



# PCRS+ Dealer User Guide

## Reporting

### PCRS+ Portal Access:

**Reporting** includes filterable information and views of Process Register history, out of balance process registers and cancellations.

There are 2 ways to access our portal:

**Option 1** Open your web browser and visit the Classictrak website: <https://www.classictrak.com> then click [Agent Connect/Dealer Login] this will direct you to the PCRS Login screen

**Option 2** Open your web browser and type in [clk.pcrsauto.com](http://clk.pcrsauto.com)  
Enter your login email and password (initial temporary password is: welcome1 and 'Click' **Log In**).

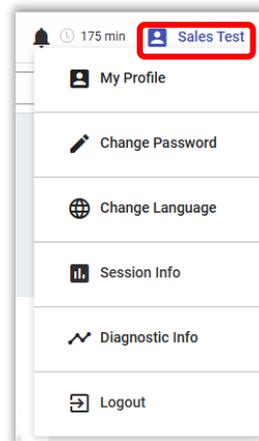
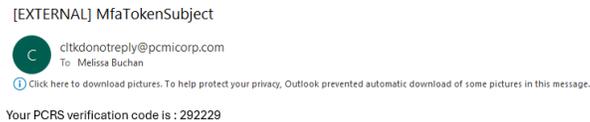
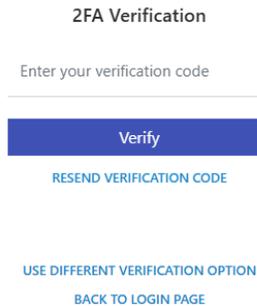
A prompt to change your password will appear.

Once the new password has been established, a two factor authentication prompt will appear. A 2FA code will be sent to the email address being used to log in.

#### USER INFORMATION:

Once you have logged in you may hover over your name to display your current User information.

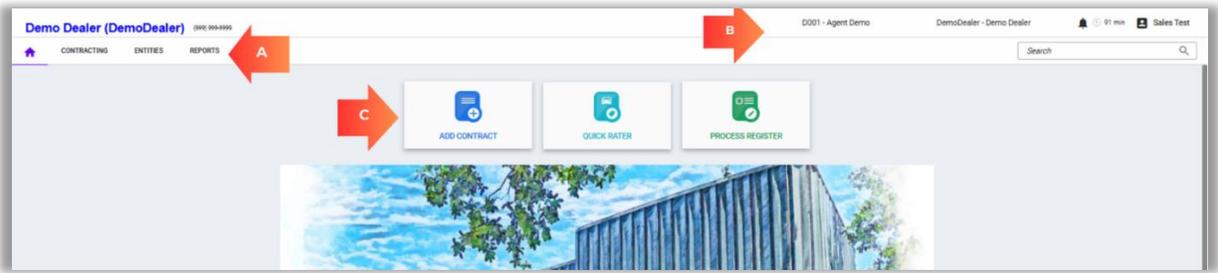
All users have permission to **LOGOUT** from this screen.



Contact your system administrator if you do not have the URL, user email, and/or a password to log in.

### PCRS HOMEPAGE:

The PCRS+ homepage provides quick and easy access to key features and tools.



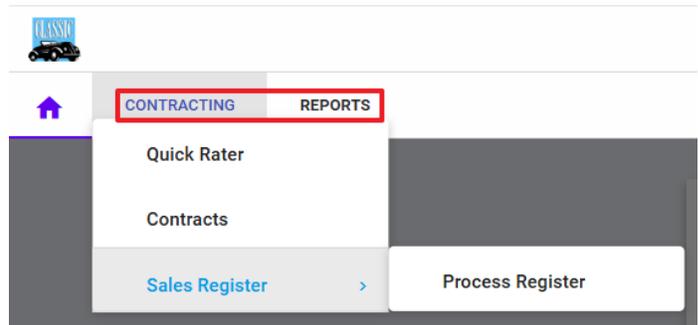
**!** Based on granted security access, some of the options described may not be available to all users.

## A - NAVIGATION MENU:

The top Navigation area features cascading menu options.

To view the options available under each section, hover your mouse over the option to display the sub-menu.

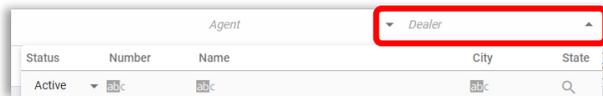
- HOME:** Takes you to the homepage.
- CONTRACTING:** Provides access to various Contract options and the Process Register.



- REPORTS:** Provides access to various reports by category and a sub menu for each item. (Report options vary by user)

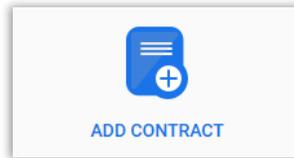
## B – RIGHT HEADER NAVIGATION

**SELECT A DEALER:** This may be auto populated for you or you may have to ‘click’ the drop-down arrow and select your desired dealer.

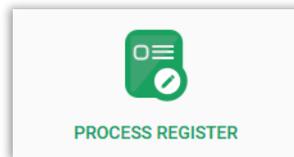


## C – QUICK NAVIGATION BUTTONS

**ADD CONTRACT:** Select ‘Add Contract’ to begin the contract rating process. (If you have multiple rooftops in your system, be sure to select a Dealer)



**PROCESS REGISTER:** Select ‘Process Register’ to remit Contracts and Other transactions.

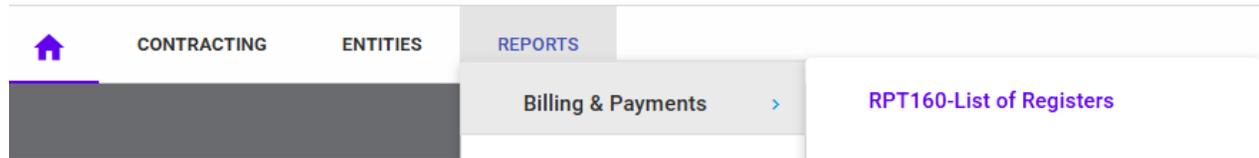


**QUICK RATER:** Select 'Quick Rater' to begin the contract rating process. (If you have multiple rooftops in your system, be sure to select a Dealer)



## REPORTS

**Report 160** will provide a list of process registers created for the selected criteria. 'Click' to expand the **REPORTS** quick link and scroll to the **Billing and & Statements** section.



If you have access to multiple dealer groups, select the appropriate group and select your servicing agency name from the list. Select "All" for provider and select to and from months/dates to review the lists of registers processed for the selected period.

### RPT160 - List of Registers

Dealer Group:  Agent:    
 Provider:  Month From:    
 Month To:

To view the details of a process register, click on the Register #. This will open a .pdf copy of the process register for viewing/printing.

### RPT160 - List of Registers 2023-Oct-30 02:06 PM

Reporting Period: 9/1/2023 - 10/31/2023  
 Dealer Group: ALL  
 Agent: ALL  
 Provider: ALL  
 User: Louis Liapis

Dealer #	Dealer Name	Register #	Created By	Contract Count
AWTXT123	Auto World	<a href="#">R20230922-13379749</a>	Mark Nagelvoort	2
D2345	Bitterroot Motors	<a href="#">R20230925-13382416</a>	Mark Nagelvoort	1
D2345	Bitterroot Motors	<a href="#">R20230925-13382441</a>	Mark Nagelvoort	1
D2345	Bitterroot Motors	<a href="#">R20230926-13383737</a>	Mark Nagelvoort	1
D2345	Bitterroot Motors	<a href="#">R20230926-13383738</a>	Mark Nagelvoort	3
D2345	Bitterroot Motors	<a href="#">R20230927-13385452</a>	Mark Nagelvoort	1
D2345	Bitterroot Motors	<a href="#">R20230927-13385453</a>	Mark Nagelvoort	0

**Report 161** will provide a list of any process registers that have a positive or negative balance after a process register has had payment applied to it.

Click' to expand the **REPORTS** quick link and scroll to the **Out of Balance Registers** section.

Select the search criteria based on the desired view.

### RPT161 - Out of Balance Registers

Country:  State:   
 Dealer Group:  Dealer:   
 View Report | Export CSV

The report will detail the total of the process register and the amount that was remitted and applied to that process register. If there was a shortage or overage, this report will give a quick view of those process register that are out of balance.

2023-Oct-30 04:49 PM

User: Louis Liapis  
Agent: ALL  
Dealer Group: ALL  
Dealer: ALL

Dealer Number	Dealer Name	Payee	Register Number	Check Date	Process Date	Check Amount	Remitted Amount	Check Memo
D2345	Bitterroot Motors	Force	R20180525-10462904			\$8,700.40	(\$8,665.40)	
			R20180605-10469781			\$1,258.60	(\$1,323.60)	
			R20180606-10470824			\$1,558.00	(\$1,259.00)	
			R20180711-10510059			\$1,891.10	(\$1,592.10)	
			R20180711-10510105			\$2,503.10	(\$2,226.10)	
			R20180803-10529856			\$1,930.10	(\$1,631.10)	
			R20180813-10534311			\$1,139.00	(\$840.00)	
			R20181105-10587124			\$15,984.10	(\$16,014.10)	
			R20190305-10656281	03/05/2019		\$1,609.00	(\$1,310.00)	
			R20190410-10682347	04/10/2019		\$1,616.20	(\$1,317.20)	
			R20190716-10761194	07/16/2019		\$1,945.10	(\$1,620.10)	
			R20190807-10780373	08/07/2019		\$2,973.00	(\$2,983.00)	VSC1009010 was short paid 10
			R20190904-10802327	09/04/2019		\$1,170.00	(\$1,175.00)	Dealer Underpaid on check #225689
			R20191011-10833357	10/11/2019		\$980.00	(\$945.00)	
			R20191017-10837788	10/17/2019		\$496.00	(\$483.00)	
			R20200121-10908992	01/21/2020		\$1,305.00	(\$1,339.00)	
			R20200310-10952062	03/10/2020		\$458.85	(\$435.00)	Received CK 556896, Dealer has

**Report 1003** will provide details for each cancellation payment sent for cancellations processed during the specified period of time.

Click' to expand the **REPORTS** quick link and scroll to the **Cancellation Statement** section.

Select the search criteria based on the desired view.

### RPT1003-Cancellation Statement

Country:  State:   
 Product Type:  Insurance Company:   
 Dealer:  Cancel Process Month:   
 Batch Number:

The report will detail a listing and details of each cancellation processed with administrator, dealer and customer refund amounts. This report will match the check that has been mailed for the report period.

RPT1003 - Cancellation Statement 2025-Mar-09 11:47 AM

User Name	Contract Number	Customer Name	Customer Address	VIN	Product Type	Sale Date	Retail Rate	Net Rate	Cancellation Created Date	Cancel Effective Date	Cancel Factor	Cancel Reason	Retail Refund	Refund From Dealer	Refund From ClassicTrak	Check Number
1	G00653315	XXXXXXXXXXXXXXXXXX	XXXX St. Miami, FL 33175	4UGB85QBKA0044	GAP	11/6/2017	\$799.00	\$295.00	12/1/2019	12/2/2019	65.4950%	Trade In	\$473.31	\$330.11	\$143.20	
2	G000689688	XXXXXXXXXXXXXXXXXX	XXXX St. Olaton, IL 34877	1G1ZD5EUJ8F2497	GAP	3/14/2018	\$867.00	\$267.00	12/1/2019	3/14/2019	100.0000%	Unwound Deal	\$867.00	\$600.00	\$267.00	
3	G000689685	XXXXXXXXXXXXXXXXXX	XXXX St. Olaton, IL 34877	3FA6PDH77ER3591	GAP	3/14/2018	\$905.00	\$305.00	12/1/2019	12/10/2019	70.9850%	Payoff	\$592.41	\$425.90	\$166.51	
TOTAL													\$1,932.72	\$1,356.01	\$576.71	

**Classic is here to provide you with the tools necessary to be successful. Call us at 1-800-930-4633 with any questions. We are available by telephone Monday through Friday from 9:00 a.m. to 5:00 p.m. EST.**