



## Log-in Instructions ONLINE INVOICE PORTAL

What's Changing: As we are no longer emailing PDF copies of invoices, you will need to view or download your invoices from our new Online Invoice Portal.



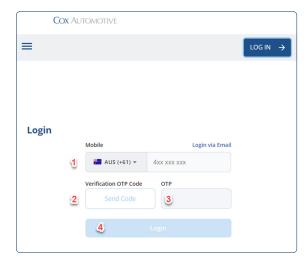
#### **STEP ONE - EMAIL NOTIFICATION:**

You will receive a successful purchase confirmation notification email which will direct you to visit the Online Invoice Portal. Use the website address in the email and copy and paste it into your web browser.

### STEP TWO - ACCESSING THE ONLINE INVOICE PORTAL:

- No more PDF invoices
- Invoices now accessible in the Online Invoice Portal
- Past invoices accessible in the online invoice portal
- Payments can also be made via the Portal directly

https://invoices.coxautoinc.com.au/nz/en/NZD/



### STEP THREE - LOGGING-IN:

Click the 'Log in' button

- **1.** Enter your email address or your mobile phone number in order to receive a security code
- 2. Click 'Send Code'
- **3.** Enter the code into the 'OTP' box
- 4. Click 'Login'

Please note you must use the email address or the phone number held against your account

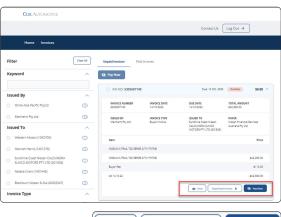


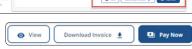
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### STEP FOUR - USING THE PORTAL

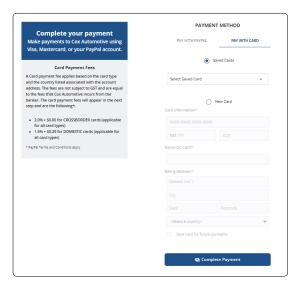
- **1.** View your **Unpaid** invoices
- 2. View any past invoices already Paid
- 3. Our FAQs will give you more information
- **4.** Contact details for more help





### STEP FIVE - VIEWING YOUR INVOICE

- Click on 'Unpaid Invoices' to view your invoices.
- Click on an invoice to display the details
- To download an invoice click the 'Download Invoice' button



### STEP SIX - PAYING YOUR INVOICE

- Click on the 'Pay Now' button
- Payments can also be made via the Portal directly using PayPal or Credit Card (note – fees apply which are outlined in the Portal)
- You can also pay your invoice via **BPAY** or **EFT** as per the details listed on your invoice
- You can still pay your invoice at a Manheim site if you prefer this option, especially if you have attended an in-person auction