



HOW TO PAY ONLINE



STOP WAITING IN LINE. PAY FASTER, GET PAID FASTER WITH ONLINE PAYMENT OPTIONS!

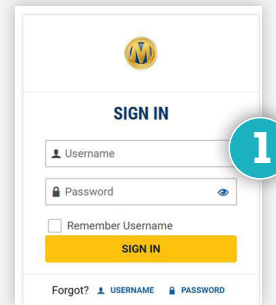
Save time and get your transactions done easier when you pay online. Now you can access your floor plan company, or use your bank account to pay conveniently and securely with more details at your fingertips.

- » Say goodbye to managing multiple payments from multiple Manheim locations
- » Avoid carrying/mailing checks that could get lost or delayed
- » Access payment details the way you to see them – by VIN, location and more

SEE HOW AT [SIMPLEMANHEIM.COM](https://www.simplemanheim.com)

STEP 1: LOG IN TO MANHEIM.COM

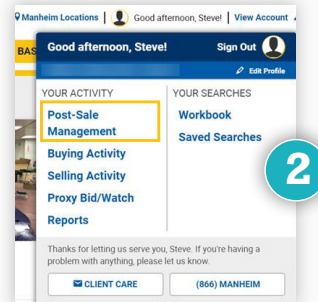
- » Go to **Manheim.com**.
- » Select **Sign In** from the top navigation.
- » Enter your **username** and **password**.
- » Click the **Sign in** button.



The screenshot shows the Manheim Sign In page. At the top is the Manheim logo. Below it is the heading "SIGN IN". There are two input fields: "Username" and "Password". Below the password field is a checkbox for "Remember Username". A yellow "SIGN IN" button is prominently displayed. At the bottom, there are links for "Forgot?", "USERNAME", and "PASSWORD". A red circle with the number 1 is overlaid on the "SIGN IN" button.

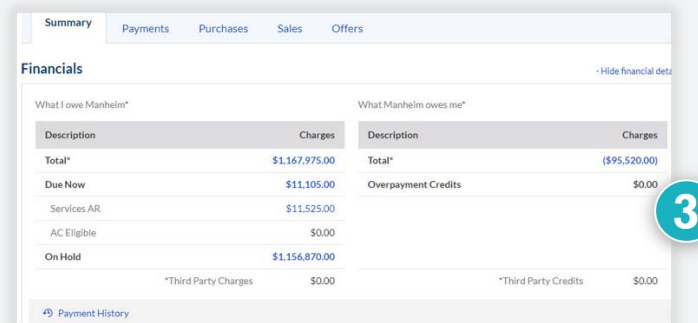
STEP 2: GO TO POST-SALE MANAGEMENT

- » From the **View Account** menu, click on **Post-Sale Management** link.



STEP 3: FROM THE SUMMARY TAB

- » Select Total from **What I owe Manheim**



The screenshot shows the Manheim Financials summary page. At the top, there are tabs for "Summary", "Payments", "Purchases", "Sales", and "Offers". The "Summary" tab is selected. Below the tabs is the heading "Financials" and a link to "Hide financial details". The page is divided into two main sections: "What I owe Manheim*" and "What Manheim owes me*". Each section has a table with "Description" and "Charges" columns. In the "What I owe Manheim*" table, the "Total*" row is highlighted with a red circle and the number 3. The "Total*" row shows a charge of \$1,167,975.00. Other rows include "Due Now" (\$11,105.00), "Services AR" (\$11,525.00), "AC Eligible" (\$0.00), and "On Hold" (\$1,156,870.00). There are also rows for "Third Party Charges" and "Third Party Credits".

What I owe Manheim*		What Manheim owes me*	
Description	Charges	Description	Charges
Total*	\$1,167,975.00	Total*	(\$95,520.00)
Due Now	\$11,105.00	Overpayment Credits	\$0.00
Services AR	\$11,525.00		
AC Eligible	\$0.00		
On Hold	\$1,156,870.00		
	*Third Party Charges \$0.00		*Third Party Credits \$0.00

CONTACT YOUR LOCAL AUCTION REPRESENTATIVE OR CLIENT CARE TEAM AT 1-866-MANHEIM, OR VISIT WWW.SIMPLEMANHEIM.COM



STEP 4: SELECT INVOICES

- » Multiple invoices can be selected.
- » You may need to deselect an invoice based on the payment amount. For example, you may pay for the vehicle separate from the PSI fee.
- » Filter & Search options are available to help you locate invoices you want to pay.

The screenshot shows a web interface for selecting invoices. On the left, there are filters for 'Facilitating Location' (listing states like AB, FL, GA, IL, MO, MS) and 'Payment Status' (Balance, Title Status). The main area displays three vehicle listings:

- 2016 Subaru Forester 2.5i**: Balance \$16,875.00. Details: JF2SJA6C, 37,862 mi, Black/Blk, Greenville SC, Mar 19, 2019.
- 2015 Volkswagen e-Golf LIMITED**: Balance \$11,930.00. Details: WVWV4P, 28,411 mi, Blue/Blk, Atlanta - Atlanta GA, Mar 19, 2019.
- 2015 Ford Flex SEL**: Balance \$18,480.00. Details: 2PWG4G, 35,477 mi, Red/Tan, Atlanta - Atlanta GA, Mar 19, 2019.

At the top right, a button indicates 'Make Payment: \$28,805.00'. A blue circle with the number '4' is overlaid on the right side of the interface.

STEP 5: PAY SELECTED INVOICES

- » Click the **Make Payment** button to start the process of paying the selected invoice(s).

Make Payment: \$28,805.00

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STEP 6: VERIFY CHARGES

- » Verify that you have selected the correct invoices.
- » Click the **Continue** button.

NOTE:
You may uncheck invoices here prior to selecting payment method and payment amount will be adjusted.

The screenshot shows a 'Charges to pay' summary screen. It lists the following charges:

- 2016 Subaru Forester 2.5i**: Invoice processing # 118i (Mar 19, TRUCK \$16,300.00; Mar 19, BUY FEE \$365.00; Mar 19, INTERNET SATISFACTION FEE \$50.00)
- Invoice 182**: Mar 19, Dealership 21 Day, 360 Miles \$160.00

The total 'Payment amount' is \$16,875.00. There are 'Cancel' and 'Continue' buttons at the bottom right. A blue circle with the number '6' is overlaid on the bottom right corner.

STEP 7: SELECT PAYMENT METHOD

- » Select the specific method of payment from the available bank account or floor plan.

From ACH dropdown:

Select single bank account
or

From Floorplan dropdown:

Select single floor plan account such as NextGear

Select payment method

View Invoices

Payment Method

ACH

BANK OF AMERICA NA
XXXXX7383

BANK OF AMERICA NA
XXXXXX9559

Floorplan

Remaining
\$13,870.00

Cancel Review Payment

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STEP 8: PREVIEW SELECTED PAYMENT METHOD

- » Confirm payment method and click the **Review Payment** button.
- » If applicable, select if you want to wait for the payment to process until all holds are clear.

Select payment method

View Invoices

Payment Method

ACH

Bank Name: BANK OF AMERICA NA
Account Number: XXXXXX182

\$13,870.00 applied

Wait to process my payment until all holds are cleared?
 No

Cancel Review Payment

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STEP 9: SUBMIT PAYMENT

- » Review the payment and click on the **Submit payment** button.

NOTES:

- Once you have submitted payment, you will receive a confirmation of the invoices paid, charges and payment type.
- If All is selected, the documents will be combined into a PDF.
- If there is a failure with the payment, a failure summary displays at the end of the PDF.
- From the confirmation page, you can view the sale documents.

Review payment

View Invoices

ACH

Bank Name: BANK OF AMERICA
Account Number: XXXXXXXX3147
Amount: \$126,850.00

Payment amount: \$126,850.00
Remaining: \$0.00

Cancel Submit payment

Show payment distribution

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Payment confirmation

Thank you for your payment. To view payments, visit [Payments](#)

Documents

You are about to Email/Print documents for multiple vehicles.

All (4)
 Receipt (1)
 Bill of Sale (1)
 Invoice (1)
 Gate Pass (1)

Payment amount: \$126,850.00
Balance: \$0.00

Email View PDF

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