

# Wells Fargo Credit Connect

Request for Paperless Processing

---

## 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.

---



### Contact us

If you have any questions regarding this Wells Fargo Credit Connect enrollment package, please contact your relationship manager.



# 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 (“WFCC”). To request Wells Fargo Credit Connect, please complete this document.

## Instructions & Procedures

- **WFCC 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 WFCC.
- You will maintain any computing devices that utilize WFCC 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 WFCC, 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.
- WFCC 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 WFCC at any time in the event we determine that WFCC is being utilized in a manner contrary to our Instructions and Procedures and/or your program agreement with us.

## Acknowledgment and Signature

Your signature below means that you have read and agree to the WFCC Instructions and Procedures, which are incorporated by reference into your program agreement with us. You also acknowledge that your request for WFCC 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 Name	Merchant Number(s)
Owner Name	Owner Signature
Title	Date

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

# Merchant Acknowledgment to Provide Notice of Right to Cancel

**All merchants who conduct sales outside their standard place of business (e.g. consumer home, fair, trade show, expo, etc.) are required to provide a consumer 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 that (check one):

- We agree to use our own Notice of Right to Cancel for all applicable transactions. We also certify that our Notice of Right to Cancel complies with applicable local, state, and federal laws, including but not limited to the Federal Trade Commission’s “Rule Concerning Cooling-Off Period for Sales Made at Homes or at Certain other Locations.”
- We agree to provide the Notice of Right to Cancel document posted on [www.hvacpartners.com](http://www.hvacpartners.com) for all applicable transactions.

NOTE: All program materials, including your Notice of Right to Cancel, must be retained in a secure and orderly manner for seven (7) years from the date of creation. Please keep all program materials in an orderly manner for quick retrieval when we request documents from you.

Owner Name	Owner Signature
------------	-----------------

## Training Information

Please designate an individual below to attend a live WFCC training with a professional training consultant. This individual will also be responsible for training current and new employees within your business on WFCC. **Training must be completed before access to WFCC 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 WFCC training correspondence to the correct individual.