Application Instructions:

**Step 1. Review Program Requirements:**
- □ General Requirements and Procedures
- □ LYNX Standard Estimating Guidelines

**Step 2. Complete Application Forms:**
- □ Repair Facility Information
- □ Repair Cost Quotation
- □ Background Check Authorization
  
  *LYNX utilizes a nationally recognized company to complete the background checks with the following nature and scope:*
  - **Sole Proprietor, Partnership, or Corporation (if incorporated less than 5 years):**
    - Statewide criminal records in all states of residency for owner(s) or principal corporate officer for the past 5 years
    - Credit check for the owner(s) and the company or principal corporate officer
  - **Corporation: (Incorporated more than 5 years)**
    - Credit check for the corporation
  
  *All reports generated by the background check agency are confidential to LYNX Services exclusively, and are utilized only for the purpose of assessing a continued relationship as a LYNX Collision Repair Network Participant.*

- □ Terms of Agreement
- □ Electronic Payment Authorization (requested not required)

**Step 3. Submit Registration Packet to LYNX Services:**
- □ Completed Application Forms from Step 2
- □ Additional Documentation
  - Photos of your repair facility (exterior, customer reception area, and production areas)
  - Copy of your lifetime warranty (workmanship and refinish)
  - Copy of W-9 IRS Form
  - Certificate of Insurance with LYNX Services named as Additional Insured
- □ Registration Packet can be submitted via email, fax, or mail to the following:
  - Email: collision@lynxservices.com
  - Fax: 239-479-5959
  - Mail: LYNX Collision Repair Network
    6351 Bayshore Road, Suite 18
    Ft. Myers, FL 33917-3172