

INSTRUCCIONES PARA LA FIRMA ELECTRÓNICA LOYALTY WEB

Prepared by: CDV

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PROCESO DE FIRMA ELECTRONICA (LOYALTY WEB)

OPCION #1 – Cliente se Registra

- 1. En una página WEB entramos a <u>www.Loyalty-Credit.com</u> o <u>www.RectificacionDeCredito.com</u>
- 2. Ya dentro de la página de LOYALTY, entramos en MY ONLINE ACCOUNT





3. Dentro de la pantalla de LOGIN, seleccionamos NEW USER REGISTRATION



- 4. Dentro de la pantalla de REGISTRO, llenamos los campos solicitados.
 - NOTA 1: Los datos entrados aquí, tienen que ser los mismos entrados registrados por el Cliente al momento de la venta.
 - NOTA 2. El USUARIO, tiene que ser una cuenta de EMAIL.
 - NOTA 3. El PASSWORD, requiere mínimo un caracter numérico del 0 al 9 y la combinación de letras mayúsculas y minúsculas. Ejemplo: Welcome01

LOYALTY CREDIT

	REGIS	TRACION PAR	A USUARIOS NUEVOS	
NOMBRE APELLIDO PATERNO APELLIDO MATERNO			INICIAL	
TELEFONO MOVIL				
ULTIMOS 4 DIGITOS DEL SEGURO SOCIAL FECHA NACIMIENTO				
USUARIO CONTRASEÑA			Formato de Correo Electrónico (Ejemplo: test@gma Entre 7 a 15 caracteres	il.com] Mínimo Requerido. 1 carácter numérico 0-9 Combinación de letras y números. Ejemplo: LOVALTYSS
		CONTINUAR	CANCELAR	

5. Luego de haber llenado todos los campos, oprimir CONTINUAR.



OPCION #2 – Instrucciones para firma digital.

1. CLIENTE accede por Internet a <u>www.Loyalty-Credit.com</u> y en selecciona **MY ONLINE ACCOUNT** o **LOGIN**.



2. En la pantalla de LOGIN el CLIENTE tiene que entrar su USER NAME y PASSWORD.

USER	: (EMAIL DEL CLIENTE)
PASSWORD	: <u>Welcome01</u>



	LOGIN
USER	UCHY777@GMAIL.COM
PASSWORD	••••••
	Enter

New User Registration

3. Por seguridad, el sistema pedirá que el Cliente entre una nueva contraseña.





4. Ya dentro de la página principal, entramos a la sección de DOCUMENTACION.

Inicio Pagos Documentación Help Desk	
	INFORMACION DE CUENTAS
CASOS 2017-00931	CREDIT SCORE 0
LUCY SANTIAGO AVILES	1.0 0.5 Credit Score
CALLE LINARES 491 URB MATIENZO CINTRON	
SAN JUAN PR 00923	
(787)560-4853	0

5. Ya dentro de la pantalla de DOCUMENTACIÓN, procedemos a leer los documentos comenzando con el CONTRATO.

Para verlo, le damos un CLICK sobre cada tipo de documento.

	REDIT	Welcome: LUCY SANTIAGO Logout
Inicio Pagos	Decumentación Help Desk	
	DOCUMENTACION Documentación Incompleta	
1	AQUETE INICIAL CONTRAIO	
3	ESTIMADO DE ELENA FE SOTIFICACIÓN DE FASE INICIAL AUTORIZACIÓN ACREEDOR, AUTORIZACIÓN REPRESENTACIÓN DE AGENCIAS (TU, EX, EQ)	
5	AVISO DE CANCELACION. ACUERDO DE CONFIDENCIALIDAD	
5	UBIR DOCUMENTOS REQUERIDOS:	
5	UBIR OTROS DOCUMENTOS:	

6. Le damos OK para confirmar que sí queremos leerlo.

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Inicio Pagos Documentación Help Desk		
DOCUMENT Documentación ac	CACION ompleta	
PAQUETE INICIAL: 1. CONTRATO 2. ANEJO PAGARE 3. ESTIMADO DE BUENA FE 4. NOTIFICACION DE FASE INICIAL AUTORIZACION ACREEDOR, AUTORIZACION REPRESE 4. NOTIFICACION DE FASE INICIAL AUTORIZACION ACREEDOR, AUTORIZACION REPRESE 6. AVISO DE CANCELACION, ACUERDO DE CONFIDENCIALIDAD 2. Oriente Le	PERMADO	
FIRMA ELECTRONICA: SUBIR DOCUMENTOS REQUERIDOS; SUBIR OTROS DOCUMENTOS;	Cancel	

7. Para abrilo y verlo en pantalla, le damos OPEN.



8. Como confirmación de haber abierto y leído el documento, se cambia a VERDE.

	CREDIT						Welcome:
Inicio Pagos	Documentación	Help Desk					
				DOC	UMENTACION ocumentación Incompleta	4	
	<u>PAQUETE INIC</u> 1. <u>contrato</u>	IAL:					
	2. ANEJO PAGARE 3. ESTIMADO DE BU 4. NOTIFICACION D	<u>ENA FE</u> E FASE INICIAL, AUT(RIZACION ACREEDOR, A	UTORIZACION REPRESENT.	ACION DE AGENCIAS (TU. EX. F		
	5. <u>AVISO DE CANCE</u>	LACION, ACUERDO DI	E CONFIDENCIALIDAD				
	FIRMA ELECTR	tonica:					
	SUBIR DOCUM	ENTOS REQUERI	DOS:				

- 9. Este proceso lo repetimos para los 4 documentos siguientes:
 - Anejo Pagaré
 - Estimado de Buena Fé
 - Notificaciones, Autorizaciones, etc.
 - Aviso de Cancelación, Acuerdo de Confidencialidad

LOYALTY CREDIT		Welcome: LUC Logo
Inicio Pagos Documentación Help Desk		
DOCUMENTACION Documentación Incompleta		
PAQUETE INICIAL: LEDO 1. CONTRATO Image: Contraction of the contraction of	FIRMADO	
FIRMA ELECTRONICA: SUBIR DOCUMENTOS REQUERIDOS:		
SUBIR OTROS DOCUMENTOS:		

10. Ya habiendo abierto y leído los 5 Documentos, procedemos con la FIRMA ELECTRONICA.

	YCREDIT
Inicio Pago	s Documentación Help Desk
	Documentación Incompleta
	PAQUETE INICIAL: IED0 IED0 1. CONTRATO III00 III00 2. ANEJO PAGARE III00 III00 3. SETIMADO DE BUENA FE III00 III00 4. NOTIFICACION DE FASE INICIAL AUTORIZACION ACREEDOR AUTORIZACION REPRESENTACION DE AGENCIAS (IU. EX. EQ) III00 III00 5. AVISO DE CANCELACION, ACUERDO DE CONFIDENCIALIDAD III00 III000
	FIRMA ELECTRONICA: ELECTRONIC SIGNATURE By providing your signature, you agree to receive all documents from Loyalty Credit Corpelectronically, to communicate with Loyalty Credit Corp electronically, for Loyalty Credit Corp towork on your behalf, and to the following: You have the right to receive a paper copy of the engagement agreement and DisclosureStatement and you can print any time these documents through our Website accessing with yourUser Name and Password or you may request a physical copy by calling us at 787-707-0177 at nocharge during our working hours (Monday to Friday from 8:00am to 5:00pm and Saturday from9:00am to 1:00nm)

11. El Cliente tiene que leer y luego llenar todos los campos requeridos para la FIRMA ELECTRONICA.

4. NOTIFICACION DE FASE INICIAL, AUTORIZACION	N ACREEDOR, AUTORIZACION REPRESENTACION DE AGENCIAS (TU, EX, EQ)
5. AVISO DE CANCELACION, ACUERDO DE CONFIDE	ENCIALIDAD
FIRMA ELECTRONICA:	
ELECTRONIC SIGNATURE	
By providing your signature, you agree to re- your behalf, and to the following:	sceive all documents from Loyalty Credit Corpelectronically, to communicate with Loyalty Credit Corp electronically, for Loyalty Credit Corp towork on
You have the right to receive a paper copy o and Password or you may request a physica 1:00pm).	of the engagement agreement and DisclosureStatement and you can print any time these documents through our Website accessing with yourUser Name al copy by calling us at 787-707-0177 at nocharge during our working hours (Monday to Friday from 8:00am to 5:00pm and Saturday from9:00am to
In order to view these documents electron necessaryhardware and software to view thes	nically, you will need to have access to the Internet toview text-based e-mail and HTML documents. You have access to a computer with the use documents or to print this information.
You may withdraw your consent to transact b	business with Loyalty Credit Corp by balling us, but ifyou do so, Loyalty Credit Corp will no longer be able to provide you services.
You also CERTIFY that you are at least 18 y	years of age and acknowledge that you read the Engagement Agreement, Disclosure Statements, and Right of Cancellation, and Notice of Cancellation.
Required Notice under Federal Law: You m	may cancel this contract without penalty or obligationat any time before midnight of the seven (7) business day after the date on which you signed the
contract. See the attached notice of cancellati	ion form for an explanation of this right.
Loyalty Credit provides you seven (7) days f	from the date of this Contract to cancel withoutpenalty of obligation.
NAME	
DATE	04/25/2017
Date of Birthday	
Social Security Number	
Type Your Signature	
	The name you provided is:
DIGITAL SIGNATURE	
SAVE CANCELAR	

12. Luego de haber llenado los encasillados, se procede a APROBAR LA FIRMA, marcando

FIRMA ELECTRONICA:	
ELECTRONIC SIGNATURE	
By providing your signature, you agree to re your behalf, and to the following:	eceive all documents from Loyalty Credit Corpelectronically, to communicate with Loyalty Credit Corp electronically, for Loyalty Credit Corp towork on
You have the right to receive a paper copy and Password or you may request a physic 1:00pm).	of the engagement agreement and DisclosureStatement and you can print any time these documents through our Website accessing with yourUser Name cal copy by calling us at 787-707-0177 at nocharge during our working hours (Monday to Friday from 8:00am to 5:00pm and Saturday from9:00am to
In order to view these documents electronecessaryhardware and software to view the	mically, you will need to have access to the Internet toview text-based e-mail and HTML documents. You have access to a computer with the ese documents or to print this information.
You may withdraw your consent to transact	business with Loyalty Credit Corp by balling us, but ifyou do so, Loyalty Credit Corp will no longer be able to provide you services.
You also CERTIFY that you are at least 18	years of age and acknowledge that you read the Engagement Agreement, Disclosure Statements, and Right of Cancellation, and Notice of Cancellation.
Required Notice under Federal Law: You contract. See the attached notice of cancella	may cancel this contract without penalty or obligationat any time before midnight of the seven (7) business day after the date on which you signed the tion form for an explanation of this right.
Loyalty Credit provides you seven (7) days	from the date of this Contract to cancel withoutpenalty of obligation.
NAME	LUCY SANTIAGO AVILES X
DATE	04/25/2017
Date of Birthday	10/03/1959
Social Security Number	(XXX-XX-1561)
Type Your Signature	LYCY SANTIAGO
	The name you provided is:
DIGITAL SIGNATURE	
APPROVE YOUR SIGNATURE	
	_
SAVE CANCELAR	

13. Se le da SAVE.

IA ELECTRONICA:	
ELECTRONIC SIGNATURE	
By providing your signature, you agree to re your behalf, and to the following:	eceive all documents from Loyalty Credit Corpelectronically, to communicate with Loyalty Credit Corp electronically, for Loyalty Credit Corp towork on
You have the right o receive a paper copy of and Password or you may request a physice 1:00pm).	of the engagement agreement and DisclosureStatement and you can print any time these documents through our Website accessing with yourUser Name al copy by calling us at 787-707-0177 at nocharge during our working hours (Monday to Friday from 8:00am to 5:00pm and Saturday from9:00am to
In order to view these documents electron necessaryhardware and software to view the	mically, you will need to have access to the Internet toview text-based e-mail and HTML documents. You have access to a computer with the ese documents or to print this information.
You may withdraw your consent to transact	business with Loyalty Credit Corp by balling us, but ifyou do so, Loyalty Credit Corp will no longer be able to provide you services.
You also CERTIFY that you are at least 18	years of age and acknowledge that you read the Engagement Agreement, Disclosure Statements, and Right of Cancellation, and Notice of Cancellation.
Required Notice under Federal Law: You r contract. See the attached notice of cancellat Loyalty Credit provides you seven (7) days :	may cancel this contract without penalty or obligationat any time before midnight of the seven (7) business day after the date on which you signed the tion form for an explanation of this right. from the date of this Contract to cancel without penalty of obligation.
NAME	LUCY SANTIAGO AVILES
DATE	04/25/2017
Date of Birthday	10/03/1959
Social Security Number	(XXX-XX-1561)
Type Your Signature	LYCY SANTIAGO
	The name you provided is: LYCY SANTIAGO
DIGITAL SIGNATURE	LYCY SANTIAGO
DIGITAL SIGNATURE APPROVE YOUR SIGNATURE	$\overrightarrow{\mathbf{V}}$
DIGITAL SIGNATURE	$\overline{\mathbf{V}}$

14. Como confirmación de que todo salió bien, se deben haber marcado todos los documentos como FIRMADOS.

	DOCUMENTACION	
	Documentación Incompleta	
PAQUETE INICIAL: 1 CONTRATO 2 AVELOFAGARE 3. ESTIMADO DE BUTNA FE 4. NOTIFICACION DE FASE INICIAL AUTORIZACION ACREEDOR AUTORIZACION RE 5. AVESO DE CANCELACION. ACUERDO DE CONTIDENCIALIDAD	PRESENTACION DE AGENCIAS (TU, EX. EQ.)	LEIDO FIEMADO III III III III IIII
FIRMA ELECTRONICA:		
ELECTRONIC SIGNATURE By providing your signature, you agree to receive all documents from Loyahy You have the right to receive a paper copy of the engagement agreement and 017 at nochage during our working hours (Monte) to Fnday from 800m to In order to view these documents electronically, you will need to have access to You may withdraw your consent to transact buintes with Loyahy Credit Cop You also CERTIFY that you are at least 18 years of age and acknowledge that; Required Notice under Federal Law: You may cancel this contract without pen right. Loyahy Credit provides you seven (?) days from the date of this Contract to can NAME	Credit Corpelectronically, to communicate with Loyalty Credit Corp electronically, for Loyalty Credit Corp torvork on your behi (Stopar and Stantard Mond Odan to 1.00pm). 5.00pm and Stantard Mond Odan to 1.00pm). the Internet toview text-based e-mail and HTML documents. You have access to a computer with the necessaryhardware and so by baling us, but ifyou do so, Loyalty Credit Corp will no longer be able to provide you services. You read theEngagement Agreement, Dicclosure Statements, and Right of Cancellation, and Notice ofCancellation. alty or obligationat any time before mindight of the seven (7) business day after the date on which you signed the contract. See the nod withoutpenalty of obligation.	alf, and to the following: rd or you may request a physical copy by calling us at 787-707- offware to view these documents or to print this information. as attached notice of cancellation form for an explanation of this
Date of Birthday	10/03/1959	
Social Security Number	(XXX-XX-1561)	
Type Your Signature	Lycy Santiago The name you provided in: Lycy Santiago	
DIGITAL SIGNATURE	Lycy Santiago	
APPROVE YOUR SIGNATURE	✓	
SAVE CANCELAR		

- 15. Ya habiendo firmado, se procede a subir los Documentos Requeridos, que son:
 - 1. Identificación con Foto
 - 2. Tarjeta de Seguro Social
 - 3. Evidiencia de Dirección

16. Comenzamos subiendo la Identificación con Foto primero seleccionando el tipo de Identificación.

	REDIT	
Inicio Pagos	Documentación Help Desk	
	DOCUMENTACION Documentación Incompleta	
	PAQUETE INICIAL: 1. CONTRATO 2. ANELO PAGARE 3. ESTIMADO DE BUENA FE 4. NOTIFICACION DE FASE INICIAL AUTORIZACION ACREEDOR, AUTORIZACION REPRESENTACION DE AGENCIAS (TU, EX. EQ. 5. AVISO DE CANCELACION, ACUERDO DE CONFIDENCIALIDAD	LEDO FIRMADO VI V
	FIRMA ELECTRONICA:	
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	TARJETA DE SEGURO SOCIAL CNO SELECTION > V	
	EVIDENCIA DE DIRECCION Interpretation > Interpretatio	
	SUBIR OTROS DOCUMENTOS:	

17. Ya habiendo seleccionado en Tipo de Identificación, procedemos a localizar el documento para subirlo a SKY.

UBIR DOCUMENTOS REQUERIDOS:		
Documentos Validos (pdf - bmp - jpg - jpeg - gif - tif - tiff - j	ong).	ESTADO
IDENTIFIACION CON FOTO	Licencia de Conducir 🛛 🔽	
TARJETA DE SEGURO SOCIAL	< NO SELECTION >	
EVIDENCIA DE DIRECCION	< NO SELECTION >	

18. Seleccionamos el documento correcto y le damos OPEN.

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★ Favorites	Name		Date modified ~	Туре	Size			brLookup Find Cell Pho	
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Scanner	🔁 EQ AUTH LUC	Y STGO	4/27/2017 6:47 PM	Adobe Acrobat Doc	50 KB				
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	🔁 ID + SSN LUG	Y STGO	4/27/2017 6:45 PM	Adobe Acrobat Doc	44 KB				
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Documents	🏃 Vriginia Sanch	ez_Demanda y Emplazamiento	4/24/2017 3:10 PM	Adobe Acrobat Doc	920 KB			The second	
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Videos	20170404100	616	4/4/2017 10:07 AM	Adobe Acrobat Doc	104 KB				
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r Computer	20170401140	1536	4/1/2017 2:06 PM	Adobe Acrobat Doc	42 KB				
Local Disk (C:)	20170401140	1527	4/1/2017 2:06 PM	Adobe Acrobat Doc	43 KB				
QD (\\10.0.0.5) (Q: Scanner ()\10.0.0	20170401140	1514	4/1/2017 2:06 PM	Adobe Acrobat Doc	42 KB				
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		-	2/31/2017 12-47 DM	Adaba Acrobat Dar	19/0				
File na	me: [LUCY STGO]	D				All Files (*.*)	<u> </u>	GENCIAS (TU, EX, EQ)	
						Open 😽	Cancel		
					-		/		-
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f	5	UBIR DOCUMENTO	S REQUERID	<u>DS:</u>					
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		EVIDENCIA DE DIRE	CCION		< NO SELECTIO	N > ₩			

19. Como confirmación de que el documento subió, el ESTADO cambia a verde.

IR DOCUMENTOS REQUERIDOS:			
ocumentos Validos (pdf - bmp - jpg - jpeg - gif - tif - tiff -	png).		ESTAD
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TARJETA DE SEGURO SOCIAL	< NO SELECTION >		
EVIDENCIA DE DIRECCION	< NO SELECTION >		

20. Repetimos este proceso para los otros 2 documentos:

- Tarjeta de Seguro Social
- Evidencia de Dirección

IMPORTANTE:

Sin estos documentos no podemos comenzar el proceso de Rectificación de Crédito.

21. Como confirmación de que todo está CORRECTO, el CLIENTE tendrá como validación 3 cosas:

		CUMENTACION Documentación Completa	2
PAQUETE INICIAL: 1. <u>CONTRATO</u> 2. <u>ANEJO PAGARE</u> 3. <u>ESTIMADO DE BUENA FE</u> 4. <u>NOTIFICACION DE FASE INICIAL AUTORIZACION #</u> 5. <u>AVISO DE CANCELACION, ACUERDO DE CONFIDEN</u>	ACREEDOR, AUTORIZACION REPRESE	ENTACION DE AGENCIAS (TU. EX. EQ)	LEIDO FIRMADO V V V V V V V V V V V V V V V V
FIRMA ELECTRONICA:			
SUBIR DOCUMENTOS REQUERIDOS:			3
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TARJETA DE SEGURO SOCIAL	Copia de Seguro Social 💟	C:\fakepath\LUCY STGO SSN.JPG	
EVIDENCIA DE DIRECCION	All in One	C:\fakepath\LUCY STGO ID.JPG	

22. En LOYALTY tambien tendremos varios puntos para validar que todo está correcto.

	User		
ID: 3436	Sky Admin	Mailing - Copia de Evidencia Dirección Postal - All in One - [Ingresado por el Cliente desde Loyalty Web]	May 2 2017 11:55AM
	😮 Sky Admin	Mailing - Copia de Seguro Social - Copia de Seguro Social - [Ingresado por el Cliente desde Loyalty Web]	May 2 2017 11:54AM
Search	🕢 Sky Admin	Mailing - Identificacion - Licencia de Conducir - [Ingresado por el Cliente desde Loyalty Web]	May 2 2017 11:52AM
	Sky Admin	EPAIL REF. DOCUMENTOS PENDIENTES - CASE# 2017-00931	Apr 30 2017 12.10PH
First Name LUCY	G Jaime Sanchez	Operation Security - Operation SecuritySE REALIZA CONFERREMS COLL TU EQ EL 20 ABRIL 2017JSANCHEZ	Apr 28 2017 11:31AM
Initial	O Jaime Sanchez	CREDIT REPORT OUT [Conference call] AGENCIAS[TU,EQ]	Apr 28 2017 11:29AM
Last Name SANTIAGO	Sky Admin	SMS_REPORTS SOLICITADOS – CASE# 2017-00931 AGENCIAS[TU,EQ]	Apr 28 2017 11:29AM
	😡 Sky Admin	EMAIL_REPORTS SOLICITADOS – CASE# 2017-00931 AGENCIAS[TU,EQ]	Apr 28 2017 11:29AM
2nd Last Name AVILES	🚱 Sky Admin	Mailing - Identificacion - Licencia de Conducir - [Ingresado por el Cliente desde Loyalty Web]	Apr 25 2017 6:20PM
Gender SRA.	😡 Sky Admin	Documento generado [Carta Cancelacion Completed]	Apr 25 2017 6:17PM
Marital Status SOLTERO (A)	Sky Admin	Documento generado [Carta Autorizacion TU Completed]	Apr 25 2017 6:17PM
	Sky Admin	Documento generado [Carta Autorizacion EX Completed]	Apr 25 2017 6:17PM
Charges - NO SELECTION -	€2) Sky Admin	Documento generado [Carta Autorizacion EO Completed]	Apr 25 2017 6:17PM
Category CNO SELECTION >			
Division LOYALTY CREDIT CORP	Filter		
Source TV_HAY QUE DECIRLO Abandon			
Status SOLD			New Standard Not
E-mail uchy777@gmail.com			
E-mail uchy777@gmail.com Confirm E-Email uchy777@gmail.com			
E-mail uchy777@gmail.com Confirm E-Email uchy777@gmail.com Phone Number (787)560-4853 * DNC	ELECTRONIC SIGNATURE		
Email uchy777@gmail.com Confirm E-Email uchy777@gmail.com Phone Number (787)560-4853 * DNC ebone Provider 17-Mobile	ELECTRONIC SIGNATURE		
E-mail uchy777@gmail.com Confirm E-Email uchy777@gmail.com Phone Number (787/560-4853 * DNC sphone Provide [T-Mobile V Scher Phone (Des Barans V	ELECTRONIC SIGNATURE		

23. Ya luego de este paso, todo con relación al Contrato y Documentos Pendientes debe estar OK.