

## **NMAC E-DOC MANAGEMENT**

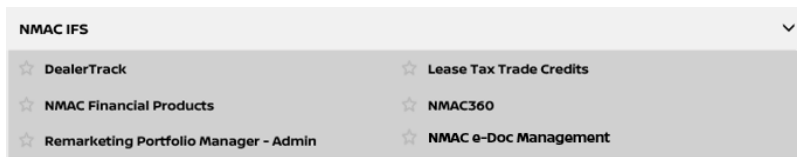
For All Nissan Dealers

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As a reminder, dealers can scan and upload electronic files directly from a computer or scanner using **NMAC e-Doc Management**.

### **How to Access NMAC e-Doc Management**

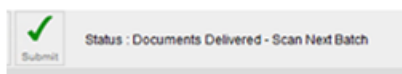
- Log in to **NNAnet.com**
- Select **My Links**
- Select **NMAC e-Doc Management** under the **NMAC IFS** section



**Note:** You must use Internet Explorer for the website to work properly (see add-in instructions below).



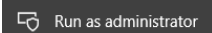
### **Uploading Documents**

- Always include a cover sheet that identifies the dealer, customer, and reference ID.
- Add documentation using the following 2 methods:
  - ✓ Select electronic documents from your PC using the browse folder; or
  - ✓ Scan a paper document (*TWAIN Compliant Scanner attached to your desktop is required*)
- Click on the Submit button
- Once a set of documents is submitted, the following appears to the right of the Submit button:



- Dealers cannot scan multiple deals, each reference number has to be submitted individually

**If you have difficulties uploading documents, you may need to install an Internet Explorer add-on feature.** Please follow these steps:

- ✓ Click on the Windows Start icon on your PC 
- ✓ Right click on Internet Explorer 
- ✓ Select "Run as administrator" 

If you have any questions, please contact Funding Support at (800) 678-4325 or your Financial Services Manager.