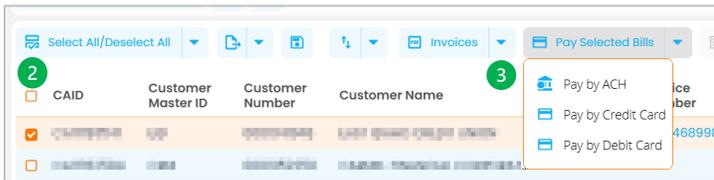


# How to Make a Payment in the Cox Automotive Payment Portal

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

## How to Pay Invoices

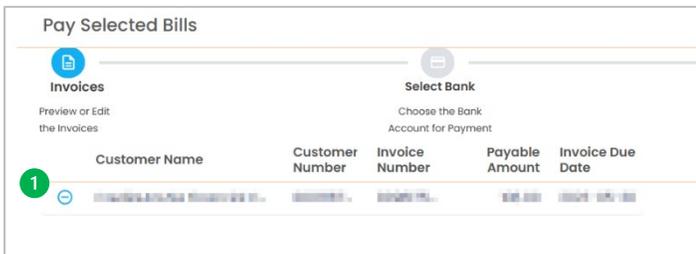
1. Go to the **Open Bills** tab.
2. Select the **Invoice(s)** you want to pay. **Note:** You may have to do an *Advanced Search* to locate a specific invoice.
3. Click on **Pay Selected Bills** and select the option you would like to pay with (ACH, Credit Card or Debit Card).



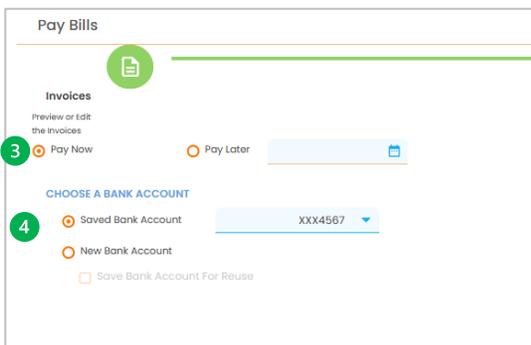
## Pay by ACH

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

1. 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.



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**.

6. 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.

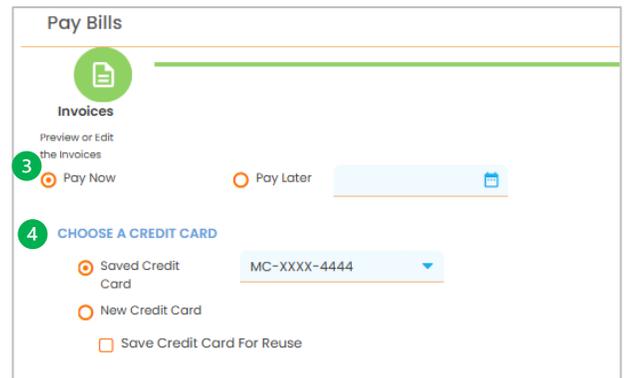
## Pay by Credit Card or Debit Card

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 \$5,000 limit 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.



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.



5. Once completed, click **Proceed**.
6. 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 drop-down menu.
3. Select **Payment Frequency** (Daily, Weekly or Monthly).
4. Select **Start Date** using the calendar.
5. Select **Payment Type** (ACH, Credit Card or Debit Card) and associated **Card/Bank Account**.
6. Once completed all fields, click **Submit**.

Enable/Disable Auto Payment

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**2** Customer \* :

Auto payments will continue to be processed based on the selected frequency and payment method until you disable autopay.

Auto payments will be applied to all invoices that do not have open disputes against them. Credits will not be included.

Note: When you set up a new automatic payment, it will take effect on your next billing cycle. You must pay any current bill using a one-time payment until the new payment method is active.

**Auto Pay** \* :  Enable Auto Pay  Disable Auto Pay

**3** **1** Payment Frequency \* :  **4** **Start Date** \* :

**5** **1** Payment Type \* :  **1** Card/Bank Account \* :

**Pay for Related Customers** :