



Instant Cash Offer

QUICK SHEET

For questions or help, please call Dealer Support at 877-547-7780.

GROUNDING AND LIQUIDATING VEHICLES

IMPORTANT: Ground the vehicle within seven (7) days or the offer will expire. If the offer expires, you must resubmit the offer in the ICO Admin Tool to generate a new offer.

- 1 WHEN A CUSTOMER ARRIVES AT YOUR DEALERSHIP WITH AN OFFER CERTIFICATE, GO TO: [HTTPS:// DEALERS.ICO.APP.COXAUTOINC.COM](https://dealers.ico.app.coxautoinc.com) AND LOG IN.**

Dealer Login

User Name

Password

Login

- 2 CLICK “DASHBOARD” IN THE NAVIGATION BAR.**

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Home **Dashboard** New Offer Ne

- 3 USING THE SEARCH PARAMETER FIELDS, ENTER THE CUSTOMER’S EMAIL OR VIN TO LOCATE THE DESIRED VEHICLE.**

Dashboard Total Offers (919)

Filter Results by:

Status: All Vehicle Make: All Replacement Vehicle: All Deal: All

Email: email@domain.com VIN: Last 8 digits required

- 4 ASSIGN THE OFFER TO THE DESIRED DEALER REP.**

Next Step

Assign Offer

Dealer Rep Information

Select Dealer Rep

Assign

- 5 IF THE VEHICLE NEEDS AN INSPECTION OR IF YOU NEED TO MODIFY ANY OFFER INFORMATION, CLICK “EDIT OFFER”.**

If you have already inspected the vehicle and entered your information, or if you know the vehicle doesn't need an inspection, skip to Step 9.

Note: If the vehicle has a Condition Tier Selected you must edit the offer or confirm the offer if the vehicle is in excellent condition.

Next Step

Edit Offer

Confirm Condition

Other Actions:

- Reassign Offer
- Print Inspection Checklist
- Print Offer Confirmation
- Print Vehicle Information
- Get CARFAX Report
- Get AutoCheck Report



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6 IF THE VIN WAS NOT PROVIDED, A DIALOG BOX WILL APPEAR AUTOMATICALLY. ENTER THE VIN NOW.

A dialog box with a dropdown menu showing 'Brian Lobo', a text field with '(555) 555-8769', a highlighted text field for 'VIN', and a 'Save' button.

7 CLICK "EDIT" NEXT TO ANY SECTION THAT REQUIRES MODIFICATIONS OR ADDITIONS TO THE VEHICLE INFORMATION SUBMITTED BY THE CUSTOMER AND CLICK "UPDATE OFFER".

The 'Review & Submit' section shows a confirmation message: 'Almost Done! Verify all your information is c...'. It features 'Update Offer' and 'Add Re...' buttons. Below is 'Dealer Rep Information' with an 'Edit' link and contact details: 'Dealer Rep: Brian Lobo' and 'Dealer Rep Phone: (555) 555-8769'.

8 CLICK "CLOSE" TO CLOSE THE OFFER CERTIFICATE AND RETURN TO THE "OFFER OVERVIEW" PAGE.

The offer certificate header includes the 'Instant Cash Offer' logo, a 'CLOSE' button, and navigation links for 'FAQ | Email | Call | Print'. The text 'Congratulations Text' is partially visible at the bottom.

9 CLICK "CONFIRM CONDITION".

Note: If the vehicle has a Condition Tier Selection you must edit the offer or confirm the vehicle is in excellent condition.

Next Step buttons: 'Edit Offer' and 'Confirm Condition'.

10 CLICK "GROUND VEHICLE".

You now have seven (7) calendar days, starting the day after you ground the vehicle to decide whether to sell the vehicle yourself or schedule and deliver the vehicle to auction.

Next Step button: 'Ground Vehicle'.

11 IF YOU WANT TO KEEP AND SELL THE VEHICLE YOURSELF, CLICK "KEEP FOR INVENTORY".

If you decide to sell the vehicle, click "Schedule for Auction". Remember that if you sell at auction, you have seven (7) calendar days starting the day after you click "Ground Vehicle" (Step 10) to schedule and deliver the vehicle to an auction location.

Next Step buttons: 'Keep for Inventory' and 'Schedule for Auction'.

Note: Vehicles that are confirmed with a Condition Tier Selection other than Excellent are not eligible for auction.



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12 SELECT THE AUCTION LOCATION.

Atlanta Manheim Atlanta** 4900 Buffington Road, Atlanta, GA, 30349 Contact: ICO Auction Concierge Team View Map Go to Website	20 miles away 555-555-5785 Choose Auction
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13 TRANSPORT THE VEHICLE TO THE SELECTED AUCTION LOCATION.

Call Dealer Support at 877-547-7780 with any liquidation questions.

Offer Status		
Transport this vehicle to auction		
Auctioning	At Auction	Auctioned
Vehicle Scheduled for Auction At Auction Location: Manheim Atlanta** Update: 3/18/19 by ALASKA2		

Vehicle Scheduled for Auction At Auction Location: Manheim Atlanta** Update: 3/18/19 by ALASKA2

14 READ CAREFULLY — IMPORTANT INFORMATION AND STEPS TO FOLLOW ONCE THE VEHICLE IS SCHEDULED FOR AUCTION.

- ▶ Vehicle must be dropped off at the selected auction location within seven (7) days (including Sundays) after the vehicle is grounded.
- ▶ Vehicle must be dropped off AND checked in at the auction location. Leaving the vehicle at the gate will delay the process and could result in the offer expiring.
- ▶ Both CarFax and AutoCheck history reports should be reviewed and supplied to auction at time of drop off. Any discrepancies on either vehicle history report may result in offer adjustment or offer being voided.
- ▶ Bring all sets of keys (the number of keys must match the number in the Instant Cash Offer information).
- ▶ Have the vehicle title (Dealer may keep title until vehicle offer has been confirmed and offer amount agreed upon). Options for providing title to the auction are:
 - Sign off as seller, leave buyer blank and mail it to the auction (must notify auction once title has been sent).
 - Mail title to auction and have auction sign off as seller. (Power of Attorney on file will be needed and notify auction once title has been sent).
 - Physically take title to auction and sign off as seller while auction title clerk signs off as buyer.
- ▶ Condition Report and post-sale inspection will be completed by auction.
 - Note that this vehicle turn-in process utilizes the same Condition Report and post-sale inspection checklist used by all Manheim Auctions.
 - This process is prescribed by NAAA and can be viewed [here](#).
- ▶ The Auction ICO Representative will communicate to the Dealer Representative the final inspection and offer details.
- ▶ Once condition and price are agreed upon, the title should be overnighted to the auction. Manheim will overnight the check upon receipt and verification of title. Manheim cannot generate a check without a clear title.