



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 the Borrow Smart site and press the “Enter Info” button at the Borrow Smart Locations web page from where you printed this document. That is www.BorrowSmartMS.com and click on Members.
3. After you return and after you press 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 or create one. You only need to do this one time for your company. This registers your company at the site – not your store locations. If your company has not previously registered (use the pull

down menu to check), which will most

Enter Member ID:

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

likely be the case the first time you visit, you will go to the line that says “click here to register” (see example above). Then, enter your corporate information – *but not your store locations yet*. 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 at your last visit. 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. Now you are ready to enter your store locations. Again, 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.

5. After you have completed step 3 above and hit the “Save” button you will be prompted to a new page that you see here. Complete all the fields. Be sure you take note of the following:

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:

- 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 all 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. Now, go have fun!