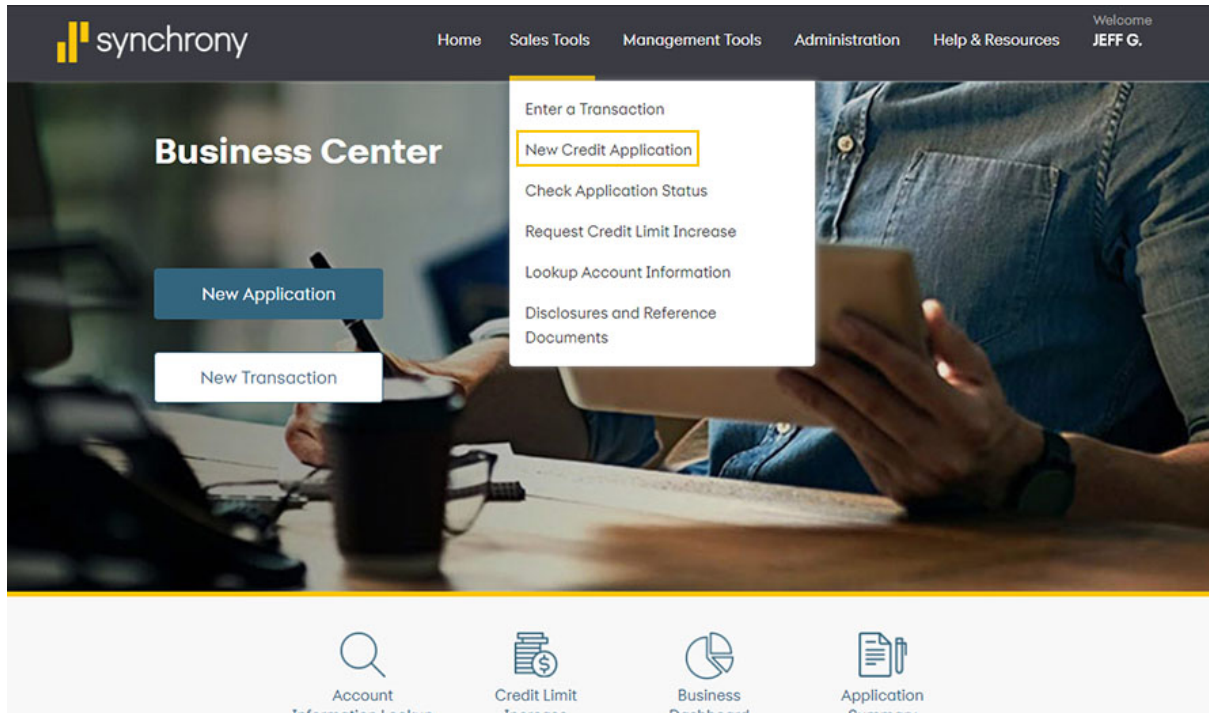


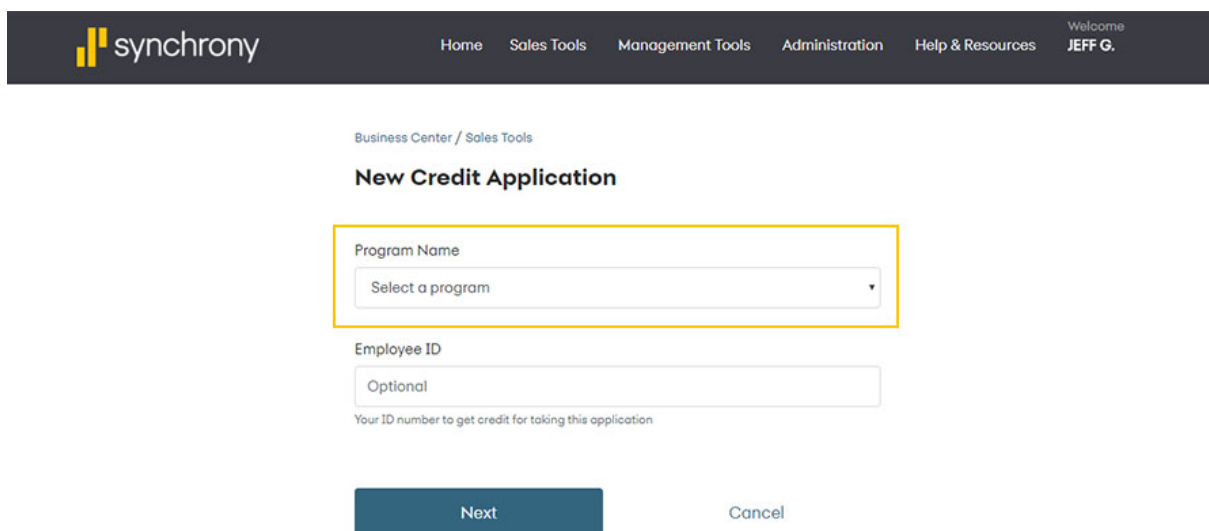
Process an Application

To process an application, go to bc.syf.com, log in, and follow these steps:

- 1 Select "Sales Tools" from the top of the page and choose "New Credit Application" from the drop-down menu.



- 2 Select a financing program from the drop-down menu that the application will be applied to.

A screenshot of the 'New Credit Application' form in the Synchrony Business Center. The breadcrumb trail shows 'Business Center / Sales Tools'. The form title is 'New Credit Application'. There are two input fields: 'Program Name' with a dropdown menu showing 'Select a program' (highlighted with a yellow box) and 'Employee ID' with a text box containing 'Optional'. Below the 'Employee ID' field is a note: 'Your ID number to get credit for taking this application'. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

3

Enter your Employee ID (optional) and click “Next.” Certain financing programs require this information.

Business Center / Sales Tools

New Credit Application

Program Name

Select a program

Employee ID

Optional

Your ID number to get credit for taking this application

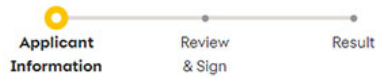
Next

Cancel

4 Collect and enter the applicant information.

Business Center / Sales Tools

New Credit Application



All fields are required unless otherwise noted.

Amount of initial sale/transaction

\$

Applicant Information

First Name

MI

Last Name

Suffix

Opt

Optional

Date of Birth

Email Address

Social Security Number or ITIN

MM/DD/YYYY

Optional

Home Phone

Business/Work Phone

Mobile Phone

Optional

Optional

5 If there is a co-applicant, select the co-apply checkbox and fill in the corresponding fields below.

Co-applicant

First Name MI Last Name Suffix

Date of Birth Email Address Social Security Number or ITIN

Amount of initial sale/transaction

Home Phone Business Phone Mobile Phone

Mailing Address Apt

City State Zip Code

City and State will be automatically added

6 Use the review and sign page to look over the information entered to ensure it is correct, then print the application. Have the applicant and co-applicant (as needed) sign the application. Remember to check a primary and secondary form of ID.

Business Center / Sales Tools

New Credit Application

Applicant Information **Review** Result

Review the application details below and obtain the applicant's signature.

Applicant Information

Applicant Name
Greg Mile

Date of Birth
12/01/1975

Email Address

Applicant Address
8302 Imperial Place .
Fantasy Island, IL 60750

Expiration Date
12/2049

Social Security Number or ITIN
XXX-XX-8899

Housing Type
Own

Credit Card
Issuer
VISA
Expiration Date
12/2049


Home Phone
(937) 555-1234

Monthly Net Income
\$ 2,000.00

[Make Changes](#)

[Print Application](#)

7 On the review and sign page, check the box assuring the customer has signed and dated a paper copy of the application. Place the signed application in a secure location for at least 25 months.

XXX-XX-8899	Own	
Home Phone (937) 555-1234	Monthly Net Income \$ 2,000.00	Issuer VISA
Make Changes		Expiration Date 12/2049
Print Application		

Yes, the customer has signed and dated a paper copy of the Synchrony Bank application.


Remind the customer that they are applying for financing through SYNCHRONY BANK at the address below.

Synchrony Bank
170 West Election Road, Suite 125
Draper, Utah 84020

Submit	Back
------------------------	----------------------

[Cancel](#)

8 Click on the "Submit" button. The application has been submitted for a decision. Synchrony will provide an application outcome of either approved, pending, or declined.

XXX-XX-8899	Own	
Home Phone (937) 555-1234	Monthly Net Income \$ 2,000.00	Issuer VISA
Make Changes		Expiration Date 12/2049
Print Application		

Yes, the customer has signed and dated a paper copy of the Synchrony Bank application.

Remind the customer that they are applying for financing through SYNCHRONY BANK at the address below.

Synchrony Bank
170 West Election Road, Suite 125
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Submit	Back
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[Cancel](#)