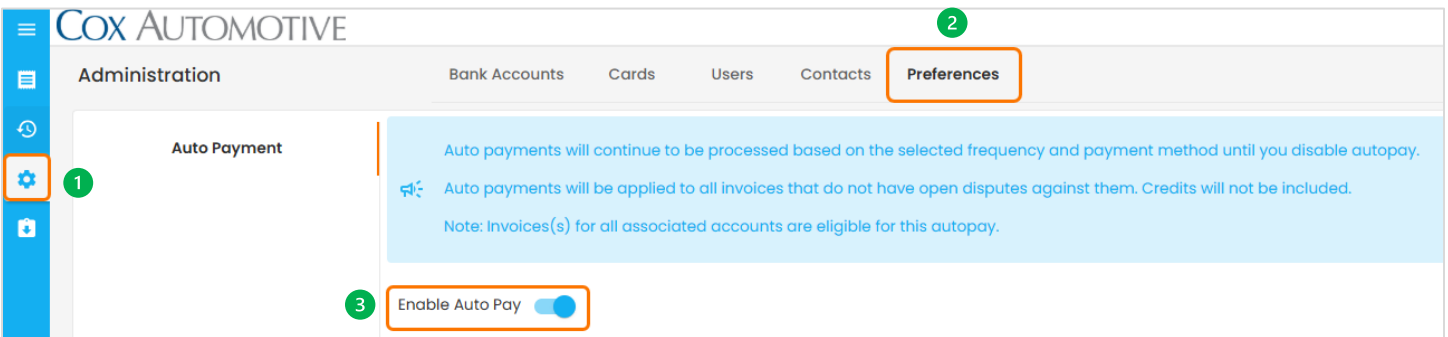


How to Set Up Auto Pay in the Cox Automotive Payment Portal

This quick-reference guide walks through setting up and disabling automatic payments in the Cox Automotive Payment Portal. A user with specific roles can set invoices for different customers to be automatically paid with a stored payment method. **Note:** *When auto pay is set up, it will take effect on your next billing cycle. Any current bills should be paid using a one-time payment until auto pay is active to avoid late fees. Auto payments will be processed until they are disabled. They will be applied to all invoices that do not have open disputes against them; credits will not be included.*

How to Enable Auto Pay

1. Go to the **Administration** tab on the left side menu.
2. Click **Preferences**.
3. Click the **Enable Auto Pay** toggle.



4. In the **Payment Frequency** section, select how often to make the auto payment and choose the date for the auto payment to be drafted. ***Note:** *Payments will be automatically initiated on the same day every month from the Start Date.*

Payment Frequency

Payment Frequency* Start Date*

5. In the **Payment Type** section, choose from ACH, CREDITCARD* or DEBITCARD*, where applicable. ***Note:** *Credit and debit cards are disabled in the platform for Manheim Commercial clients per Manheim's policy.*

Payment Type

Payment Type*

- In the **Add Bank Account** section, add bank information or a card. If already added, choose the respective Card or Bank Account to pay from.

- Review and check **I agree to the Terms and Conditions**.
- Once all fields are completed, click **Submit**.

Disable Auto Pay

- Go to the **Administration** tab on the left side menu.
- Click **Preferences**.
- Click the **Enable Auto Pay** toggle.