# PROGRESSIVE LEASING PHONE SALES QUICK GUIDE

### **CUSTOMER APPLIES FOR LEASE**

#### What is required to apply?

- Applicant must be 18 years of age or older
- Valid social security number or ITIN
- Debit or credit card
- Routing and account number for open active checking account
- Valid government-issued ID

#### Where can the guest apply?

1. <u>www.progleasing.com</u> Customer will click apply now, search by city, find location, and apply

#### 2. TEXT TO APPLY

Receive an application link through text message by sending the code:

#### 3. Progressive Leasing Mobile App

Available for free on Google Play or Apple Store

#### 4. Approve.me Landing Page

Your location's exclusive application page:

## **RETRIEVE AND PROCESS A LEASE - STORE PORTAL**



www.progressivelp.com

Username:

Password:

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After the customer completes the application (refresh page if necessary) their name will appear in the Progressive Portal.

"Double-Click" on the applicants name to continue the lease process.

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**DELIVERIES:** Verify customer's name, address\*, telephone, and email. \*Delivery address must match applicant address to continue.

**IN-STORE PICK-UP:** Notify customer must present matching ID in order to release merchandise.



to <del>57597</del>



#### **ENTER LEASE INFORMATION**

- Salesperson, Invoice Number, New or Used
- Invoice Total: **TOTAL BEFORE TAX** (tax charged with each payment)
- Delivery Charge: If Applicable
- Merchandise Description: Itemize and name their products as they would show on receipt/invoice

#### AFTER COMPLETING THE LEASE INFORMATION, CLICK "NEXT"

The customer will then receive an email providing them a link to DocuSign. They will need to initial and sign the full Lease Agreement.



# ONCE THE DOCUMENT IS SIGNED THE INITIAL PAYMENT+TAX WILL BE CHARGED TO THE CARD PROVIDED IN APPLICATION

After customer communicates they have signed the contract "refresh" page until you see one of two changes in customer status:



Application Status will read "**Contracts Received**" when initial payment has been processed. **Merchandise is ready to be released**.

Application Status will read "Contracts Received" however there will be a Red "X" indicating initial payment is denied. Below instructions for new payment submission.

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Progressive Leasing is proud to be your partner and enable customers to get the products they need and want. If there are any questions you have during this process, our Merchant Support is open 7 days a week. Please reach out at **855-222-0801** or <u>apps@progleasing.com</u>.

If customers have questions related to their current lease, have them contact our Customer Service at **877-898-1970**.

Progressive Leasing FAQs: https://progleasing.com/frequently-asked-questions/

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