

Repaired for Life New Account Setup Guide

Required Document Checklist:

Century Producer Agreement (If applicable)

Repaired for Life Century Amendment

Repaired for Life Setup Sheet for each dealership or group

W-9 (For all dealerships and commission payees.)

[SDX Fixed Ops Checklist](#) (To ensure you are using the most recent version use this link.)

- DMS Agreements not mentioned above may also be required. Please refer to the SDX checklist for additional information.

Each dealerships list of Included and Excluded op-codes in Excel format

A list of all new portal users (New users have one hour to reset their password.)

ACH form and voided check (Required for each dealership or dealer group.)

Direct Deposit Authorization form (Used for individual commission payees.)

Group Addendum (If applicable)

Dealer Pack Addendum (If applicable)

CASC RFL Warehouse Agreement (Only required for reinsured business.)

Instructions:

Please complete all the attached forms and return to apg@centuryservicecorp.com.

The effective date on the Repaired for Life Setup Sheet indicates the earliest date when the product can be sold. The effective date should not be sooner than 10 business days from the date Century receives a completed request. A completed request is defined as having all required documents accurately filled out and returned to Century. The amount entered as the Dealer Pack, is the amount that will be paid to the dealership from CASC (Century Service Automotive Corp). Any individuals and commission amounts listed under the Additional Payees section will be paid to those individuals from CASC. If any individuals are due dealer pack funds, please detail that in the Notes section.

The CASC Producer Agreement is required for all selling dealerships. It is not necessary to complete a Producer Agreement for each individual dealership of a dealer group as long as the group addendum is completed.

The CASC RFL Amendment is required for the Repaired for Life program.

The Group Addendum is required for all dealer groups.

The list of new portal users should include the following details:

- First and Last name
- Associated dealership(s)
- Active Email address
- Access requested