

## **LENDER PORTAL ENROLLMENT FORM**

### **GAP CLAIMS**

Accessing the PCRS lender portal requires enrollment. The lender portal allows lenders to start, update and review GAP claims for mutual customers.

Please complete all fields so the appropriate access can be granted.

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

User First and Last Name: \_\_\_\_\_

User Email: \_\_\_\_\_

If there are other entities associated with the lender listed above that the enrolled user may need access to, please provide additional lender name(s) and address(s) in the space provided below.

Additional lender associates: \_\_\_\_\_

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Once a log in has been created, the user will receive an email with log in credentials as well as a user guide.

#### **Lender Portal - Document Instructions**

- \* All documents must be received within 90 days of the Insurance Settlement Payout
- \* Multiple documents may be added to in each category. Only the last document will display with a date and time stamp.
- \* Loan or Lease agreement is required
- \* Buyer's order / Bill of Sale is required
- \* Police report is required if the loss was due to theft.
- \* Police report is required if they have responded to the scene of the incident & a report was filed. For all other loss types a statement of loss can be completed.

If the customer did not have any insurance at the time of loss, the customer will be required to supply an estimate of repair to determine the vehicle's damage, we may send an inspector to verify the estimate or ask for photos to be submitted.

Submit completed forms to [processing@classictrak.com](mailto:processing@classictrak.com) for set up.