

# Wells Fargo Credit Connect

Request for Paperless Processing

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## Enrollment Steps

### STEP 1

Review the enclosed documents: Wells Fargo Credit Connect, Merchant Notice of Right to Cancel Acknowledgment, and Training Information.

### STEP 2

Complete the documents by providing all requested information.

### STEP 3

Please email or fax in all required documents to:

**WFRSDealerAdministration@wellsfargo.com**

or

**1-855-373-0867**



Wells Fargo recommends the use of secure email when emailing confidential information to us.

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International  
Comfort  
Products



### Contact us

If you have any questions regarding this Wells Fargo Credit Connect enrollment package, please contact our team at Wells Fargo Retail Services.

**1-800-577-5313**

Monday – Friday

8:00 a.m. to 5:00 p.m. Central Time



# Wells Fargo Credit Connect

Wells Fargo offers a paperless processing method for Consumer Credit Card Account Applications (“Credit Applications”) and Invoices called Wells Fargo Credit Connect. To request Wells Fargo Credit Connect, please complete this document.

## Instructions & Procedures

- **Wells Fargo Credit Connect is expressly prohibited on consumer customer-owned computing devices.**
- You are responsible for providing each of your Retail Locations with the necessary equipment and Internet connectivity, including your computing devices (e.g. smartphones, tablets, laptops, desktop computers, etc.), to connect to Wells Fargo Credit Connect.
- You will maintain any computing devices that utilize Wells Fargo Credit Connect in conjunction with our security and firewall requirements for submitting Credit Applications and Invoices to us, as well as any other security requirements we may require with respect to computing software or mobile applications generally, and that we may communicate to you from time to time.
- To use Wells Fargo Credit Connect, your consumer customers must consent to receive disclosures electronically and must provide a valid email address to receive an electronic copy of the Credit Card Agreement, Privacy Notice, and/or Invoice.
- You acknowledge and agree that your paper-based Credit Application and/or Invoice process will be used in instances where: your consumer customer does not consent to receive disclosures electronically; your consumer customer does not have or does not wish to provide a valid email address; your consumer customer is not comfortable using your computing device(s); or where you do not have secure internet access.
- Wells Fargo Credit Connect may be temporarily unavailable from time to time, without notice, for reasons which may include, but not be limited to, system changes, hardware or software updates, or power outages. In addition, we may, in our sole discretion, permanently terminate the availability of Wells Fargo Credit Connect at any time in the event we determine that Wells Fargo Credit Connect is being utilized in a manner contrary to our Instructions and Procedures and/or your program agreement with us.

Your signature below means that you have read and agree to the Wells Fargo Credit Connect Instructions and Procedures, which are incorporated by reference into your program agreement with us. You also acknowledge that your request for Wells Fargo Credit Connect may be provided to you at Wells Fargo’s sole discretion and is not automatic with the submission of this request form. You will be provided further information once this request is processed by Wells Fargo. Please keep this document with your program agreement for reference.

## Merchant and Owner Information

|               |                    |
|---------------|--------------------|
| Merchant Name | Merchant Number(s) |
| Owner Name    | Signature of Owner |
| Title         | Date               |

Merchant Name \_\_\_\_\_

# Merchant Notice of Right to Cancel Acknowledgment

**All merchants who conduct sales outside their standard place of business (e.g. in a customer's home, at a fair, at a trade show, etc.) are required to provide a customer with both a verbal and written Notice of Right to Cancel.**

Regarding the **written** Notice of Right to Cancel, I hereby acknowledge as the Owner/Officer for Merchant that we (check one):

- Will use our own Notice of Right to Cancel form for all applicable transactions.
- Agree to provide the Notice of Right to Cancel document posted on \_\_\_\_\_ for all applicable transactions.
  - You will receive a supply of Invoices once the renewal process is complete.

Failure to comply with the policy above can lead to restrictions being placed on your financing program with Wells Fargo Retail Services, chargebacks, and/or termination from participating in the Program.



For additional information on your responsibilities related to providing a Notice of Right to Cancel, please visit <http://www.consumer.ftc.gov>.

|            |                    |
|------------|--------------------|
| Owner Name | Signature of Owner |
|------------|--------------------|

## Training Information

Please designate an individual below to attend a live Wells Fargo Credit Connect training with a professional training consultant. This individual will also be responsible for training current and new employees within your business on Wells Fargo Credit Connect. **Training must be completed before access to Wells Fargo Credit Connect will be granted.**

### Training Contact Details:

|              |                |
|--------------|----------------|
| Name         | Position/Title |
| Phone Number | Email Address  |

If this individual changes during your program participation, please contact our team so we can ensure we are sending all future Wells Fargo Credit Connect training correspondence to the correct individual.