



# RDN Training Material

## RDN User Agreement

### Full User





# RDN User Agreement Full User

Please follow the steps provided in the following slides to electronically sign your User Agreement with RDN.

<b>Main Menu</b>	Add Order	Open Orders [2291]	My Orders [169]	MultiSearch	Clients/Assignees	Adjusters	Accounting	CarsArrive
Repos > Jan 1st [2]	New Web [6]	New Updates [420]	Pending: H[28] C[18214]	Agent [0]	On Hold [38]	Need Info [6]	OPENLANE	
First <input type="text"/>	Last <input type="text"/>	Client Acct # <input type="text"/>	Ref # <input type="text"/>	Case # <input type="text"/>	VIN <input type="text"/>	Invoice # <input type="text"/>	<input type="button" value="Go"/>	

## 6. Management Functions:

Daily Received Order Report  
View/Edit Storage Locations  
Upper-Management Area (Password Required)

From the Main Menu, scroll down to box 6: Management Functions. Select Upper Management Area and enter your Upper Management password to continue.

## Protected Area :: All Entries Logged

Enter Your Password to Continue:



# RDN User Agreement Full User

## Management Functions Listing

- 1.> View / Edit Company User Accounts [**\*\*EDIT User Access to RDN Here\*\***]
- 2.> Add Company Sub-Statuses [Add Company Sub-Statuses]
- 3.> View / Edit Company Profile [Add Company Doc's, Change Address, Phone, Fax]
- 4.> Edit Global Security Settings [Change Company Password Length, Expiration ETC]
- 5.> Change Management Settings [**EDIT E-Mail Notifications, Company Setup Info and Default Fees**]
  
- 6.> View Repossession Statistical Reports [Agent Times to Recovery, % of Orders from Clients ETC]
- 7.> View Recent Updates [Search for Updates by USER/CASE WORKER, AGENTS and DATE]
- 8.> Generate Monthly Repossession Report
- 9.> Client Custom Fee's Schedules
- 10.> Motor Vehicle Account Settings (TX)
  
- 11.> Add New Employee [Just for your Info, No RDN Access Rights Here]
- 12.> View/Edit Employee, Company Adjusters, Outside Adjusters
  
- 13.> View Agent Login Statistics
- 14.> View User Login Statistics
- 15.> View Client Login Statistics
  
- 16.> Data Removal [**Delete Entire Case File, Agents, Assignee's ETC \*\*Unrecoverable if Removed\*\***]
- 17.> Branch-Zip Code Set-Up and Coverage Areas
- 18.> RDN Account Management

Select option 18: RDN Account Management.



# RDN User Agreement Full User

You must add an Authorized Contract Signer(s) prior to completing the RDN User Agreement.

ⓘ × Please add an authorized contract signer

CONTRACT MANAGEMENT
Contracts
Authorized Contract Signers

## Authorized Contract Signers

This account does not have the contact information for an authorized contract signer.

Authorized contract signers are either the owner(s) of the company, or a person authorized by the owner(s) to enter into legally binding agreements on behalf of the company. RDN will use this information to send important contract-related communications and may require proof of ownership, or equivalent documents, in the future.

If this information is not updated, your access may be impacted in the future.

Thank you for your cooperation.

+ Add Authorized Contract Signer

Select Add Authorized Contract Signer.



# RDN User Agreement Full User

CONTRACT MANAGEMENT

Contracts

Authorized Contract Signers

## Authorized Contract Signers

+ Add Authorized Contract Signer

Name	Phone	Cell	Email	Address
Example Signer	817-204-0298		carrie@recoverydatabase.net	1234 RDN Place Austin TX 78746

You have now added an Authorized Contract Signer(s).



# RDN User Agreement Full User

CONTRACT MANAGEMENT

**Contracts**

Authorized Contract Signers

## Contracts

Name	Status	Created On	Signed On	Contract Signer	
User Agreement	Pending	12-09-2015	***		<a href="#">Start</a>
<input type="radio"/> Example Signer					

Select Contracts to be returned to the Contracts page.



# RDN User Agreement Full User

You may now electronically sign your RDN User Agreement.

CONTRACT MANAGEMENT

Contracts

Authorized Contract Signers

### Contracts

Name	Status	Created On	Signed On	Contract Signer	
User Agreement	Pending	12-09-2015	***		<input type="button" value="Start"/>

Example Signer

Select the Signer and press Start.



# RDN User Agreement Full User

You will now be taken to the Echo Sign Services website to sign your RDN User Agreement.

**RDN LICENSING AGREEMENT**

**RDN LICENSING AGREEMENT For** **Security Code**

This is a binding legal agreement between RECOVERY DATABASE NETWORK, INC., a Delaware Corporation with its principal offices at 13085 Hamilton Crossing Blvd., Carmel, IN 46032 ("we," "us," "our," or "RDN") and the recovery/repossession service provider listed below ("LICENSEE," "you," "your," or "yourself"):

**Start**

Legal Name of Repossession Agency (as it appears on State Repossession Agent License or equivalent)

**RDN LICENSING AGREEMENT**

**RDN LICENSING AGREEMENT For** **Security Code**

This is a binding legal agreement between RECOVERY DATABASE NETWORK, INC., a Delaware Corporation with its principal offices at 13085 Hamilton Crossing Blvd., Carmel, IN 46032 ("we," "us," "our," or "RDN") and the recovery/repossession service provider listed below ("LICENSEE," "you," "your," or "yourself"):

**Next**

YOUR BUSINESS NAME HERE

Legal Name of Repossession Agency (as it appears on State Repossession Agent License or equivalent)

Select Start to begin completing the RDN Licensing Agreement. Once you have completed the information, select Next to complete the additional fields.





# RDN User Agreement Full User

You will now be taken to the Echo Sign Services website to sign your User Agreement.

**ACCEPTED AND AGREED:**

ENTER YOUR NAME HERE  
ENTER YOUR NAME HERE (Jan 18, 2016)

Jan 18, 2016

Next

Place your cursor in the box to electronically sign your User Agreement. The page below will appear. Enter your name and press Apply.

Type Draw

ENTER YOUR NAME HERE

Sign

ENTER YOUR NAME HERE

Cancel Apply



# RDN User Agreement Full User

You will now be taken to the Echo Sign Services website to sign your User Agreement.

The screenshot displays two sequential stages of a user agreement process. Each stage features a grey sidebar on the left with a yellow arrow-shaped button labeled "Next".

**Top Stage:** The main content area shows the heading "ACCEPTED AND AGREED:" followed by a signature line containing the text "ENTER YOUR NAME HERE" and a date "Jan 18, 2016". Below this is a yellow button labeled "Click to Attach Proof of Ownership Documents".

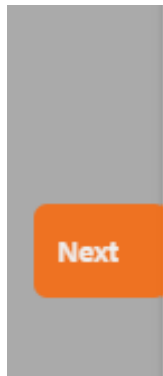
**Bottom Stage:** This stage shows the same "ACCEPTED AND AGREED:" heading and signature line. However, the date is now "Jan 18, 2016" and a file named "FILE: Lighthouse.jpg" is listed below.

A red-bordered text box with the instruction "Select Next to attach proof of ownership documents. Once you have attached your documents, select Next." has three red arrows pointing to the "Next" buttons in both stages and the "Click to Attach Proof of Ownership Documents" button in the top stage.



# RDN User Agreement Full User

You will now be taken to the Echo Sign Services website to sign your User Agreement.



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**Signature:**  ENTER YOUR NAME HERE (Jan 18, 2016) ✕

**Email:**

Select Next to have your signature placed in the field.

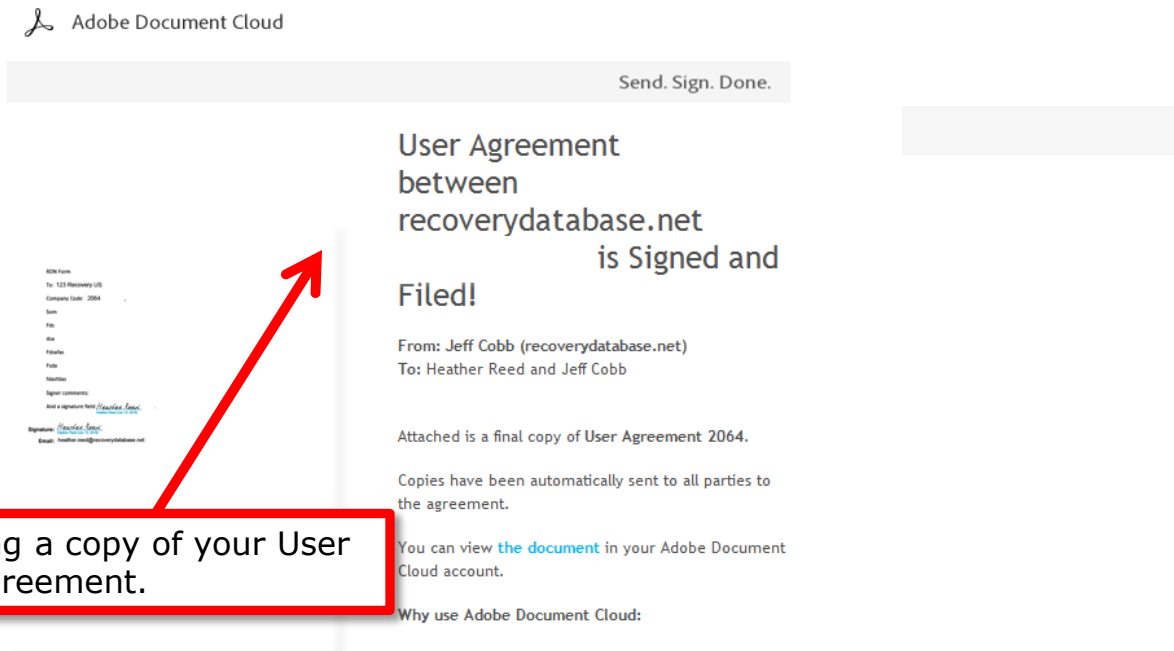






# RDN User Agreement Full User

After you confirm your signature, you will be emailed a signed copy of User Agreement as a PDF.



Email containing a copy of your User Agreement.



# RDN User Agreement Full User

After you confirm your signature, you will be emailed a signed copy of User Agreement as a PDF.

CONTRACT MANAGEMENT
Contracts
Authorized Contract Signers

## Contracts

Name	Status	Created On	Signed On	Contract Signer	
Company User Agreement effective 02-02-2016	Signed	01-18-2016	01-18-2016	Carrie Demo (cbarbour@openlane.com)	*****

Status of your User Agreement in RDN.



# Questions?

If you have any questions regarding this new release, please contact RDN Support.

817-204-0298, option 1

[support@recoverydatabase.net](mailto:support@recoverydatabase.net)