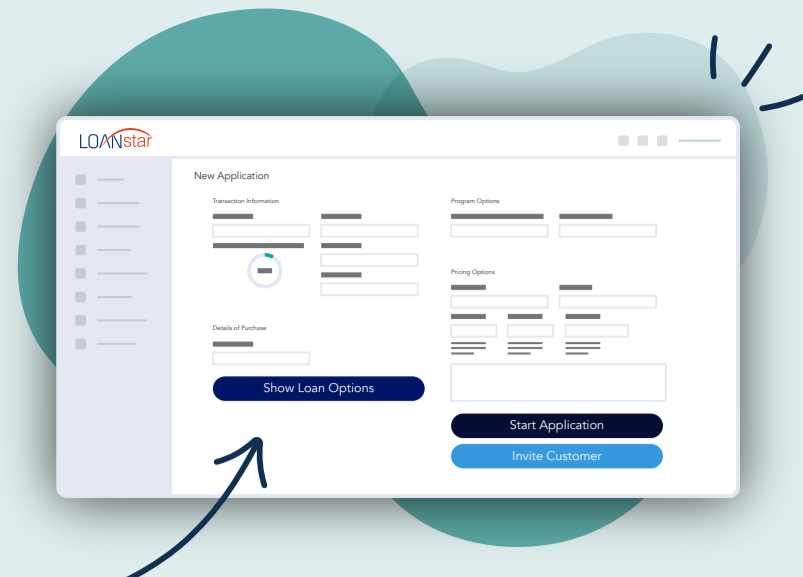




Loan Applications in MerchantLinQ

Welcome to MerchantLinQ! Now that you've completed onboarding, you're ready to start offering financing solutions to your customers. This guide will walk you through the process of completing loan applications, sending application invitations, and updating loan amounts on MerchantLinQ.



Follow these steps to complete a customer loan application:



STEP 01

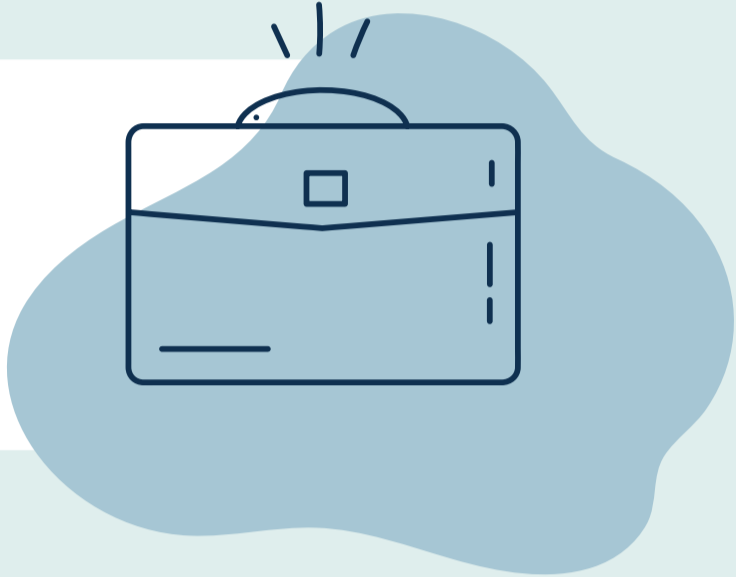
Navigate to 'New Application' on the homepage. This page will direct you to enter your customer's address to find a local partnered lender.*

**You may be asked to select which financing program meets your customer/consumer's needs.*

STEP 02

From the list of lenders that appear, select a lender to finance this transaction.*

**This function only applies if you partner with multiple lenders.*



STEP 03

Select a purchase type, enter total cost of the item, the down payment (if applicable), and the description of purchase.*

**You may be asked to select which Purchase Type most closely relates to your type of offering(s).*

STEP 04

If the 'Program Options' aren't automatically selected, click the drop-down arrow to display your options.



STEP 05

Under 'Pricing Options' select your rate option, funding type, rate, term, and term deferral, if applicable.

Purchasing a special rate from a lender?

If you have purchased a special rate from your lender (low rate or 0%) you can select that under 'Rate Option.'

STEP 06

Click 'Start the Application' to take down information directly from the customer if you are in-person with them.



Enable a customer to apply on their own!

Click 'Invite Customer' to send the customer a link to apply at home. Enter their name, number, and email to invite them via SMS or email.

Need to update the loan amount after the customer has applied?

Follow these steps:



Select Pipeline on the MerchantLinQ homepage. From the list of loan applications, select your chosen file.



In the list of completion steps on the right side of the page you will see 'Transaction Details.' Select the dark blue 'Edit Details' button.



From this pop-up, merchant users can adjust the total price, down payment, and description.



Once the total price is updated, the estimated payment, the merchant cost/credit, and estimated funding amount will automatically adjust. Select 'Accept Changes' to save the new loan amount.

Have MerchantLinQ questions?

Contact your Sales Representative or email merchantsales@loanstartech.com to receive personalized platform help.

