My LeasePoint account guide

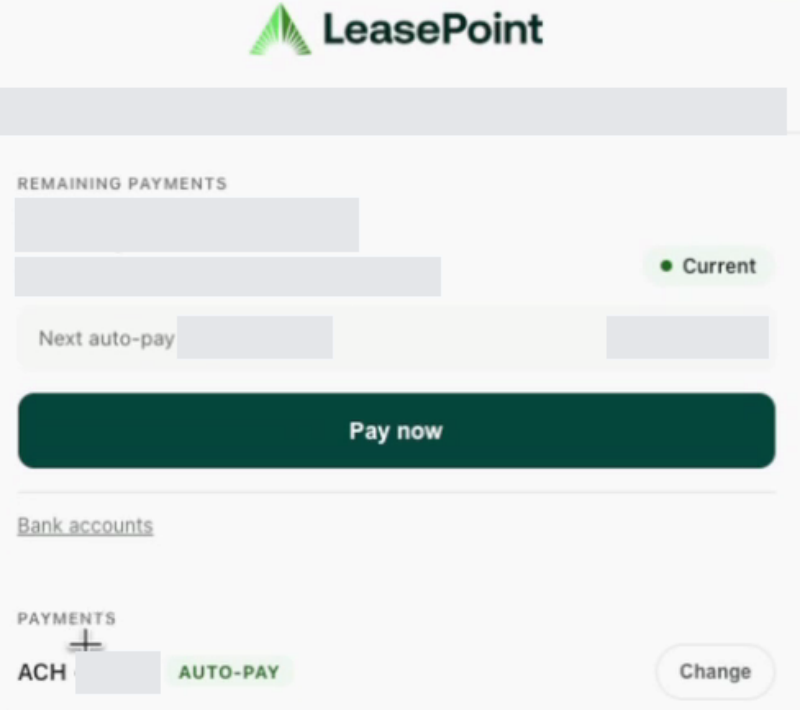
Review payments, find account documents, and get help with your account.

For borrowers and personal guarantors with account access.

1. Open your account dashboard

Open My LeasePoint. Check the account number and business name at the top to confirm you are viewing the right account. Contact LeasePoint if you need help accessing it.

When available, the overview shows **Remaining payments**, your account status, the next payment, and payment controls. Available information and actions depend on your account and who services it.



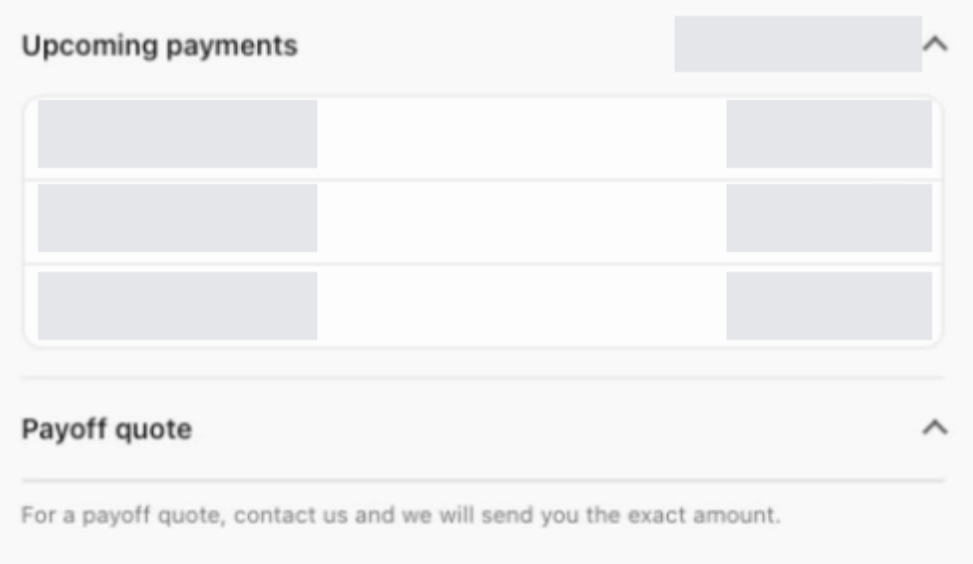
Example screen from the supplied walkthrough. Account details redacted; your view may vary.

To start a payment, select **Pay now**, if available, and follow the instructions presented. Check the result of that process before treating a payment as complete.

The dashboard may also show **Bank accounts** and **Change** beside your payment method. Contact LeasePoint if you need help with these options.

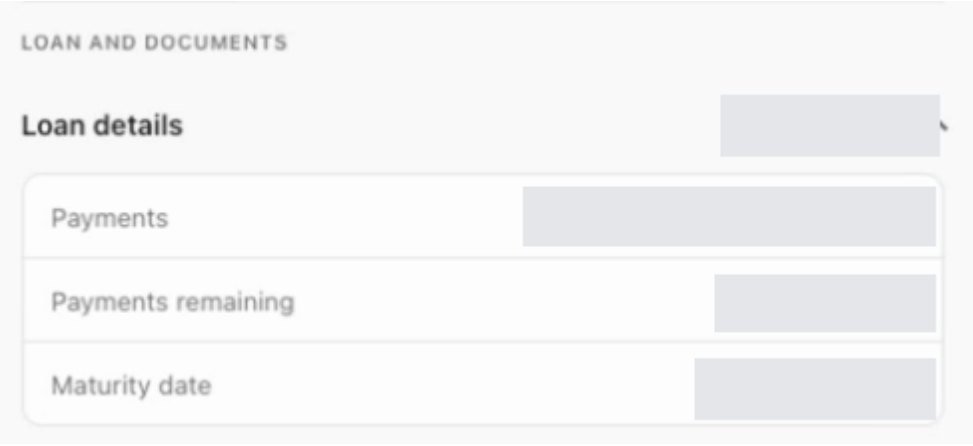
2. Review payments and loan details

Expand **Upcoming payments** to see the payment dates and amounts listed for your account. Use the arrow beside a section heading to expand or collapse it.



Example screen. Account details redacted.

Expand **Loan details** to review **Payments**, **Payments remaining**, and **Maturity date**. The payment structure may include different amounts during the term, so review the full description.



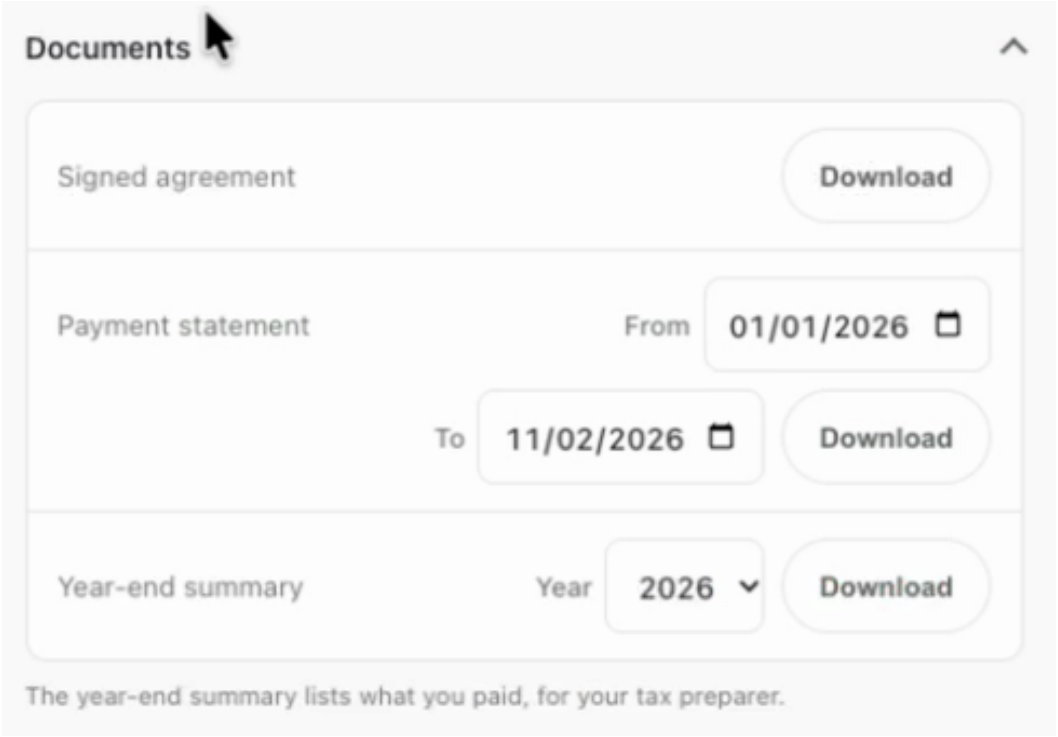
Example screen. Account details redacted.

For the exact amount to pay off your account, expand **Payoff quote** and contact LeasePoint. The **Remaining payments** total is not a payoff quote.

Your signed agreement governs your payment obligations. If the dashboard and your documents appear inconsistent, contact LeasePoint.

3. Download your account documents

Expand **Documents**, then select the download option for the document you need.



Example screen. The dates and year shown illustrate the document controls.

Signed agreement

Select **Download** beside **Signed agreement**. If your dashboard instead says to email for a copy, contact help@leasepoint.com.

Payment statement

1. Set the **From** date.
2. Set the **To** date.
3. Select the **Download** button for **Payment statement**.

Year-end summary

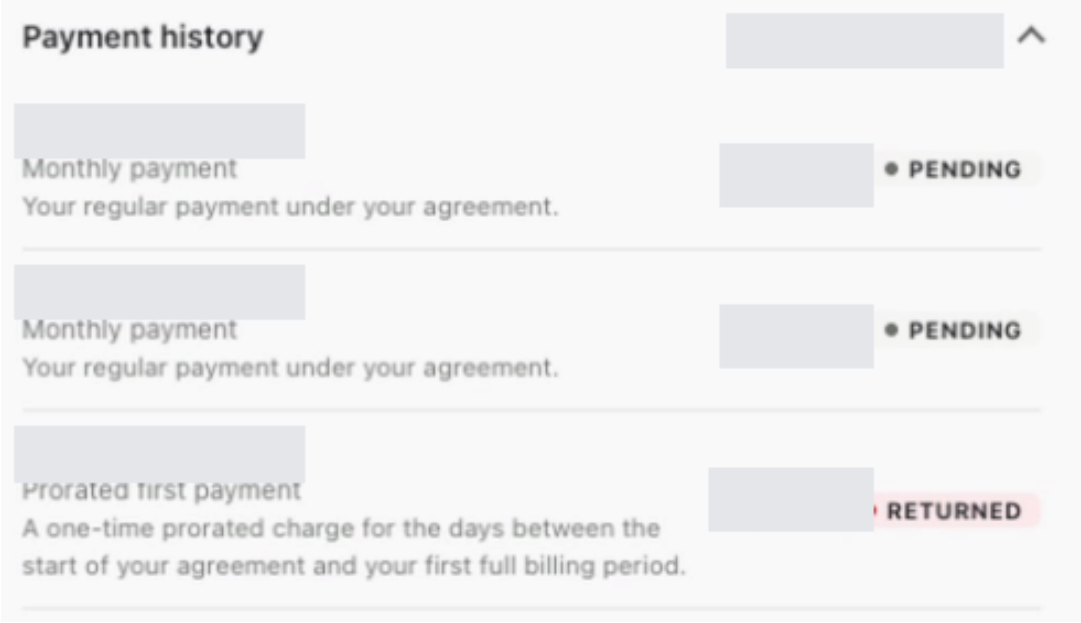
1. Choose the **Year** you need.
2. Select the **Download** button for **Year-end summary**.

The year-end summary lists what you paid for the selected year, for your tax preparer. Ask your tax preparer how to use it.

If a download does not appear, check your browser's downloads list. Contact LeasePoint if the document is unavailable or the download still does not work.

4. Check payment history

Expand **Payment history** to review listed transactions. An entry can include its date, description, amount, payment method, and status. The description can distinguish a monthly payment, prorated first payment, documentation fee, or deposit.



Example screen. Account details redacted.

Look for the status beside each transaction: **Paid**, **Pending**, or **Returned**. If a status is unexpected, contact LeasePoint to confirm the transaction and any next step.

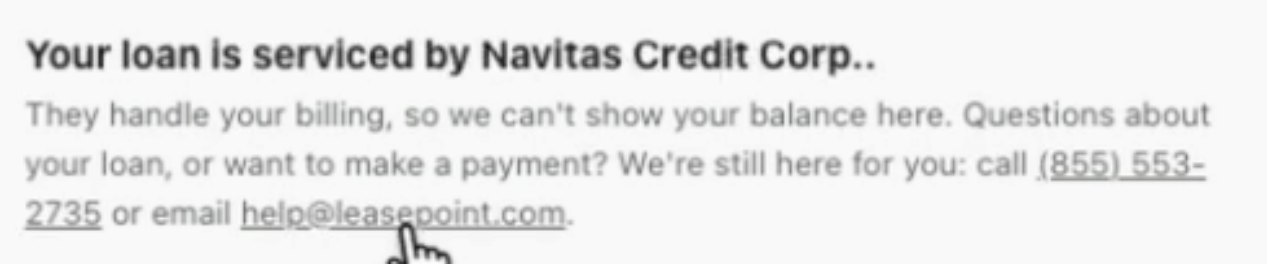
If you are unsure whether a payment went through, contact LeasePoint before repeating it. Include the account number and transaction date so the team can locate the entry.

For a payoff amount, request a **Payoff quote** from LeasePoint. Payment history and the remaining scheduled payments do not replace that quote.

5. Get help with your account

If another company services your loan

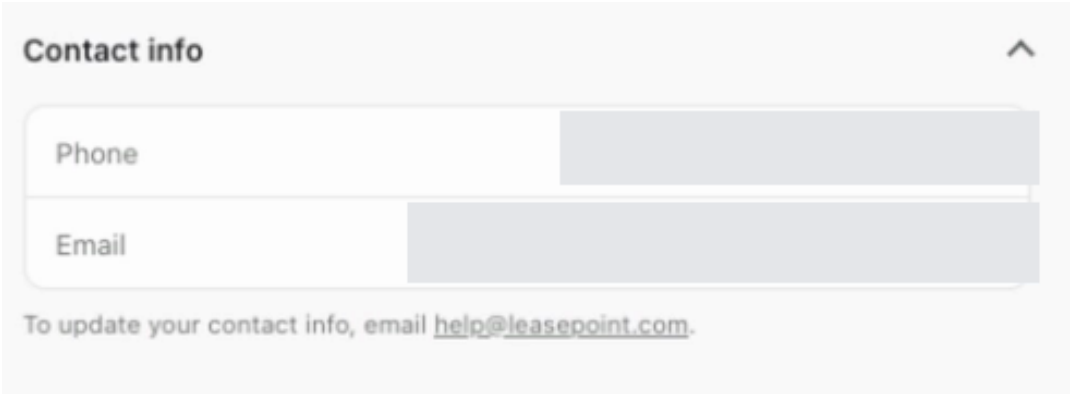
Your dashboard may name another servicer, such as **Navitas Credit Corp.**, and explain that your balance is not shown because that company handles billing. Follow the notice displayed for your account and contact LeasePoint for help with payments or loan questions.



Example screen from an account with an outside servicer.

Contact information

Expand **Contact info** to review the phone number and email address on file. To request an update, email help@leasepoint.com.



Example screen. Customer phone number and email address redacted.

Insurance information

If an **Insurance** notice says no proof is on file, you can send proof to help@leasepoint.com. The notice may also mention an insurance fee. Contact LeasePoint if you have a question about your account's notice.

Contact LeasePoint

Email help@leasepoint.com or call (855) 553-2735. Include your account number and a short description of the issue. For a transaction question, include its date.

Do not email passwords or full bank account details.

Open your dashboard: my.leasepoint.com/account.