



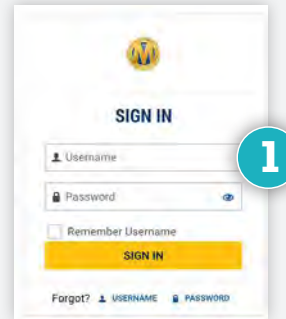
HOW TO SET PAYMENT PREFERENCES



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

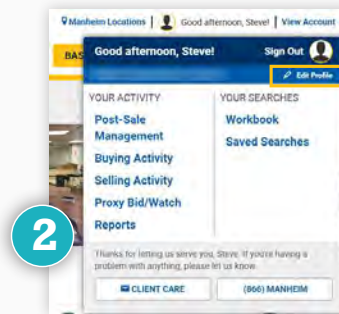
STEP 1: LOG IN TO MANHEIM.COM

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



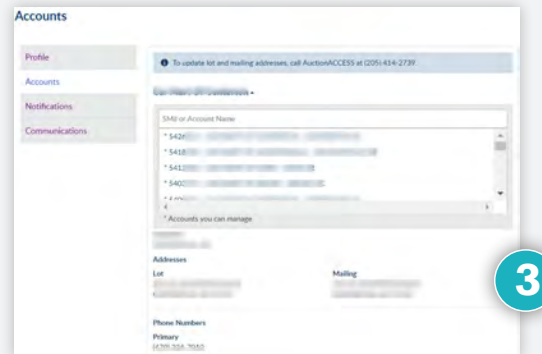
STEP 2: GO TO PROFILE

- » From the **View Account** dropdown, click on **Edit Profile**.



STEP 3: MANAGE ACCOUNTS

- » Under **Accounts**, select the account you want to manage.



STEP 4: RECEIVE AUTOMATIC PAYMENTS FROM MANHEIM

- » To set the preference for automatic payments from Manheim:
 - Select **Edit** under Receive Automatic Payments
 - Click **Yes**.
 - Select the correct bank account from the Deposit Account dropdown and accept the ACH terms and Conditions.
 - Click **Save**.

PRIOR TO ACH SETUP:

- » Please verify your account information in Auction Access. To verify, visit: <https://www.auctionaccess.com/>
- » Your authorized account holder must contact your bank with Manheim account IDs. Click the link [How to Set Up ACH](#) for important setup information.

NOTES:

- Payments are processed at the end of each business day for all payable credits.
- In order to change this preference, you must have Manheim.com administration rights with the company you represent. For any questions or issues, please contact Manheim Client Care, your local auction or an appropriate individual at your company.

Payments
Editing these settings will only impact future transactions.

Send Automatic Payments
Have your payments to Manheim processed automatically at the end of each business day.

Send Payment: No

Receive Automatic Payments
Choose how you wish to receive payments from Manheim.

Receive Payment: Pick up at any Manheim location

Receive Automatic Payment From Manheim

Have your payments from Manheim processed automatically at the end of each business day using ACH.

Editing these settings will only impact future transactions.

Yes Recommended

Choose Deposit Account (required)

Choose an Account

You must choose Deposit Account.

Please be sure you contact your bank to let them know that Manheim is an approved ACH vendor for your account. They may need this information before allowing the transaction to post. [Click for a detailed form that you can provide to your bank.](#)

ACH Terms & Conditions

Credits to Your Account: You agree that Manheim may pay any amounts Manheim owes you by one or more ACH credit entries to your designated bank account. You agree that such credit entries to your account may be initiated at such times, and in such amounts, as Manheim deems necessary to satisfy its payment obligations to you and that you will not receive any notice of such entries from Manheim.

Recurring Debit: You agree that Manheim may initiate ACH debits to your designated bank account for any amounts you owe Manheim as such amounts become due. You understand that, other than your regular notices and any other account information Manheim routinely makes available to you online,

STEP 5: SET PAYMENT NOTIFICATIONS

- » Under **Notifications**, you can set your payment notifications.

Payment Activity

Frequency: Weekly Daily

Email: