

SET UP ACH FOR MORE CONVENIENT AND SECURE FINANCIAL TRANSACTIONS.

WHAT IS ACH?

Automated Clearing House (ACH) is an electronic network for financial transactions in the United States that processes large volumes of credit and debit transactions in batches. ACH allows users to set up direct deposits from bank account(s) linked to your Manheim.com profile, enabling you to make or receive payments electronically. ACH payments are secure and confidential, and can be selected on an automatic basis.

HOW TO SET UP ACH AS A PAYMENT METHOD ON MANHEIM.COM

STEP 1: Ensure that your bank account information is registered at AuctionACCESS.

- » If you already have bank account information registered at AuctionACCESS, please visit <http://www.auctionaccess.com/> to verify that the accounts are current and accurate.
- » If you need to register bank account information at AuctionACCESS for the first time or would like to register a new bank account, contact AuctionACCESS Customer Support at 1-205-414-2739.

NOTE: To expedite this process, download a Bank Authorization Letter from <https://auctionaccess.com/auctionaccess/index.html>. Print it, complete it and get it signed by an authorized signer (owner/officer/manager). You will need this form, **along with a voided check**, when registering a new bank account.

STEP 2: PROVIDE ACH COMPANY IDS TO YOUR BANK

If you are an authorized account holder, you must call your bank and provide the following ACH Company IDs for set up. Since IDs may vary based on transaction origination, please provide ALL IDs to prevent any unwanted returns.



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	ACH COMPANY ID
Cox Automotive Inc	1581936030
Manheim Inc	3581936036
Manheim Inc	1205801752
VAUTO Inc	1204779091

STEP 3: Login to Manheim.com to begin making ACH payments on your invoices. You can set the Receive Automatic Payments preference on your profile, which allows you to receive automatic deposits to your bank account when Manheim owes you.

WHY IS THE DEBIT/CREDIT BLOCKER AN IMPORTANT PART OF THE ACH SETUP PROCESS?

Many accounts have debit and/or credit blockers that may cause transactions to be rejected. As an ACH Originator, Cox Automotive/Manheim does not have the ability to determine whether you have these blockers in place. To avoid potential delays in ACH transactions, which could result in late charges or fees, please read and follow Step 2 listed above to provide ACH Company IDs to your bank, noting the important information below.

Once you have completed **Step 1, 2 and 3**, go to **"Edit Profile"** on Manheim.com and set your Receive Automatic Payments preference.

IMPORTANT NOTES

- » Must be an **authorized account holder** (May be dealer/owner, controller, office manager or other, as designated.)
- » Verify your active bank accounts and routing information on file with AuctionACCESS to ensure accuracy at: <http://www.auctionaccess.com/>
- » You are responsible for contacting your bank representative directly with this information.
- » Your bank representative can help you determine how to address the debit and credit blockers for each bank account displayed in Manheim.com. Bank accounts can be managed in AuctionACCESS. Bank processing time varies.

You can also set up automatic payments by visiting your [Manheim](#) account settings.

Talk to your local auction representative | Call our Client Care team at **1-866-Manheim** | **VISIT MANHEIM.COM**



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