



## BORROW SMART STORE LOCATOR SYSTEM

### INSTRUCTIONS FOR ENTERING LOCATIONS

#### Please Print & Read Carefully Before Proceeding

This is the information you will need to enter your store data into the Borrow Smart system for your store location to appear under the Borrow Smart Approved Lenders tab at the new Borrow Smart web site. Please follow the instructions carefully.

1. Gather a list of all of the addresses of your stores. The addresses must be street addresses and cannot be post office addresses.
2. Return to [www.CouncilForFairLending.com](http://www.CouncilForFairLending.com) site and click on For Members and follow the links to the “Enter Info” button.
3. After you return and click the Enter Info button you will be connected to the page to begin entering your data. There are two steps to getting your information into the system. **First**, you must either select a member ID from the pull down menu or create one. If this is your first visit to the site, you will need to create one. You only need to do this one time for your company.

This registers your company at the site – but not your

Enter Member ID:

Don't have a Member ID? Click [here](#) to register

store locations. After you have completed this step and if for any reason you need to stop and then return later you can simply use the pull down arrow at the “Login” button when you return and find your company to begin where you left off. Remember, you only need to register here one time. At each subsequent visit you will be able to pull up your information by using the pull down menu next to “Login” (see above).

4. The **second step** is to enter your store locations. Remember, you will need to list every store you want to appear on the locator system including the address you may have listed in step 3 above if you want that location to appear on the web site. Read on.

## Prospect Information

Member ID: MYC1697 Company: My Company – 123, Jackson, MS

\* Denotes a Required Field

\* Store Name:

\* Contact Last Name:

\* Contact First Name:

Contact MI:

\* Address:

Suite:

\* City:

\* State: SELECT ONE

\* Zip Code:

\* Phone:  XXX-XXX-XXXX

E-mail Address:

5. After you have completed step 3 above and click on the “Save” button you will be directed to a new page that you see here. Complete all the fields. Be sure you take note of the following:
  - a. **Special Note 1:** Your store name or your street addresses cannot exceed a total of 35 characters. If your names are longer you will need to abbreviate. Actually, 20 to 25 characters is the best size range. Abbreviations for street (St.), avenue (Av.) and others will help reduce the number of characters
  - b. **Special Note 2:** Do not include suite numbers in your address.
  - c. **Special Note 3:** If your title lending and payday lending store share the same address, make one entry for both. Do not list the stores twice.
  - d. **Special Note 3:** Be sure you capitalize the names the way you want them to appear on the web site. The information you put in the system will go directly to the web site **just as you enter it.**
6. Finally, be sure you enter the information accurately! Typos will appear for the entire world to see when they pull up your name on the Borrow Smart web site. If you get it wrong you can return and edit your page. But, the best advice is to check it twice before you hit the “Submit” button. After it reaches the web site it may be a while before it can be corrected. So, please be careful.
7. After you have completed entering all of your information, drop us an email at [admin@borrowsmartalabama.com](mailto:admin@borrowsmartalabama.com) and let us know. We will transfer your information to the Borrow Smart web site for all to see.
8. Now, go have fun!