

## Dealer Sign Up Instructions for Wells Fargo Consumer Financing

### Enroll and Enjoy Our Industry Leading Program and Promotions

#### Complete & Submit Electronic Dealer Enrollment

- › Log in to *Comfortsite / Financial / Consumer Financing / Enroll Now*
- › Submit the completed package directly from Comfortsite.
- › After clicking submit, a DocuSign email will be automatically sent to the individual listed as the Authorized Signer.
- › After the Authorized Signer completes their signature, a DocuSign email will be sent to the Owner to complete the enrollment. If the Authorized Signer is the Owner no additional signatures will be required.
- › Total ownership of all owners listed should be at least 51%. You do not need to list all of the owners on the enrollment information screen so long as at least 51% is included. All owners listed on the enrollment will be required to sign the DocuSign agreement.
- › Once the DocuSign agreement(s) are signed, your application is submitted to Wells Fargo for review.
- › Please note, Wells Fargo will make a soft inquiry on the personal credit of the business owner(s) when reviewing the application. Soft credit inquiries will not impact the owner's personal credit score.
- › If you have been in business for less than 2 years, you will also need to complete in detail the New in Business Questionnaire embedded in the dealer enrollment.

#### Required Wells Fargo Introductory Program Call

- › Wells Fargo will contact you within a few days of submission to review your application. If they leave a message, it is critical that you return their call to progress to next steps for underwriting and enrollment.
- › The approval process may take 2-3 weeks from submission to activation. In some cases, Wells Fargo may request both personal and business financial statements.

#### Complete the Wells Fargo New Merchant Training

- › You must complete the Wells Fargo New Merchant Training before you begin offering financing. After the training is complete, you will be emailed your Wells Fargo merchant number and temporary passcode for your first-time log on to the Wells Fargo Online Resource Center (ORC).
- › Log in to your ORC and re-set your password.
- › Complete the required Knowledge Checks that review what you learned in New Merchant Training.

#### Start Using the Wells Fargo Home Projects Financing

If you have any questions, please call Wells Fargo at 1-800-577-5313 between 8am-5pm CT or send an email to [RSFDealerEnrollments@wellsfargo.com](mailto:RSFDealerEnrollments@wellsfargo.com).