

How to Make a Payment in the Cox Automotive Payment Portal

This quick-reference guide walks through making payments on bills the Cox Automotive Payment Portal.

How to Pay Invoices

- 1. Go to the **Open Bills** tab.
- Select the Invoice(s) you want to pay. Note: You may have to do an Advanced Search to locate a specific invoice.
- 3. Click on **Pay Selected Bills** and select the option you would like to pay with (ACH, Credit Card or Debit Card).

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		14/06/584	199			A2-010	1.00		Sec. 1		1000			J	

Pay by ACH

Once you have clicked **Pay by ACH**, a pop-up window will appear.

 Preview or edit the invoice(s) selected for payment. Note: You can delete an invoice by clicking on the blue icon. You will have to click Re-Calculate before going to the next step.

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Invoices			Select Ba	nk	
review	or Edit		Choose the	Bank	
he Invoi	ces		Account for Pa	lyment	
	Customer Name	Customer Number	Invoice Number	Payable Amount	Invoice Due Date
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- 2. Once you have reviewed the invoice(s), click **Proceed to Pay**.
- 3. On the next screen, you can chose to **Pay Now** or **Pay Later**.
- 4. Choose from a **Saved Bank Account** or enter information for a **New Bank Account**.



5. Once completed, click **Proceed**.

- A popup will appear with Terms and Conditions. Read and if you accept, check I Accept Terms of Agreement and click Pay.
- 7. Upon successful completion of payment, you can **Print Receipt**. **Close** popup window once complete.

Pay by Credit Card or Debit Card

Once you have clicked **Pay by Credit Card** or **Pay by Debit Card**, a pop-up window will appear. *Note:* The steps are the same regardless of the type of card chosen for payment. **There is a** <u>\$5,000 limit</u> for credit card payments.

1. Preview or edit the invoices selected for payment. *Note:* You can delete an invoice by clicking on the blue icon. You will need to click **Re-Calculate** before going to the next step.

Pay	Selected Bills				
Preview of the Invoid	r Edit ves				
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- 2. Once you have reviewed the invoice(s), click **Proceed to Pay**.
- 3. On the next screen, you can chose to **Pay Now** or **Pay Later**.
- 4. Choose from a **Saved Card** or a **New Credit Card** or **New Debit Card**. *Note:* You will need to enter required details when adding a new card. You can check the box to save the card for reuse.

Pay Bills				
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4 CHOOSE A CREDIT CARD				
Saved Credit Card	MC-XXXX-44	444 🗸		
New Credit Card				
Save Credit Ca	rd For Reuse			

COX AUTOMOTIVE*

- 5. Once completed, click **Proceed**.
- A popup will appear with Terms and Conditions. Read and if you accept, check I Accept Terms of Agreement and click Pay.
- 7. Upon successful completion of payment, you can **Print Receipt**. Close popup window once complete.

How to Set Up Auto Payments

A user can set invoices for different customers to be automatically paid with a stored payment method.

- 1. Under **Open Bills**, click on **Enable/Disable Auto Pay**.
- 2. Select the appropriate **Customer** from the dropdown menu.
- 3. Select **Payment Frequency** (Daily, Weekly or Monthly).
- 4. Select **Start Date** using the calendar.
- Select Payment Type (ACH, Credit Card or Debit Card) and associated Card/Bank Account.
- 6. Once completed all fields, click Submit.

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Customer * :		•			
Auto payments will contin disable autopay.	ue to be processed	based on the	selected frequency o	and payment metho	od until you
Auto payments will be app included.	plied to all invoices	that do not ho	ive open disputes ag	ainst them. Credits	will not be
Note: When you set up a n any current bill using a on	iew automatic payn ie-time payment un	nent, it will tal ntil the new po	ke effect on your next ayment method is act	t billing cycle. You n tive.	nust pay
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