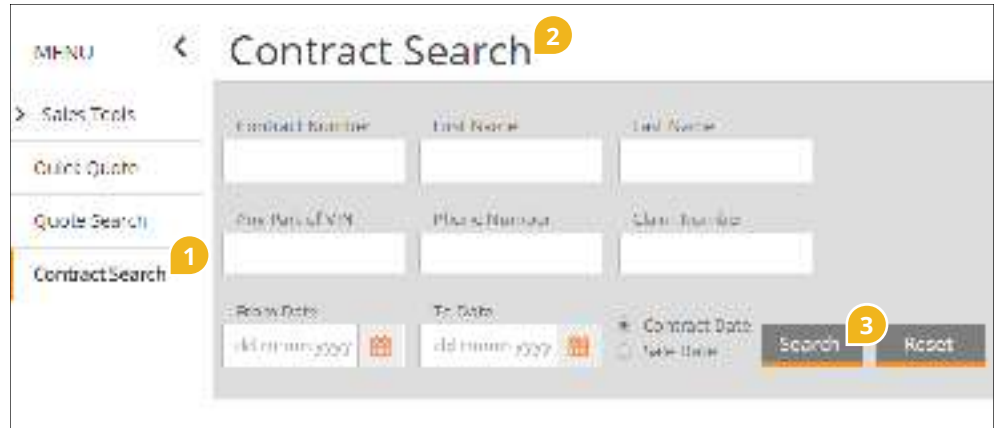


Step 1 of 3:

Access Contract Search

On the left menu, click **Contract Search** (1) to access the **Contract Search** (2) screen.

Enter any parameter or simply click **Search** (3) to load all contracts.



Step 2 of 3:

Search for a Contract

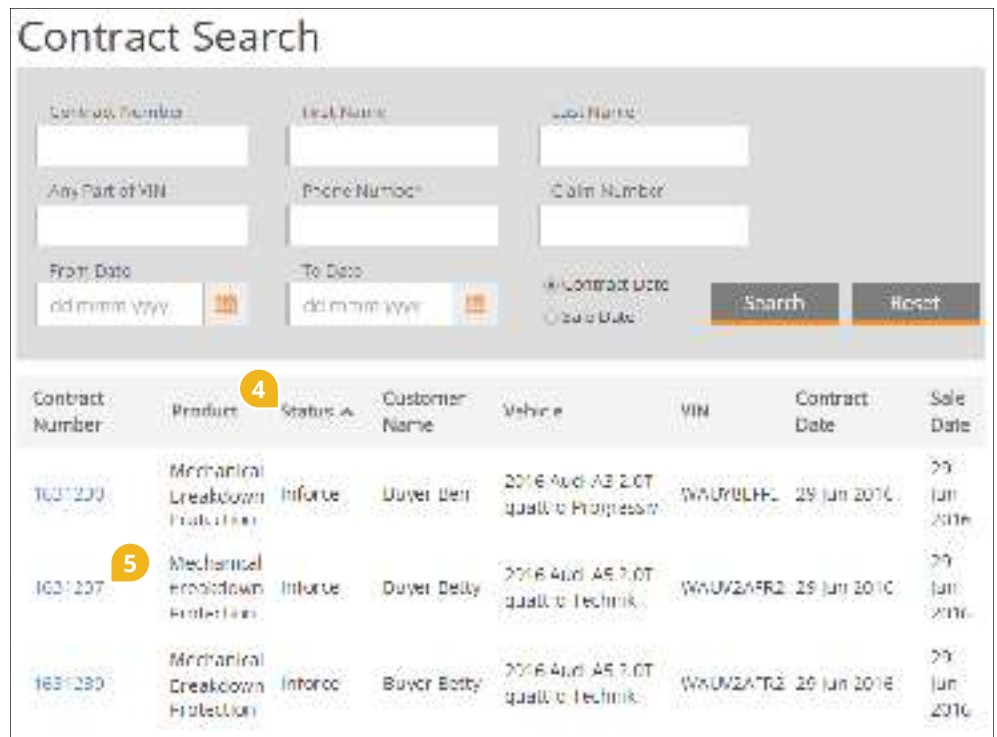
To sort the contract search results simply click on the desired sort parameter. The search results in this image have been sorted by **Status** (4).

Note: There are four contract statuses

- Purchased (not yet active)
- Inforce (active)
- Cancelled
- Expired

You may come across a status not listed above. These statuses existed in the previous system and are no longer in use.

Click the **Contract Number** (5) to view the contract details.



Contract Number	Product	Status	Customer Name	Vehicle	VIN	Contract Date	Sale Date
1631230	Mechanical Breakdown Protection	Inforce	Duyer Betty	2016 Audi A5 1.0T quattro Progressiv	WVU0L1FL	29 Jun 2016	29 Jun 2016
1631237	Mechanical Breakdown Protection	Inforce	Duyer Betty	2016 Audi A5 1.0T quattro Technik	WVU0Z4FR2	29 Jun 2016	29 Jun 2016
1631230	Mechanical Breakdown Protection	Inforce	Duyer Betty	2016 Audi A5 1.0T quattro Technik	WVU0Z4TR2	29 Jun 2016	29 Jun 2016

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Step 3 of 3:

View Contract Details

You can review the contract details on the **Contract Inquiry (6)** screen.

To display more or less contract details, you can click the **arrow icon (7)** for each section.

Click **View Contract PDF (8)** to download and print the contract.

Note: You may **Amend (9)** or **Cancel (10)** the contract from the **Contract Inquiry** screen. For more information, please see the **Amend a Contract** or **Cancel a Contract** Quick Reference Guides.

The screenshot displays the 'Contract Inquiry' interface. On the left, a sidebar lists contract details: Contract Number (1631230), Product (Mechanical Breakdown Protection), LGM Financed (No), Contract Status (Inforce), Financing Agreement Status, Contract Date (29 Jun 2016), Expiry Date (29 Jun 2026), and Expiry Mileage (180,000). At the bottom of the sidebar is a 'View Contract PDF' button (8). The main area has two tabs: 'GENERAL' (selected) and 'CONTRACT HISTORY'. Below the tabs are 'Amend This Contract' (9) and 'Cancel This Contract' (10) buttons. A 'Customer Information' section (7) is expanded, showing fields for First Name (Buyer), Middle Name, Last Name (Ben), Business Name, Email, and Primary Phone Number (222-222-2222). Below this is a table for address information:

Unit/Suite	Street Address	City	Province
	2222 Burrard Street	Vancouver	BC

 Further down are fields for Postal Code (V6J 5A5), Native Status (NO), and Out of Province Delivery (NO). At the bottom of the main area are expandable sections for Vehicle Information, Coverage Information, Selling Dealer, and Payment & Lienholder Information.

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