



Contract Comply

Document Management System

Compliance Reviewer User Guide

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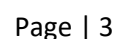
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Contract Comply stores, verifies and manages all vendor relevant information in our secure database. Document management includes Insurance Certificates, Contracts, Licenses, Bonds and any additional documentation considered essential by the financial institution in managing third-party service providers. Contract Comply is the industry's only fully integrated solution that interacts with the Lender's and Vendor's system of record. Contract Comply's automated vendor management features offer financial institutions several customizable options; Automated Vendor Notification, Automated Vendor Interaction, Integration with lender and vendor internal assignment management software.

To access Contract Comply, log on to <https://dgw.re-pros.net/ccws/ContractComply/ContractComply.aspx#/Login.xaml> using your web browser. The Contract Comply login page will open. Enter **Username**, **Password**, and click **Login**.



The TOC interface will display.



When the TOC's are accepted, the user will gain access to Contract Comply. Upon successful login, the **Compliance Reviewer Portal** page will display. Seven menu options are available.

The screenshot shows the top of the Contract Comply Compliance Reviewer Portal. The header includes the logo and "Logged in Admin User: rcsmbsi". A sidebar menu on the left lists the following options:

- Vendor Details
- Reports
- Lender Incorporation Settings
- Vendor Review / Search Requests
- Vetted Vendors
- Expirations Queue
- Document Review

Menu Options

Vendor Details

The Vendor Details section allows the user to navigate through each selected Vendor's company information for review. As a Compliance Reviewer, you will have full control over most of the information input and editing as well as document retention. The only exception will be in the Vendor Information sub-menu page. A majority of the information there is auto-filled from the iRepo assignment system.

Begin by selecting a Vendor or using a *Related ID, and then a Location. Once this is done the Vendor Information page will appear and a sub-menu will appear across the top pf the page.

*A Related ID is an identifier that may have been used by a company that is different than the identifier MBSi uses, if the Vendor was already an existing MBSi customer prior to the Compliance Review company utilizing Contract Comply as their compliance tracking tool. This unique identifier is set up using the Reviewer tab.

This screenshot shows the "Vendor Details - Reviewer" page. It features a "Related ID:" input field and a "Vendor:" dropdown menu. The "Vendor:" dropdown is currently set to "ABC TEST COMPANY - Test Company". To the right, there is a "Location:" dropdown menu with a "Select a Location" button and a list of locations: "Citi Test Branch" and "Dryer".

This screenshot shows the "Vendor Details - Reviewer" page with the sub-menu expanded. The "Vendor:" dropdown is still set to "ABC TEST COMPANY - Test Company" and the "Location:" dropdown is set to "Dryer". The sub-menu includes the following options: "Vendor Info", "Insurance", "Business License", "Incorporation Info", "Inspections", "Contracts", "Policies & Procedures", "Employees", "Coverage", "Fleet", "Access", "MBSi", and "Reviewer". The "Vendor Name" field is also visible, showing "ABC TEST COMPANY - Test Company".

This screenshot shows the "Vendor Details - Reviewer" page with the "Reviewer" tab selected. The "Related ID:" input field is now populated with "abc1234". The "Vendor:" dropdown is still set to "ABC TEST COMPANY - Test Company" and the "Location:" dropdown is set to "Dryer". The "Reviewer Additional Information" section is visible, showing fields for "Related Company ID", "Related Company Name", "Related Location ID", and "Related Location Name". The "Related Company Name" field is populated with "All Bout Collections".

Vendor Info

The Vendor Info page houses all basic company information for the selected Vendor, including Systems of Record, that a financial institution may want to review.

ContractComply Vendor Details - Reviewer

Related ID: []

Vendor: [ABC TEST COMPANY - Test Company] Location: [Dryer]

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet Access MBSI Reviewer

Location

Location: [Dryer]

Company Information

Company Name: [ABC TEST COMPANY - Test Company]

Address 1: [4944 Belmont Rd]

Address 2: []

City: [Downers Grove]

State: [Illinois] Zipcode: [60515-3225]

Phone: [1 (802) 894 - 7947] Fax: [1 (802) 894 - 7947]

Location Physical Address

Address 1: [641 Joliet St]

Address 2: []

City: [Downers Grove]

State: [Illinois] Zipcode: [60515-3225]

Phone: [1 (802) 894 - 7947] Fax: [1 (802) 894 - 7947]

After Hours Phone 1

[1 () -]

Contact Name

[]

Contact Email

[]

Business special / oversize equipment

☒

LPR Technology Utilized

[] LPR Eligible

Federal Tax ID

[891234567]

Dun & Bradstreet #

[]

Company Origination Date

[]

Origination State

[Select a State]

Upload Logo

Reviewer Company and Reviewer Location Information

The user will notice on the Viewer Info screen there are 2 sections titled, “Reviewer Company Information” and “Reviewer Location Information”. These 2 sections allow the Compliance Reviewer to request a review and change of the existing information in the Vendor Info page, since this information can only be edited directly by MBSi Support personnel. The Reviewer enters the information to be reviewed by MBSi Support and selects the checkbox by that line item. Once all information to be reviewed has been entered and the boxes checked, click the Request Update button. An email will be sent to the MBSi Support Team, information will be reviewed, changed if validated, and MBSi Support will return an email response to the Reviewer.

*NOTE – The Request Update button must be clicked separately for both sections and 2 separate emails will be sent to MBSi Support.

Reviewer Company Information

Company Name: [ABC Repo]

Address 1: []

Address 2: []

City: []

State: [Select a State] Zipcode: []

Company Phone: [1 () -]

Company Fax: [1 (802) 898 - 7948]

Reviewer Location Information

Billing Address 1: []

Billing Address 2: []

Billing City: []

Billing State: [] Billing Zipcode: [46311-1718]

Ship Address 1: [641 Joliet St]

Ship Address 2: []

Ship City: []

Ship State: [Select a State] Ship Zipcode: [46311-1718]

Location Email: []

Phone: [1 (333) 333 - 3333] Fax: [1 (222) 222 - 2222]

Contact Name: []

Contact Email: []

Contact Phone: [1 () -]

After Hours Phone 1: [1 () -] After Hours Phone 2: [1 () -]

Request Update

Insurance

The insurance page also has a sub-menu that includes all of the insurance and bond types. This page allows the input of all company insurance and bond information as well as expiration dates, and the ability to notify specific parties concerning expiration dates. Documents can also be uploaded, viewed, and downloaded. To upload a document, click the dropdown arrow on the right side of the field and a file select field will open. As the compliance reviewer, the user will have full control over input, edit, delete, and document management as well as the ability to mark as Private (to set up so only specific Clients can see the document), mark a document as Vendor Location Specific, and Approve all documents uploaded by a Vendor prior to a Client being able to view the document. Enter an email address in the Notification Email Address field to be notified whenever a Vendor uploads a new document.

The screenshot displays the 'Contract Comply Vendor Details - Reviewer' interface. At the top, there's a header with the 'Contract Comply' logo and 'Vendor Details - Reviewer' text. On the right, there are links for 'Reviewer Portal' and 'Logout'. Below the header, a 'Related ID:' field is present. The main section is titled 'Vendor: ABC TEST COMPANY - Test Company' with a 'Location: Dryer' dropdown. A navigation bar includes tabs for 'Vendor Info', 'Insurance', 'Business License', 'Incorporation Info', 'Inspections', 'Contracts', 'Policies & Procedures', 'Employees', 'Coverage', 'Fleet', 'Access', 'MBS', and 'Reviewer'. The 'Insurance' tab is active, showing a 'Notification Email Address' field with the value 'mahoney@re-pros.com' and a 'Save' button. Below this, a sub-menu lists 'Liability', 'Auto', 'Bond', 'Workers Compensation', 'Garage Keepers', 'Umbrella', and 'On Hook'. The 'Liability' section is expanded, showing fields for 'Status' (Active), 'Policy #', 'Effective Date', 'Wrongful Repo', 'Warning Email Address', 'Name', 'Carrier', 'Expiration Date', 'Endorsement', and 'Coverage' details. The 'Documents' section is also visible, showing a table with columns for 'Description', 'File', 'Is Private', 'Location Specific', 'Approved', 'Added By', and 'Date Added'. A red box highlights the 'Documents' section, and another red box highlights the 'Is Private', 'Location Specific', and 'Approved' columns in the table.

Business License

This page will store business license information as well as a copy of the document. The majority of this page is controlled by the compliance review company. When a user logs in and selects a location, if the state, county, or city that location does business in requires a business License, a pop-up will appear notifying you that business license information must be entered here. Documents can be uploaded here by both the Compliance Reviewer as well as the Vendor. If the Vendor uploads a document, it will remain unseen by the Lender client until the reviewer has reviewed and approved the document by checking the Approved checkbox. The line item in the grid will show the Approval. The information and documents are managed by using the action icons to the left of each line item in the grid. There is also a Notes field in case the license is required by the County or City instead of the State.

Contract Comply Vendor Details - Reviewer Reviewer Portal Logout

Related ID:

Vendor: **ABC TEST COMPANY - Test Company** Location: **Citi Test Branch**

Vendor Info Insurance **Business License** Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet Access MBSI Reviewer

Business License

Notification Email Address Save

State License # Certificate #

Effective Date Expiration Date

Warning Email Address ☐ Send Exp. Warning ☐ Approved

Note

Cancel Save

State	License #	Certificate #	Effective Date	Expiration Date	File Name	Approved	Note	Added By	Date Added	
	Arizona	test	test	2/17/2015	2/20/2015	Koala.jpg	<input checked="" type="checkbox"/>		dsedmin	2/17/2015 4:57:57 PM
	Alaska	AK123456	AK1	1/1/2015	2/28/2015	images.jpg	<input checked="" type="checkbox"/>		jmadmin	2/17/2015 8:02:04 PM

Incorporation Info

The required information in the Incorporation page will be set by the Lender through the Compliance Reviewer. The required items can include any or all of the following: Vendor Questionnaire, Financials, Corporate Status Report, Articles of Incorporation, Civil Proceedings, Complaint Claims, and W-9. This information will be entered into the system by the Compliance Reviewer. However, the Vendor will also be able to upload documents in each tab by clicking the upload icon button on the upper right corner of the page. Any time a document is uploaded by the Vendor, the individual whose email is set up in the Email Address for Notifications field will receive an email alerting them of the change. The Compliance Reviewer will also have the ability to mark as Private (to set up so only specific Clients can see the document), mark a document as Vendor Location Specific, and Approve all documents uploaded by a Vendor prior to a Client being able to view the document.

Any time an item is reviewed by the Compliance Reviewer, the review information will appear in the Review field below the Documents field. The Compliance Reviewer will review and enter a review date and any notes by opening the Review information fields by clicking the icon on the right side of the Review section.

Contract Comply Vendor Details - Reviewer Reviewer Portal Logout

Related ID:

Vendor: **ABC TEST COMPANY - Test Company** Location: **Dryer**

Vendor Info Insurance Business License **Incorporation Info** Inspections Contracts Policies & Procedures Employees Coverage Fleet Access MBSI Reviewer

Email Address for Notifications **jmahoney@re-pros.com** Save

Vendor Questionnaire Financials Corporate Status Report Articles of Incorporation Civil Proceedings Complaint Claims **W9**

Documents

Description Select File

Vendor Loc. Specific ☐ Approved ☐ Is Private ☐

Cancel Upload

Actions	Description	Document	Is Private	Location Specific	Approved	Date Added	Added By
	w-9 sample.jpg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/17/2015	jmadmin

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Reviews

Actions	Reviewed Date	Next Review Date	Note	Added By	Date Added
	7/1/2015	1/1/2016			7/7/2015









Open Review Info Fields

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Inspections

In the Inspections page, the compliance reviewer will enter any information on inspections they have completed for the selected Vendor, including the next inspection date as well as attach the inspection documents. The reviewer will also be able to edit, view, download or delete any of the information or documents that have been entered on this page, as well as mark the inspection document as Private for selected Clients by checking the Is Private checkbox. A dropdown table will appear to select the Clients.

The screenshot shows the 'Inspections' tab in the 'Vendor Details - Reviewer' interface. The top navigation bar includes 'ContractComply', 'Vendor Details - Reviewer', 'Reviewer Portal', and 'Logout'. Below the navigation bar, there are fields for 'Related ID:', 'Vendor:' (ABC TEST COMPANY - Test Company), and 'Location:' (Dryer). A breadcrumb trail shows 'Vendor Info', 'Insurance', 'Business License', 'Incorporation Info', 'Inspections' (highlighted), 'Contracts', 'Policies & Procedures', 'Employees', 'Coverage', 'Fleet', 'Access', 'MBSI', and 'Reviewer'. The main form area has fields for 'Inspection Date' (2/1/2015), 'Next Inspection Date' (7/1/2015), 'Inspection Type' (dropdown), 'Document' (text input with an 'Attach' button), 'Inspecting Company' (Ins R Us), 'Inspecting Company Phone #' (1 (802) 555-0876), and an 'Is Private' checkbox. Below the form is a table with columns: 'Actions', 'Inspection Date', 'Next Inspection Date', 'Inspecting Company', 'Company Phone', 'Document', 'Explanation', 'Is Private', 'Date Added', and 'Added By'. The table contains two rows of inspection data. The first row has a red box around the 'Is Private' checkbox, which is checked. The second row has a red box around the 'Is Private' checkbox, which is also checked.

Actions	Inspection Date	Next Inspection Date	Inspecting Company	Company Phone	Document	Explanation	Is Private	Date Added	Added By
   	2/1/2015	7/1/2015	Ins R Us	1 (802) 555-0876	EP.jpg		<input checked="" type="checkbox"/>	2/17/2015	jmadmin
   	6/25/2015	6/26/2015	test	1 (555) 555-5555	Koala.jpg		<input checked="" type="checkbox"/>	6/25/2015	dsadmin

Contracts

The Contracts page will store all contracts and designate who the contracts are between, along with contract expiration dates and the ability to upload the contracts to the page. Information can be entered by clicking the icon in the right corner to open the fields, entering the information, attaching a document, and clicking Save/Update. Line items and documents can be edited, viewed, downloaded, or deleted by the compliance review company by using the icons to the left of each line item.

The screenshot shows the 'Contracts' tab in the 'Vendor Details - Reviewer' interface. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there are fields for 'Related ID:', 'Vendor:' (ABC TEST COMPANY - Test Company), and 'Location:' (Dryer). A breadcrumb trail shows 'Vendor Info', 'Insurance', 'Business License', 'Incorporation Info', 'Inspections', 'Contracts' (highlighted), 'Policies & Procedures', 'Employees', 'Coverage', 'Fleet', 'Access', 'MBSI', and 'Reviewer'. The main form area has fields for 'Email Address for Notifications:' (jmahoney@re-pros.com), 'Client Company' (dropdown), 'Client Location' (dropdown), 'Contract Type' (dropdown), 'Expiration Date' (2/1/2015), and a 'Documents' section with an 'Attach Document' button. Below the form is a table with columns: 'Client Company', 'Client Location', 'Contract Type', 'Expiration Date', 'Added By', and 'Date Added'. The table contains one row of contract data. Below the table is a 'Documents' section with a table that has columns: 'File Name', 'Approved', 'Added By', and 'Date Added'. The table contains one row of document data.

Client Company	Client Location	Contract Type	Expiration Date	Added By	Date Added
Test Client - Online Repo 2	Test Branch	MSA	12/31/2015	jmadminst	1/7/2015 9:40:15 PM

File Name	Approved	Added By	Date Added
EP.jpg	<input checked="" type="checkbox"/>	jmadminst	1/7/2015 9:40:15 PM

Policies & Procedures

The Policies & Procedures page allows the Vendor or the compliance reviewer to upload all of their company's P&P documents and show when they were last added as well as who added or updated them. When the input fields are opened by clicking the icon in the upper right corner of the page, the user can free-form type the name of the policy or procedure document, the date of the upload and then add the document. Click Save to complete the process. The compliance review company will have the ability then to view, edit, and delete the policy or procedure.

The compliance reviewer will receive an email notification any time the Vendor uploads or changes a document.

The screenshot shows the 'ContractComply Vendor Details - Reviewer' interface. The 'Policies & Procedures' tab is selected. The 'Email Address for Notifications' field is set to 'jmahoney@re-pros.com'. The 'Policy / Procedure Type' is 'Lavatory Cleansing Procedure' and the 'Last Update' is '6/1/2014'. A document upload section shows a file named 'EP.jpg' with an 'Attach Document' button. Below this is a table of existing policies and procedures.

Policy / Procedure Type	Last Update	Added By	Date Added
Test Policy	12/27/2014	dsadminst	12/11/2014 8:48:34 PM
Lavatory Cleansing Procedure	6/1/2014	jmadminst	12/11/2014 11:25:56 PM

Below the table is a 'Documents' section with a table showing the document upload details.

File Name	Approved	Added By	Date Added
EP.jpg	<input checked="" type="checkbox"/>	jmadminst	12/11/2014 11:25:56 PM

Employees

The Employees page stores important employee information including their role/job title in the company, Background Check status and certifications. To input information on each employee, click the icon in the upper right corner of the page, fill in applicable fields, and click Save. Employee information can be edited or deleted by using the Action icons on the selected grid line item. For the Compliance Review company, there will also be document upload capability for storing current background check documents. This will be a separate field below the Employees field.

Contract Comply Vendor Details - Reviewer Reviewer Portal Logout

Related ID:

Vendor: Location:

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures **Employees** Coverage Fleet Access MBSI Reviewer

Employees

Actions	Name	User Type	Background Check	Next Review Date	RSig	CARS	Other
	Bliff Tannen	Owner	Yes	12/27/2014			

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Documents

Actions	File Name	Date Added	Added By
	images.jpg	12/8/2014	osadminist

[Add Document](#)

Here the user can input their Coverage areas and a list of all Zip codes they service. Open the input fields by clicking the icon in the upper right corner of the page. Input information and click Save. Coverage line items can be deleted by clicking the red Delete icon. Zip codes can be deleted individually by clicking the red delete icon or in bulk by checking the checkbox of the zip codes to be deleted and clicking the Delete Selected button in the upper left of the Zip Codes field.

Related ID:

Vendor: Location:

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees **Coverage** Fleet Access MBSI Reviewer

Coverage

Actions	State	County	City
	Arizona		
	Utah		
	Nevada	Churchill	Las Vegas

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Zipcodes

[Delete Selected](#)

☐ 01002
 ☐ 01003
 ☒ 01004
 ☐ 01005
 ☐ 01007
 ☐ 01008
 ☐ 01009
 ☐ 01010
 ☐ 01011
 ☐ 01012
 ☐ 01013
 ☐ 01014
 ☐ 01020
 ☐ 01021
 ☐ 01022
 ☐ 01026

Fleet

The Fleet Information page is where all information is kept and managed concerning company vehicles, including the state in which they are registered (if you have locations outside of your corporate state), last 6 of the VIN#, vehicle registration expiration date, and document upload for the vehicle registration. All input fields are opened by clicking the icon in the upper right corner of the page.

ContractComply Vendor Details - Reviewer Reviewer Portal Logout

Related ID:

Vendor: ABC TEST COMPANY - Test Company Location: Dryer

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage **Fleet** Access MBSI Reviewer

Fleet Information

Notification Email Address: Save

Year:

Type:

Expiration:

Make:

Last 6 VIN:

Model:

State:

Documents

File Name: Reg.jpg

Approved Add Document

Cancel Update

Actions	Year	Make	Model	Last 6 VIN	Type	State	Expiration
	2002	Ford	Pinto	1234AB	Spotter	Arizona	12/31/2014

Documents

File Name	Approved	Added By	Date Added
Reg.jpg	<input type="checkbox"/>	jadminist	1/12/2015 9:55:21 PM

	2013	Ford	F550		Flatbed Tow Truck	Arizona	12/31/2014
--	------	------	------	--	-------------------	---------	------------

Access

The Access tab allows the Compliance reviewer to select specific Clients to be able to view a Vendors information and documentation. This is done by clicking the icon on the right side of the Client Access section. Selection dropdown tables will appear. Once selected, click Save. To remove Access for specific Client locations use the checkboxes next to the desired Client location and click Delete Selected. To remove Client Access from a Client as a whole, select the client from the Client dropdown table at the top of the page and click Remove Client Access.

ContractComply Vendor Details - Reviewer Reviewer Portal Logout

Related ID:

Vendor: ABC TEST COMPANY - Test Company Location: Dryer

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet **Access** MBSI Reviewer

Remove Client Access From All Locations

Client:

Remove Client Access

Delete Selected

Client Access

Client:

Location:

Cancel Save

Selected	Company Name	Location Name
<input type="checkbox"/>	Test Client - Online Repo 2	3rd Party Skip Test
<input type="checkbox"/>	Test Client - Online Repo 2	AFS Acceptance Test
<input type="checkbox"/>	Test Client - Online Repo 2	Demo Third Party Assignment
<input type="checkbox"/>	Test Client - Online Repo 2	Test Branch
<input type="checkbox"/>	Test Client - Online Repo 2	Test Branch 2

Reviewer

In the Reviewer tab, the user can add Related Company and Location ID's and Names. In many cases the reviewer may have a different variation of the company and or Location name versus what is listed in the iRepo system. This related ID will link the Reviewers Company ID with the iRepo Company name to allow easier and more accurate search ability. The user simply enters their unique ID and/or name and then clicks the Save icon in the upper right corner of the screen.

ContractComply Vendor Details - Reviewer

Related ID:

Vendor: ABC TEST COMPANY - Test Company Location: Dryer

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet Access MBSI **Reviewer** Notes

Reviewer Additional Information

Related Company ID: Related Company Name: All Your Citations

Related Location ID: Related Location Name:

Notes

The Notes tab gives the Reviewer a place to store and/or send out notes related to the selected Vendor. The Reviewer can specify if the note should be visible to the Vendor by checking the "Vendor Visible" checkbox. They can also specify that the note is for the reviewing company only. With this selection the note will not be visible to the Vendor, Client or Forwarder. If the Reviewer Only checkbox is checked, the vendor visible and client controls will be disabled. Finally, the Reviewer can specify that the note is visible only to a selected Client or Forwarder by selecting that Client or Forwarder in the Client drop down. Click the Add Note button in the upper right corner of the screen.

ContractComply Vendor Details - Reviewer

Related ID:

Vendor: ABC TEST COMPANY - Test Company Location: Dryer

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet Access MBSI **Reviewer** **Notes**

Vendor Notes

Add Note

The Vendor Note field will appear. Add the note, make checkbox selections and click Save.

Vendor Note

Note

All Locations ☐

Vendor Visible ☐

Reviewer Only ☐

Client: All

Cancel Save

Reviewer Portal

To exit Vendor Details click the Reviewer Portal button in the upper right corner of the page. This will take you back to the Compliance Reviewer Portal menu.

ContractComply Vendor Details - Reviewer

Related ID:

Vendor: ABC TEST COMPANY - Test Company Location: Dryer

Vendor Info Insurance Business License Incorporation Info Inspections Contracts Policies & Procedures Employees Coverage Fleet MBSI

Reviewer Portal Logout

Compliance Reviewer Portal

Logout

- Vendor Details
- Reports
- Lender Incorporation Settings
- Vendor Review / Search Requests

Reports

In the Reports menu option, you will find a sub-menu across the top of the Filters field. The Filters field allows you to pull specific expiration reports by selecting certain criteria. Expiration reports can be filtered and pulled for Insurance types, Licenses, Vehicle Registration, Incorporation Information, Inspections, Background Checks, and Contracts.

The screenshot shows the 'Contract Comply Reports' interface. At the top, there's a navigation bar with 'Insurance', 'Licenses', 'Vehicle Registration', 'Incorporation Information', 'Inspections', 'Background Checks', and 'Contracts'. Below this is a 'Clear Filters' button and a 'Filters' button. The 'Filters' section contains two dropdown menus: 'Field:' and 'Modifier:'. Below these are labels for 'Actions', 'Field', 'Modifier', and 'Value'. An 'Add Filter' button is located on the right side of the 'Filters' section.

Make a selection from the Field dropdown.

This screenshot shows the 'Field:' dropdown menu open, displaying a list of options: 'Lender Company', 'Vendor Company', 'Vendor Location', 'Insurance Document Type', 'Carrier Name', 'Policy Number', 'Effective Date', 'Expiration Date', 'Policy Name', and 'Days Until Expiration'. The 'Modifier:' dropdown remains empty. Below the dropdowns, there's a table titled 'Expirations Report' with columns: 'Date', 'Document Type', 'Carrier Name', 'Policy Number', 'Effective Date', 'Policy Name', and 'Reviewer'. A 'Refresh' button is located at the top right of the table.

The Modifier table will vary with the Field selections and in many cases will autofill.

This screenshot shows the 'Modifier:' dropdown menu open, displaying a list of options: 'Equals', 'Not Equals', 'Greater Than', 'Less Than', 'Contains', and 'Does Not Contain'. The 'Field:' dropdown is set to 'Vendor Company'. The 'Value:' dropdown is empty. An 'Add Filter' button is located on the right side of the 'Filters' section.

Make a Selection from the Value dropdown and then click Add Filter. Note that the Value drop down appears only after the Field selection is made.

This screenshot shows the 'Value:' dropdown menu open, displaying a list of options: 'ABC TEST COMPANY - Test Company'. The 'Field:' dropdown is set to 'Vendor Company' and the 'Modifier:' dropdown is set to 'Equals'. An 'Add Filter' button is located on the right side of the 'Filters' section.

Once the filter has been added it will appear in grid format. Click the Refresh button in the Expirations Report field below the Filters and all applicable items will show up in the report grid. An Actions icon next to each line item allows the user to enter the specific Vendors account for review. The Expirations Report grid can be exported to an Excel spreadsheet by clicking the Excel button at the bottom left of the page.

Contract Comply Reports

Insurance Licenses Vehicle Registration Incorporation Information Inspections Background Checks Contracts

Reviewer Portal Logout

Clear Filters Filters

Field: Modifier: Add Filter

Actions Field Modifier Value

Expiration Date < 12/31/2014

Expirations Report Refresh

Actions	Lender	Vendor Company	Vendor Location	Days Until Expiration	Expiration Date	Document Type	Carrier Name	Policy Number	Effective Date	Policy Name	Reviewer
	Client Demo	ABC TEST COMPANY - Test Company	Dryer	-68	11/1/2014	Umbrella	Midwest	Dryer Umbrella Policy	1/5/2013	Umbrella Name	Recovery C
	Test Client - Online Repo 2	ABC TEST COMPANY - Test Company	NonRepo	-68	11/1/2014	Umbrella			1/5/2013		Recovery C

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Excel

Lender Incorporation Settings

The Lender Incorporation Settings page allows the Lender, through the Compliance Reviewer, to set and show what compliance documentation and information they require on a location specific basis. The Compliance Reviewer controls the Incorporation Info tabs for all of their reviewed Vendor locations. If a Vendor uploads an incorporation document in their own account, the reviewer will receive an email, sent to the Notification Email designated in the box at the top of the Incorporation Info tab in the Vendor Details. This notification email is Vendor location specific, and will need to be set for each location. The reviewer also determines what tabs on the Incorporation Info tab are visible to the Lender.

Contract Comply Lender Incorporation Settings

Reviewer Portal Logout

Company: Test Client - Online Repo 2

Location: Select a Location

- Select a Location
- Test Branch
- Test Branch 2
- Demo Third Party Assignment
- 3rd Party Skip Test

Company: Test Client - Online Repo 2

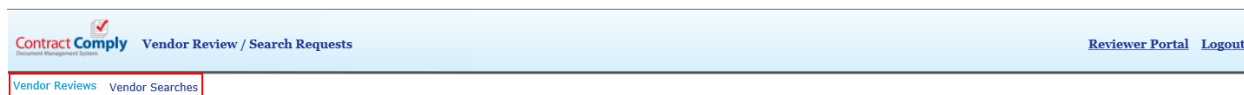
Location: Test Branch

- ☒ Vendor Questionnaire
- ☒ Financials
- ☐ Corporate Status Report
- ☐ Articles of Incorporation
- ☐ Civil Proceedings
- ☒ Complaint Claims
- ☒ W9

Save Settings

Vendor Review/Search Requests

When Vendor Review/Search Requests is selected from the Reviewer Portal menu, a page will open up with 2 sub-menu options; Vendor Reviews and Vendor Searches.



Vendor Reviews

The Vendor Review function allows a Lender to request the review of a Vendor whether it's an existing Vendor in the Lender's network or a potential new Vendor. For the Compliance Reviewer, this page will show a grid of review requests and will include the requesting Lender, the Vendor to be reviewed with their contact information, along with the date and status of the request. Once a request has been completed, the completed date will appear and the reviewer will have the choice of leaving the item on the grid or sending it into a history table. The reviewer can also edit the information for accuracy by clicking the Action icon next to the line item.

A recipient's email address must be entered in the Notification Email Address field at the top of the page to ensure the request is delivered to the proper party.

The screenshot shows the 'Vendor Review / Search Requests' page. At the top, there's a header with the Contract Comply logo and 'Vendor Review / Search Requests'. On the right, there are links for 'Reviewer Portal' and 'Logout'. Below the header, there are two sub-menu options: 'Vendor Reviews' and 'Vendor Searches', both highlighted with red boxes. Below the sub-menu, there's a 'Notification Email Address' field with the value 'jmahoney@re-pros.com' and a 'Save' button. Below that, there's an 'Edit Review Request' form with fields for 'Company Name', 'State', 'City', 'Email', 'Phone', 'Completed Date', and 'Status'. The 'Completed Date' field has a calendar icon. Below the form, there's a 'Cancel' button and an 'Update' button. Below the form, there's a table titled 'Vendor Review Requests' with columns: 'Actions', 'Lender', 'Lender Location', 'Status', 'Vendor Company', 'State', 'City', 'Email', 'Phone', 'Requested Date', 'Requesting User', 'Completed Date', and 'Note'. The table has one row of data: 'Test Client - Online Repo 2', 'Test Branch', 'Requested', 'Chuck's Test Repo & Renovation', 'Arizona', 'Sierra Vista', 'chucksrepo@email.com', '1 (928) 555-1234', '1/5/2015', 'TestClient Rep', '1/5/2015', and 'Test notes'.

Vendor Searches

The Vendor Search function allows a Lender to request a recommendation for existing Vendors already vetted by the Compliance Reviewer in specific areas. For the Compliance Reviewer, this page will show a grid of recommendation requests and will include the requesting Lender, the area the Lender is requesting a Vendor recommendation for along with the date and status of the request and any notes. Once a request has been completed, the completed date will appear and the reviewer will have the choice of leaving the item on the grid or sending it into a history table. The reviewer can also edit the information for accuracy by clicking the Action icon next to the line item.

A recipient's email address must be entered in the Notification Email Address field at the top of the page to ensure the request is delivered to the proper party.

ContractComply Vendor Review / Search Requests Reviewer Portal [Logout](#)

Vendor Reviews [Vendor Searches](#)

Notification Email Address: [Save](#)

Edit Search Request

State: City:

Zipcode:

Completed Date: Status:

Notes:

[Cancel](#) [Update](#)

Vendor Search Requests								Refresh		
Actions	Vendor	Vendor Location	Status	State	City	Zipcode	Requested Date	Requesting User	Completed Date	Note
Test Client - Online Repo 2	Test Branch	Requested	Arizona	Sho Low	85901	1/5/2015	TestClient Rep	Need an agent in or around this area ASAP.		

Vetted Vendors

The Vetted Vendors option in the Compliance Reviewer menu allows the user to see a view of all the Vendors they are vetting and their associated Clients or Forwarders.

This screen is divided into 2 sections. In the left section, the user can select a Client / Forwarder company, and then the "Vetted Vendors" grid will be populated with all of the Vendor Companies that are Vetted by the Reviewer, and list the Client / Forwarder locations that have permission to view the Vendor's location. All Client / Forwarder locations are loaded when the Client / Forwarder drop down selection is changed. The user can select a single Client / Forwarder location to narrow the scope of the data in the Vetted Vendors grid by clicking the "+" icon next to the Vendor. An Excel button at the bottom will export the information in the Vetted Vendors grid.

The right side of the screen provides the requested ability to mark a Vendor / Location as pending for a Client / Forwarder. This does not have any function other than the ability to mark and see what has already been marked as pending. When a access is added for a client / forwarder that has a corresponding pending record, the pending record will be removed.

ContractComply [Reviewer Client Vetted Vendors](#) Reviewer Portal [Logout](#)

Client / Forwarder: Location:

Vetted Vendors Vendors: 3 Locations: 15

Vendor Company ID	Vendor Company	Vetted Locations																		
8008	ABC TEST COMPANY - Test Company 2	<div style="border: 1px solid #0070C0; padding: 5px; margin: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor Location</th> <th>Client Location</th> </tr> </thead> <tbody> <tr><td>Clt: Test Branch</td><td>3rd Party Skip Test</td></tr> <tr><td>Clt: Test Branch</td><td>Demo Third Party Assignment</td></tr> <tr><td>Clt: Test Branch</td><td>Test Branch</td></tr> <tr><td>Clt: Test Branch</td><td>Test Branch 2</td></tr> <tr><td>Dryer</td><td>3rd Party Skip Test</td></tr> <tr><td>Dryer</td><td>Demo Third Party Assignment</td></tr> <tr><td>Dryer</td><td>Test Branch</td></tr> <tr><td>Dryer</td><td>Test Branch 2</td></tr> </tbody> </table> </div>	Vendor Location	Client Location	Clt: Test Branch	3rd Party Skip Test	Clt: Test Branch	Demo Third Party Assignment	Clt: Test Branch	Test Branch	Clt: Test Branch	Test Branch 2	Dryer	3rd Party Skip Test	Dryer	Demo Third Party Assignment	Dryer	Test Branch	Dryer	Test Branch 2
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Dryer	Demo Third Party Assignment																			
Dryer	Test Branch																			
Dryer	Test Branch 2																			
2	Camping Companies	12																		
10410	XYZ Repo - Test Company	1																		

Pending Locations

Related ID:

Vendor Company:

Vendor Location:

[Add Pending Location](#)

Vendor Company ID	Vendor Company	Vendor Location	Created By
20743	Outsource Demo	Demo Users	9/10/2015 9:57:52 PM jmaison

ContractComply [Reviewer Client Vetted Vendors](#) Reviewer Portal [Logout](#)

Client / Forwarder: Location:

Vetted Vendors Vendors: 3 Locations: 15

Vendor Company ID	Vendor Company	Vetted Locations																		
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Actu

ations: 15

Expirations Queue

From the Compliance Reviewer Portal menu, select Expirations Queue. When the screen opens, the Days Until expiration drop down is set to 30 days, and the Expired/Expiring items are loaded into the grid. Multi Select drop downs for Client and Vendor are located at the top of the grid, and populated only with those Clients / Vendors that appear in the grid. The user can also select one or multiple Client / Vendor companies and then click on the "Filter Selections" button to apply the selected Client / Vendor filters. The Days until expiration also contains a 60 and 90 day selections. At the top right of the Expirations Queue grid is located a "Paging" button. Clicking this button will apply pages to the Expirations Grid, or if the Grid is already in Pages mode the button will read "Scroll" and the user can go back to a scrollable version of the grid. Each Expiration has an "Edit Vendor" button under the "Actions" column. Clicking the Edit Vendor will open the Vendor Details UI for the Vendor / Vendor location of the Selected expiration. Once the Vendor Details window is opened, the correct tab containing the expired / expiring item should be shown (This includes the Sub Tab, so if the expired item is of the type Insurance - Liability then the Vendor Details Should open to the Insurance Tab, and on the Insurance Tab the liability tab should be selected). An excel button at the bottom left allows the user to export the expirations.

ContractComply Review Expirations Queue

Reviewer Portal Logout

Days Until Expiration: 30 Days (dropdown menu with options: 30 Days, 60 Days, 90 Days)

Client: [text input] Vendor: [text input]

Filter Selections

Expirations Queue

Actions	Client	Vendor Company	Vendor Location	Expiration Type	Days Until Expiration	Expiration Date	Effective Date
	Die Mar Recovery Solutions, Inc	Armor Recovery	Brook	Business License	-695	10/12/2014	
	ABC TEST COMPANY - Test Company	Dryer		Insurance - Liability	-605	12/31/2014	5/1/2014
	Test Client - Client	ABC TEST COMPANY - Test Company	Oil Test Branch	Insurance - Liability	-600	12/31/2014	5/1/2014
	Windsor Equity Group	ABC TEST COMPANY - Test Company	Dryer	Insurance - Liability	-605	12/31/2014	5/1/2014
	Client Demo	ABC TEST COMPANY - Test Company	Dryer	Insurance - Liability	-605	12/31/2014	5/1/2014

Edit Vendor