

User Guide

Signing Manual Contracts

AUTO LENDING



Quick tips

1. You can download a copy of the loan contract via the DocuSign link.
2. Easily upload your required documents using the 'Document upload' feature.
3. Send a request to our team to verify the manual contract.

Downloading & Uploading the Contract

- > Once you have sent contracts for signing, you will receive an email from DocuSign. Click 'review' which will open your contract in the web browser (similar to e-sign).

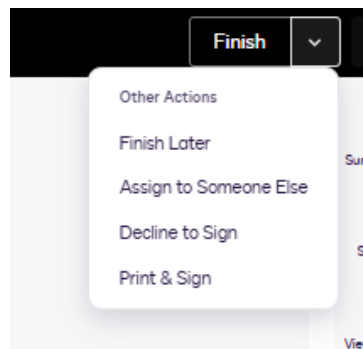
Open the contract, click on the down arrow, select Print & Sign. When prompted, click 'Upload' which will then give you the option to download the contract as a PDF.

Once you click 'Download' and the file has been downloaded, you can close the browser.

- > Once you have completed the manual signing process with the customer and completed all disclosures, scan and upload the signed contract to the portal.

Within the application, go to 'Uploaded Documents' and click on Add.

Select 'Loan Contract Document' as the document type and upload the file.



Manual Verification

- > To move to the next stage 'Signed - awaiting conditions', please send a communication message to our team asking them to verify the manually signed contract and move it to the signed stage.

Our team will manually verify and move the stage so you can continue with completing your settlement conditions and submit to settlements.

- > Please ensure that your customer receives their signed copy of their loan contract.

Need further support?

Contact our dedicated support team on **0800 003 111** or autosupport@avantifinance.co.nz. Alternatively, your local Relationship Manager can assist you.