Credit approvals in DriveOnline

My application is approved – where do I find approval conditions?

Once you've received the approval notification, there are two places you can see the approval conditions: <u>on screen</u> and in the <u>approval advice</u>.

You can choose to switch off approval notifications if you don't want to receive these.

On screen

- 1. Locate the application for which you received the approval notification. Double-click on the application to open or click on the application once then click 'Open' in the ribbon.
- 2. The application opens to the **details** screen. At the bottom of this screen, you'll see the **approval conditions** box with all the approval conditions from the credit analyst.

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In the Approval Advice

You can also see approval conditions on the approval advice. To generate the approval advice, you need to use the 'Generate Docs' functionality within DriveOnline.

- 1. Log in to DriveOnline and open the application in question.
- 2. Click 'Validate Docs'
- 3. Complete any **mandatory information** that you haven't yet completed (if you don't know the information at this point, you can enter placeholder information)
- 4. Click **'Resubmit'** and follow the resubmission process if required (if no material change is made, this will not go to the credit team for re-assessment)
- 5. Click 'Generate Docs' and answer the document generation questions
- 6. Uncheck all documents other than Approval Advice. Click 'Generate'.

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I don't want to receive approval notifications

It's possible to switch off the approval notifications. Follow these steps:

- 1. Click on the **profile** in the top right hand corner
- 2. Choose 'My Account'
- 3. Uncheck 'CB Notification'

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| | Leave the password fields blank if you do not wish to change the passwo |
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If you want to switch approval notifications back on, simply **re-check** the box.



CAPITAL FINANCE