



*Setting up ADP Credit Check codes  
in RouteOne*

1. Click on the Admin tab. *Note: Dealer must have Dealer System Administrator (DSA) privileges.*

The screenshot shows a Windows Internet Explorer browser window displaying the RouteOne website. The address bar shows the URL: <https://pprod.routeone.net/Web/BIServlet?captiveId=ROUTEONE>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation bar features links for RouteOne Home, Participating Finance Sources, and Participating Dealer Service Providers. Below this, there are several tabs: Deals, New App, Credit Reports, Vehicle Values, F&I Exchange, Rates & Forms, Reports, and Admin. The Admin tab is highlighted with a red rectangular box. The main content area of the website includes a "Welcome RouteOne Users!" message, a "Make RouteOne your Homepage!" link, and a prominent announcement: "ATTENTION ROUTEONE VEHICLE VALUE SUBSCRIBERS! CLICK HERE FOR IMPORTANT INFORMATION REGARDING YOUR SUBSCRIPTION." Below this, there is a notice about "Release 8.2" scheduled for February 6, with a link to review the enhancements. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, DSP Utilization), and the system tray with the time 3:06 PM.

## 2. Click on Credit Bureau/DSP tab.

The screenshot shows a web browser window displaying the RouteOne website. The browser's address bar shows the URL: <https://pprod.routeone.net/Web/BIServlet?captiveId=ROUTEONE>. The website's navigation menu includes tabs for 'Deals', 'New App', 'Credit Reports', 'Vehicle Values', 'F&I Exchange', 'Rates & Forms', 'Reports', 'Admin', 'Dealer Info', 'Premium Services', 'Credit Bureau / DSP', 'Finance Sources', and 'Users'. The 'Credit Bureau / DSP' tab is highlighted with a red rectangular box. Below the navigation menu, the page title is 'Dealership Information'. A yellow text box indicates that fields marked with an asterisk are required. The main content area contains a form for 'Dealership Information' with fields for 'Dealership Legal Name', 'Doing Business As', 'Dealership Group', 'Country', 'Phone Number', 'Fax', 'Main Dealership Email', and 'This email address is:'. Below this, there are sections for 'Physical Location Address' and 'Mailing Address', each with fields for 'ZIP Code', 'Address Line 1', 'Address Line 2', and 'City'. The browser's taskbar at the bottom shows several open applications, including 'Microsoft Office', 'DSP Utilization', and 'Microsoft PowerPoint', along with the system clock showing 3:07 PM.

### 3. Click on Show Inactive DSPs.

The screenshot shows a web browser window displaying the RouteOne application. The page title is "Manage Credit Bureau Source / Dealer System Provider". The navigation menu includes "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". The main content area has a sub-header "Select a Dealer System Provider" and a table with columns for "Dealer System Provider", "CREDIT APPLICATION", and "Actions". The "CREDIT APPLICATION" columns are "Send Data from DSP to RouteOne", "Send Data from RouteOne to DSP (Manually)", "Send Data from RouteOne to DSP (Automatically)", and "F&I Reporting". A red box highlights the "Show Inactive DSPs" button located below the table. A "Return to CB / DSP Summary" button is also visible at the bottom right of the main content area.

**Manage Credit Bureau Source / Dealer System Provider**

\* highlighted = required field

**Select a Dealer System Provider**

The first table below contains those Dealer System Providers in which your dealership has an association. If you wish to make a change, select the appropriate value (s) for that DSP, and click the corresponding 'Submit' button.

Please click the 'Show Inactive DSPs' to request integration with an additional Dealer System Provider.

Dealer System Provider		CREDIT APPLICATION				Actions
DSP	Dealer/DSP Status	Send Data from DSP to RouteOne	Send Data from RouteOne to DSP (Manually)	Send Data from RouteOne to DSP (Automatically)	F&I Reporting	
<p><a href="#">Show Inactive DSPs</a></p>						

[Return to CB / DSP Summary](#)

4. For the DMS you would like to activate, change the status to Requested. Click on the Submit button to process changes.

The screenshot shows a web browser window displaying the RouteOne interface. The browser's address bar shows the URL: <https://pprod.routeone.net/Web/BIServlet?captiveId=ROUTEONE>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search bar, a search button, and various utility buttons like Fun Cards, Smiley Central, Screensavers, and Cursor Mania. The browser's status bar shows the text "Done" and the address bar content.

The RouteOne interface has a navigation bar with links for "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". Below the navigation bar, there is a message: "Please click the 'Show Inactive DSPs' to request integration with an additional Dealer System Provider."

The main content area displays a table with the following columns: "Dealer System Provider", "Dealer/DSP Status", "Send Data from DSP to RouteOne", "Send Data from RouteOne to DSP (Manually)", "Send Data from RouteOne to DSP (Automatically)", "F&I Reporting", and "Actions".

The table contains the following rows:

Dealer System Provider	Dealer/DSP Status	Send Data from DSP to RouteOne	Send Data from RouteOne to DSP (Manually)	Send Data from RouteOne to DSP (Automatically)	F&I Reporting	Actions
ADP webSuite	Select	Select	Select	N/A	Select	Submit
DMS@NET	Select	Select	Select	N/A	Select	Submit
ELITE	Requested	Requested	Requested	N/A	Requested	Submit
ODS	Select	Select	Select	N/A	Select	Submit
Test ADP DMS	Select	Select	Select	N/A	Select	Submit
Test DMS for Reynolds	Select	Select	Select	N/A	Select	Submit
UAT TEST DMS	Select	Select	Select	Select	Select	Submit
UCS	Select	Select	Select	N/A	Select	Submit
UCS TEST DMS	Select	Select	Select	Select	Select	Submit

Below the table, there is a button labeled "Return to CB / DSP Summary".

## 5. Select OK to confirm changes.

The screenshot shows a web browser window displaying a confirmation dialog box. The dialog box contains the text: "Upon confirming, an email will be sent to the DSP, requesting the selected modules. Do you wish to confirm?". The "OK" button is highlighted with a red rectangle.

The background page is titled "RouteOne" and contains a table of Dealer System Providers. The table has the following columns: Dealer System Provider, Dealer/DSP Status, Send Data from DSP to RouteOne, Send Data from RouteOne to DSP (Manually), Send Data from RouteOne to DSP (Automatically), F&I Reporting, and Actions. The table lists several providers, including ADP webSuite, DMS@NET, ELITE, ODS, Test ADP DMS, Test DMS for Reynolds, UAT TEST DMS, UCS, and UCS TEST DMS. Each row has a "Submit" button in the Actions column.

Navigation links at the top of the page include "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". A "Return to CB / DSP Summary" button is located at the bottom of the table area.

Dealer System Provider	Dealer/DSP Status	Send Data from DSP to RouteOne	Send Data from RouteOne to DSP (Manually)	Send Data from RouteOne to DSP (Automatically)	F&I Reporting	Actions
ADP webSuite	Select	Select	Select	Select	Select	Submit
DMS@NET	Select	Select	Select	Select	Select	Submit
ELITE	Requested	Requested	Requested	N/A	Requested	Submit
ODS	Select	Select	Select	N/A	Select	Submit
Test ADP DMS	Select	Select	Select	N/A	Select	Submit
Test DMS for Reynolds	Select	Select	Select	N/A	Select	Submit
UAT TEST DMS	Select	Select	Select	Select	Select	Submit
UCS	Select	Select	Select	N/A	Select	Submit
UCS TEST DMS	Select	Select	Select	Select	Select	Submit

## 6. Click on the Add/Edit Credit Bureau button.

The screenshot shows the RouteOne web application interface. The main heading is "Manage Credit Bureau Source / Dealer System Provider". Below this, there is a "Credit Bureau / Dealer System Provider Summary" section. This section contains a table with columns for "Dealer System Provider", "CREDIT APPLICATION", and "F&I Reporting". The table lists one entry: "ELITE" with a "Requested" status and various data flow settings. Below the table, it states "Credit Bureau Source: None". At the bottom of the summary section, there are two buttons: "Add/Edit DSP" and "Add/Edit Credit Bureau". The "Add/Edit Credit Bureau" button is highlighted with a red rectangular box.

RouteOne Home | Participating Finance Sources | Participating Dealer Service Providers

RouteOne Notifications

RouteOne Help | My RouteOne | Exit RouteOne

RouteOne. Deals New App Credit Reports Vehicle Values F&I Exchange Rates & Forms Reports Admin Dealer Info Premium Services Credit Bureau / DSP Finance Sources Users

### Manage Credit Bureau Source / Dealer System Provider

\* highlighted = required field

#### Credit Bureau / Dealer System Provider Summary

Listed below are the Dealer System Providers in which your dealership is currently 'Active' with, or has 'Requested' activation with, as well as your Credit Bureau Source. Please click the 'Add/Edit DSP' button to modify your Dealer System Providers selections, or the 'Add/Edit Credit Bureau' to change your Credit Bureau selection.

Dealer System Provider		CREDIT APPLICATION			
DSP	Dealer/DSP Status	Send Data from DSP to RouteOne	Send Data from RouteOne to DSP (Manually)	Send Data from RouteOne to DSP (Automatically)	F&I Reporting
ELITE	Requested	Requested	Requested	N/A	Requested

Credit Bureau Source: None

Add/Edit DSP Add/Edit Credit Bureau


## 7. Select ADP Credit Check from the pull-down menu. Click on Continue.

The screenshot shows a Windows Internet Explorer browser window displaying the RouteOne website. The address bar shows the URL: <https://pprod.routeone.net/Web/BIServlet?captiveId=ROUTEONE>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains the URL and a search box with the text "appone". The browser's toolbar includes various icons for search, email, and social media. The main content area of the browser shows the RouteOne website with a navigation bar at the top containing "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". The main content area contains text about ADP's Credit Check integration and a form for selecting a credit bureau source. The form has a label "\*Please select a credit bureau source:" and a pull-down menu. The menu is open, showing four options: "ADP Credit Check", "I do not wish to select a credit bureau source at this time", "ADP Credit Check", and "Direct Access Powered by RouteOne". The "ADP Credit Check" option is highlighted in blue. Below the form are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red box. At the bottom of the browser window, there is a footer with the text "© 2003-2008 RouteOne LLC. All rights reserved. | Use Policy | Privacy Policy". The Windows taskbar at the bottom shows the Start button and several open applications: Calendar - Micr..., https://pprod..., Microsoft Excel..., DSP Post-NADA..., Microsoft Power..., IM with psctl fr..., and a system tray with a volume icon, a network icon, and a clock showing 1:54 PM.

RouteOne Home | Participating Finance Sources | Participating Dealer Service Providers

ADP's Credit Check tightly integrates with your sales processes. This means there is less re-keying of information throughout the sales process increasing speed and accuracy.

Find out how you can make your credit process more efficient and easy, talk to an ADP associate today at 1-888-424-6342.

Direct Credit Bureau Access Powered by 

Take advantage of direct credit bureau access powered by RouteOne! Request and view credit reports obtained directly from TransUnion, Equifax, and Experian. Obtain consumer credit reports, submit a credit application, and increase efficiencies by using one system to meet all your credit application needs.

RouteOne has negotiated pricing for consumer credit reports from TransUnion and Experian (discussions are in progress with Equifax). Dealers wishing to benefit from this offer must have an established direct relationship with one or more of the credit bureau agencies. For more information, contact the RouteOne Help Desk at 1-866-ROUTE01 (1-866-768-8301).

\*Please select a credit bureau source:

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8. Click on Submit to confirm your selection.

The screenshot shows a Windows Internet Explorer browser window displaying the RouteOne website. The address bar shows the URL: <https://pprod.routeone.net/Web/BIServlet?captiveId=ROUTEONE>. The page title is "Manage Credit Bureau Source / Dealer System Provider". The navigation menu includes "RouteOne Home", "Participating Finance Sources", and "Participating Dealer Service Providers". The main content area is titled "Verification" and contains the following text:

Credit Bureau Source: ADP Credit Check

Please review your selection above and verify that it is correct. If changes are necessary, click the "Back" button to change your selections. Otherwise, click the "Submit" button.

If you have selected to use direct access powered by RouteOne for your Credit Bureau source, and have configured at least one Credit Bureau, you can begin pulling credit Bureau Reports upon your next login to the CAMS.

At the bottom of the verification box, there are three buttons: "Back", "Submit", and "Cancel". The "Submit" button is highlighted with a red rectangular box.

At the bottom of the page, there is a copyright notice: © 2003-2008, RouteOne LLC. All rights reserved. | [Use Policy](#) | [Privacy Policy](#)

The Windows taskbar at the bottom shows the Start button, several open applications (Calendar, Microsoft Excel, DSP Post-NADA, Microsoft Power, IM with psctli fr...), and the system tray with the time 1:55 PM and 100% zoom level.

- Dealer is now active with ADP Credit Check and a request has been submitted to ADP Dealer Services for the Elite DMS.

The screenshot shows the RouteOne web application interface. The main heading is "Manage Credit Bureau Source / Dealer System Provider". Below this, there is a "Credit Bureau / Dealer System Provider Summary" section. This section contains a table with the following data:

Dealer System Provider		CREDIT APPLICATION			
DSP	Dealer/DSP Status	Send Data from DSP to RouteOne	Send Data from RouteOne to DSP (Manually)	Send Data from RouteOne to DSP (Automatically)	F&I Reporting
ELITE	Requested	Requested	Requested	N/A	Requested

Below the table, it states "Credit Bureau Source: ADP Credit Check". There are two buttons at the bottom: "Add/Edit DSP" and "Add/Edit Credit Bureau".