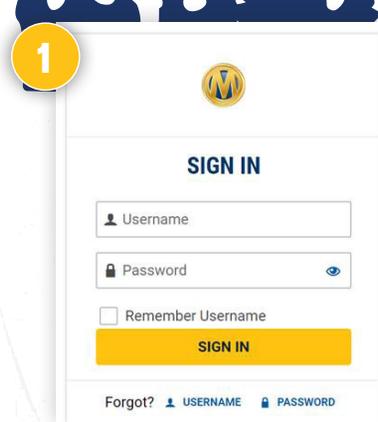


HOW TO PAY ONLINE

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

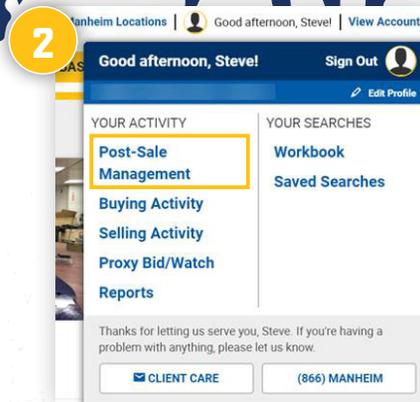
Save time and get your transactions done easier when you pay online. Now you can access your floor plan company, or use your bank account to pay conveniently and securely with more details at your fingertips.

- » 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



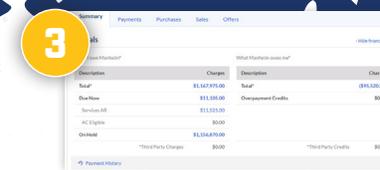
STEP 1: LOG IN TO MANHEIM.COM

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



STEP 2: NAVIGATE TO REPORTS PAGE

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



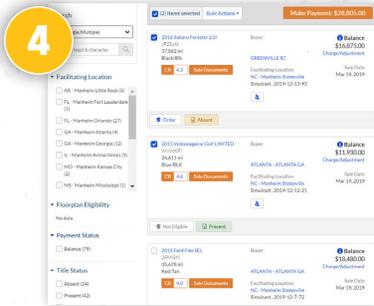
	Charges	Credits	Charges
Total	\$1,147,975.00	Total	\$45,000.00
Due Now	\$1,300.00	Overpayment Credits	\$0.00
Sales Tax	\$1,000.00		
AC Expense	\$0.00		
Overhead	\$1,066,975.00		
	**Total Party Charges	**Total Party Credits	\$0.00

STEP 3: FROM THE SUMMARY TAB

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



SEE HOW AT SIMPLEMANHEIM.COM



STEP 4: SELECT INVOICE

- » 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.

5 Make Payment: \$28,805.00

STEP 5: PAY SELECTED INVOICES

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

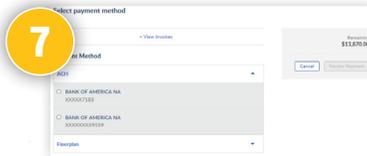


STEP 6: VERIFY CHANGES

- » 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.



STEP 7: SELECT PAYMENT METHOD

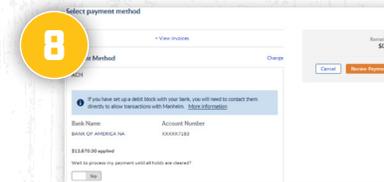
- » Select the specific method of payment from the available bank account or floor plan.

From ACH dropdown:

Select single bank account or

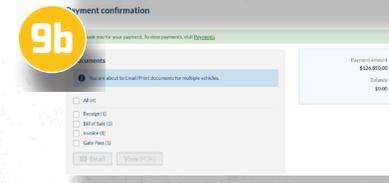
From Floorplan dropdown:

Select single floor plan account such as NextGear



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.



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.

You can also set up automatic payments by visiting your Manheim account settings.

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

