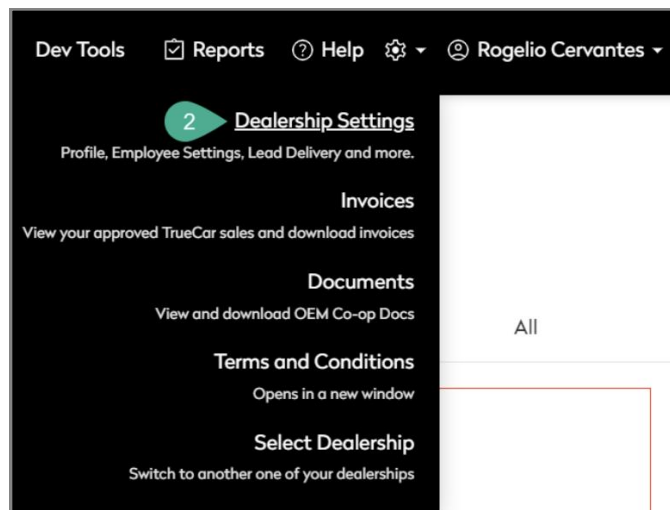
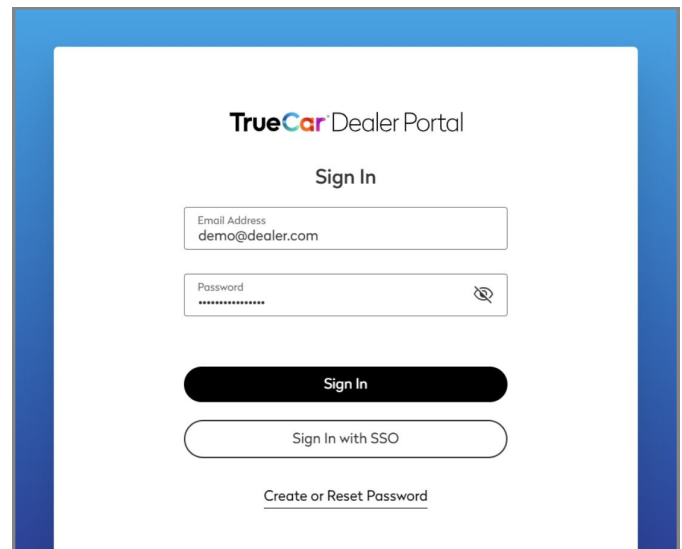


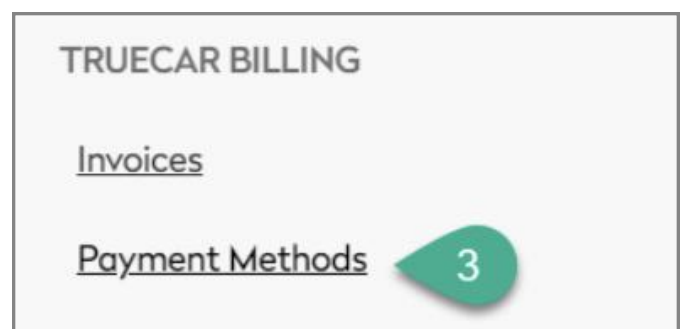
How to Unenroll in Autopay (Franchise only)

- 1 **Log in to Dealer Portal:** Go to the website of the dealer portal and enter your login credentials.

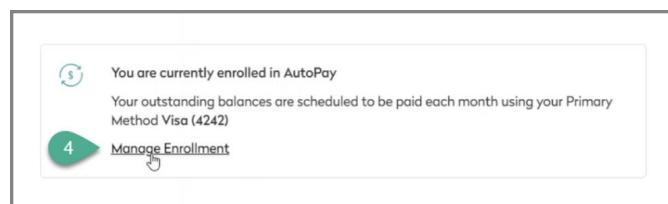


- 2 **Navigate to Dealer Settings:** Once logged in, locate the gear icon, usually found in the top right corner of the page. Hover over it and select "Dealership Settings" from the dropdown menu.

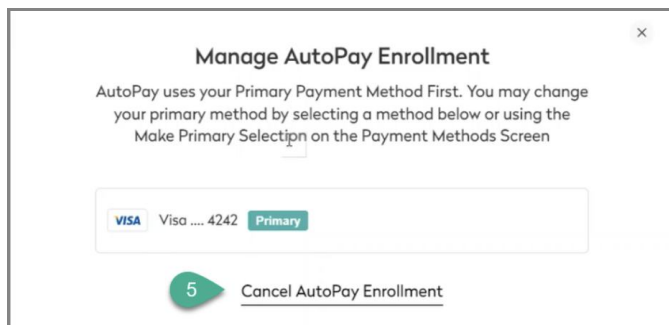
- 3 **Access Payment Methods:** Within the page, find the section for payment methods usually on the left side of the page.



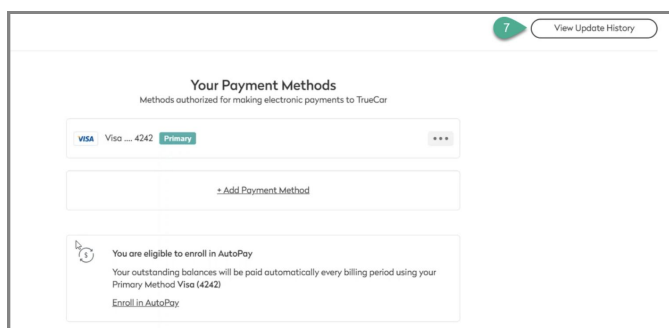
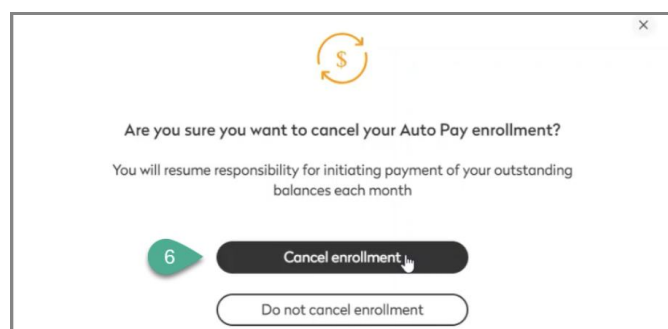
- 4 **Manage Enrollment:** Navigate to the section that states “You are currently enrolled in AutoPay”. Click on “Manage Enrollment.”



- 5 **Cancel AutoPay Enrollment:** On the next page, click on “Cancel AutoPay Enrollment.”



- 6 **Confirm AutoPay Enrollment Cancellation:** On the next page, confirm autopay cancellation by clicking on “Cancel enrollment.”



- 7 **View Update History:** Once the autopay enrollment has been canceled, you will be redirected to the payment methods page and can verify that you are not enrolled in autopay. Click on the “View Update History” to review the updates log.

- 8 **Review AutoPay Un-enrollment Event:** In the “Update History” page, you will be able to review the autopay un-enrollment event in the logs.

