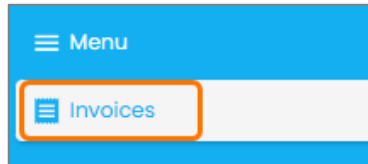


How to Make a Payment in the Cox Automotive Payment Portal

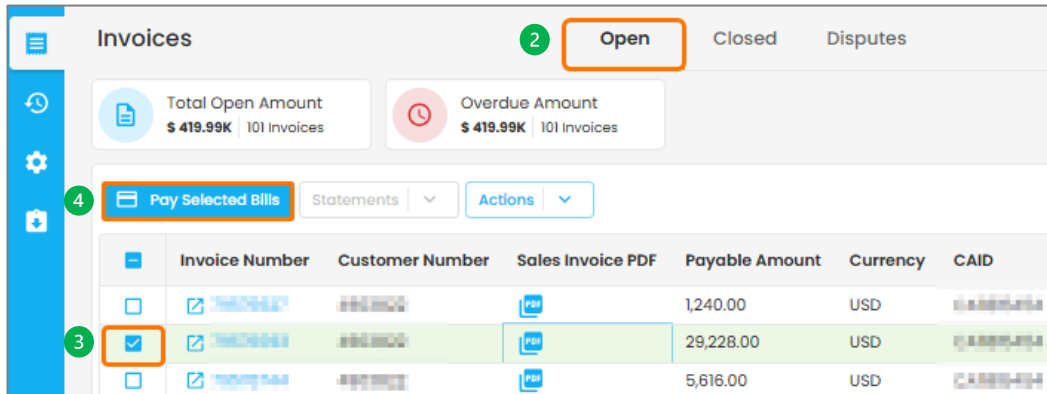
This quick-reference guide walks through making payments via ACH and credit/debit cards* on bills the Cox Automotive Payment Portal.

How to Pay Invoices

1. On the left side menu, click **Invoices**.



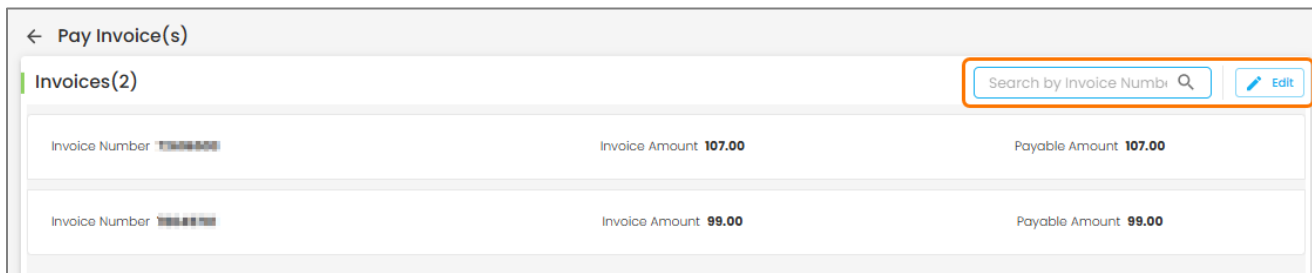
2. Go to the **Open** tab.
3. Select the **Invoice(s)** you want to pay. **Note:** You may have to use **Filters** to locate a specific invoice.
4. **Pay Selected Bills** and select the option you would like to pay with (Pay Now or Pay Later; ACH, Credit/Debit Card).



Pay by ACH

Note: Please provide your bank with the [relevant ACH Company IDs](#) to avoid payment failure and ensure payments are processed.

1. Once you have clicked [Pay Selected Bills](#), select **ACH** as the payment method.
2. If needed, use the Search by Invoice Number function to add invoices to pay. Use the edit button to add/remove invoices.



3. Click ACH; You can **Pay Now** or **Pay Later** and choose a future date. If needed, add a new bank account by clicking **+New** and adding banking information. A prompt will appear before adding banking information to allow you to save the bank account for future use. Click **Yes** or **No**.

Payment Details Select Payer
MANHEIM COMM.

Select Payment Option

Pay Now **Pay Later**

Select Payment Method

ACH

Select Accounts (0) ⓘ + **New**

No saved instruments available

4. Choose the bank account to pay from, if applicable.
5. Review and check **I agree to the Terms and Conditions** and click **Pay Now**.

Select Payment Method

ACH

Select Accounts (1) ⓘ + **New**

John Doe 4 🏠
XXXXXX8889

I agree to the Terms and Conditions 5

Cancel Pay Now

6. A Transaction Summary will appear following payment. You can **Close**, **Email**, or **Print** the receipt.

Transaction Summary

✔

Payment Successful

Transaction ID	BKWBIF6SX
Payment Methods	ACH
Source	XXXXXX8889

Close Email Receipt Print Receipt

Pay by Credit Card or Debit Card*

If paying by card is enabled, you will be able to select or add a new card to pay invoices. **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. *Credit and debit cards are disabled in the platform for Manheim Commercial clients per Manheim’s policy.*

1. Once you have clicked [Pay Selected Bills](#), select **Card** as the payment method.

- If needed, use the Search by Invoice Number function to add invoices to pay. Use the edit button to add/remove invoices.

← Pay Invoice(s)

Invoices(2) Search by Invoice Number 🔍 Edit

Invoice Number ██████████	Invoice Amount 107.00	Payable Amount 107.00
Invoice Number ██████████	Invoice Amount 99.00	Payable Amount 99.00

- Click Card; You can **Pay Now** or **Pay Later** and choose a future date. If needed, add a card by clicking **+New** and adding card information. A prompt will appear before adding the information to allow you to save the card for future use. Click **Yes** or **No**.

Payment Details Select Payer

Select Payment Option

Pay Now Pay Later

Select Payment Method

ACH Card 3

Select Cards (1) + New

Debit Card-MAN Test for CA ID CA ID VISA

VISA-XXXX-1111

- Choose the card to pay with, if applicable.
- Review and check **I agree to the Terms and Conditions** and click **Pay Now**.

Select Payment Method

ACH Card

Select Cards (1) + New

Debit Card-MAN Test for CA ID CA ID 4 VISA

VISA-XXXX-1111

I agree to the Terms and Conditions 5

Cancel Pay Now

- A Transaction Summary will appear following payment. You can **Close**, **Email**, or **Print** the receipt.

Transaction Summary

✔

Payment Successful

Transaction ID BKWB1TF8SX

Payment Methods ACH

Source XXXXXX8889

Close Email Receipt Print Receipt