

# ELT Database Help—FDI Collateral Management System

## PASSWORD RESET or PASSWORD LOCKOUT

Email the FDI Help Desk at [service@fdielt.com](mailto:service@fdielt.com). In the email provide the user name, company name and the problem (either password needs to be reset or you are locked out of the database). Almost immediately, you will receive an automatic response from FDI indicating that your request was received. Within several hours after your request you will receive a temporary password to get back into your database.

If you are not receiving the automatic response and/or temporary password email, please check junk/spam mail as well as any firewalls on your email system. If you still are not receiving the emails, please call the Help Desk at 866-708-3588.

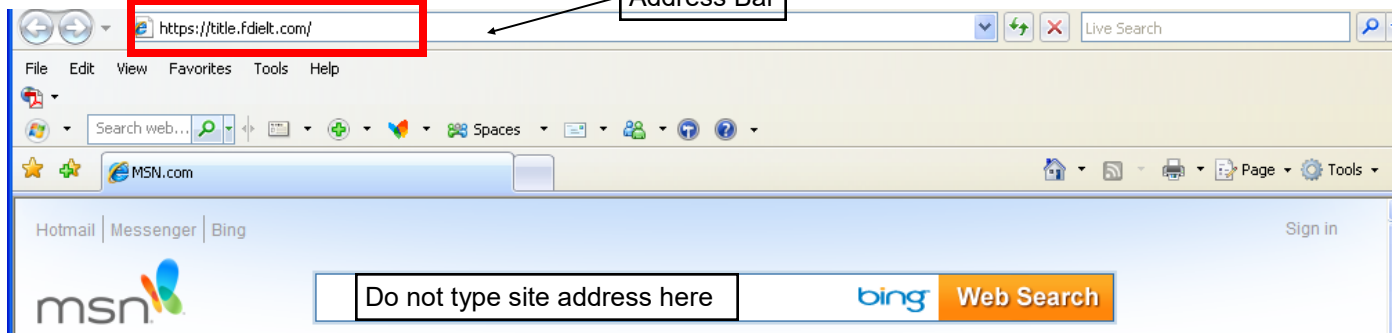
**Reminder that login information, both user name and passwords are case-sensitive.**

## ACCESSING FDI COLLATERAL MANAGEMENT SITE

The **URL site address for the login page is <https://title.fdielt.com>**. This address must be typed exactly as it appears into the address bar on your web browser. It will not access the site if it is typed into the search

bar.

Address Bar



Once the site opens you will see the login page.

A screenshot of the FDI Collateral Manager login page. The page has a blue and white color scheme. At the top left is the FDI logo, a stylized 3D cube. To its right is the text "FDI Collateral Manager". Below this is a login form with two input fields: "Username" and "Password". Below the password field is a "Login" button. Below the login form is a link: "Click [here](#) if you are having trouble logging in or have forgotten your password." At the bottom of the page is a warning box with a red border and the text: "Warning: Unauthorized access or misuse of data will result in adverse action and/or criminal prosecution." At the very bottom is the copyright notice: "© 2004 - 2010 FDI Collateral Management, Inc. All Rights Reserved".

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## CREATING A NEW ACCOUNT

1. Click the **Utilities** drop-down menu.
2. Click **Create Account**.
3. Follow the steps in the **New Account Wizard**.

The screenshot shows a web browser window titled "Create Account - Windows Internet Explorer" with the URL "https://demo.fdielt.com/CreateAccount.aspx?view=CreateAccount". The browser's address bar and search bar are visible. The page content includes a navigation menu with "Search", "Work Queues", "Reports", "Utilities", and "User Setup". A progress bar at the top of the wizard indicates the current step: "Account Information" (selected), "Add dealer", "Add customers", "Add collateral", and "All done". The "Account Information" section contains the following fields:

- Client: PAA
- Account type: Loan (F)
- Amount financed: [text input]
- Expected titling jurisdiction: [dropdown menu]
- Booked Date: 05/28/2010
- Financed Date: 05/28/2010
- Expected Payoff Date: [text input]
- Account: [text input]
- Loan: [text input]
- Loan Suffix: [text input]
- Branch: [text input]
- Business Unit: [dropdown menu]

A "Next >" button is located at the bottom right of the form. A note at the bottom left states: "♦ indicates a required field."

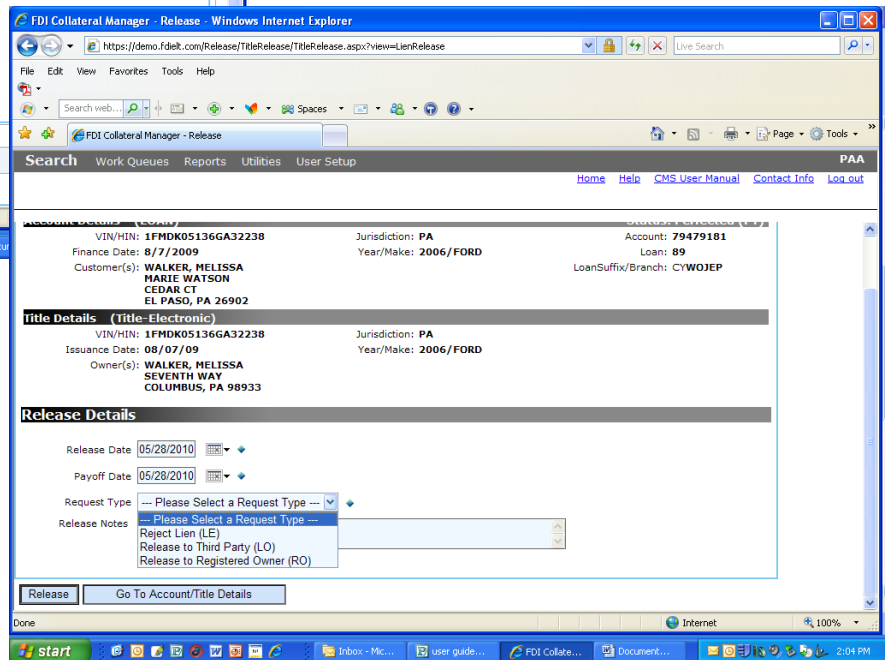
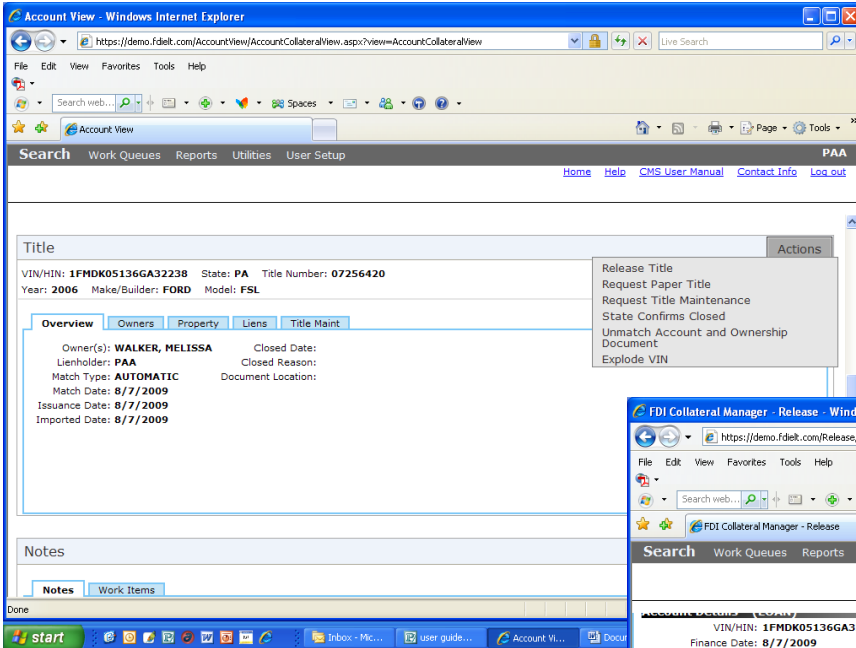
## SEARCHING FOR A RECORD

1. From the toolbar, click **Search**.
2. Narrow your search by entering data in any of the search fields or select the account status from the **Status** drop-down menu.
3. Click the **Search** button down below the search fields.
4. Once the search produces results, click on the **VIN**. This is a link to the record.

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## RELEASING A TITLE

1. From the **Title** section of the record's **Account-Title Details** screen, click **Actions**.
2. Click **Release Title**.
3. If necessary, change the dates in the **Release Date** and **Payoff Date** fields.
4. Select the release type from the **Release Type** drop-down menu.
5. Click **Release**.



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## REQUESTING A PAPER TITLE

1. From the **Title** section of the record's **Account-Title Details** screen, click **Actions**.
2. Click **Request Paper Title**.
3. Enter the reason for requesting paper title in the **Why are you requesting this paper title?** field.
4. Click **Request Paper Title**.

