

# Dealer Initiated Payments in the Dealer Portal



## How to Make a Payment Online in Your Dealer Portal

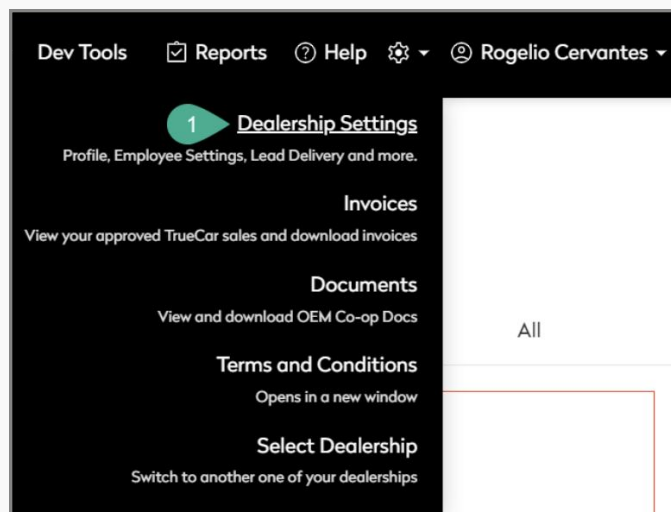
Welcome to our Dealer Portal! We've made it easy for you to manage your invoices and make payments online. Follow these simple steps to complete your payment hassle-free.

### STEP 1:

#### Log in to Your Dealer Portal

- 1 Open your web browser and navigate to our Dealer Portal login page.
- 2 Enter your username and password to access your account.
- 3 Click on the "Sign In" button to proceed.

The image shows the TrueCar Dealer Portal Sign In page. It features the TrueCar logo and the text "TrueCar Dealer Portal" at the top. Below this is the "Sign In" heading. There are two input fields: "Email Address" with the placeholder "demo@dealer.com" and "Password" with a masked password "\*\*\*\*\*" and an eye icon to toggle visibility. A black "Sign In" button is positioned below the password field. Below the button is a "Sign In with SSO" button. At the bottom, there is a link that says "Create or Reset Password".



### STEP 2:

#### Add a payment method

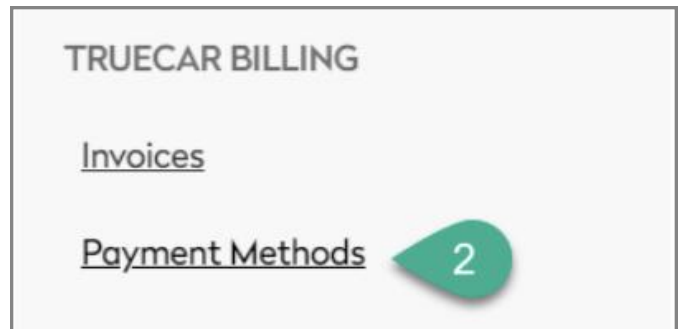
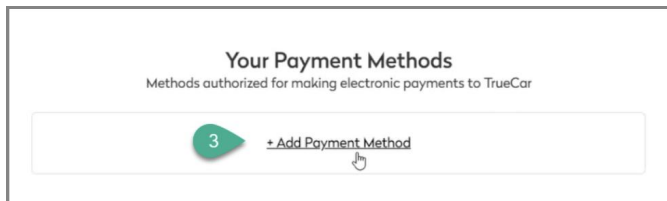
(skip to step 3 if you already have a payment method on file)

- 1 From the dropdown menu that appears after hovering over the "Gear" wheel, select "Dealership Settings".

## STEP 2:

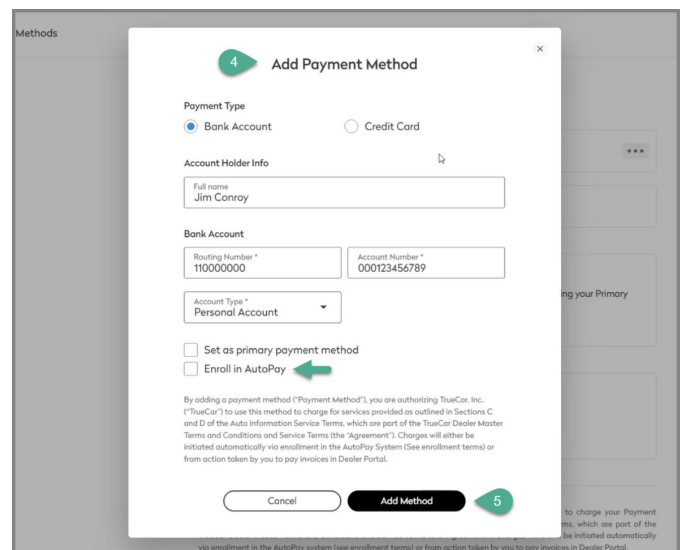
### Add a payment method (cont.)

- 2 Click on "Payment Methods", which is located in the "Truecar Billing section" on the left.



- 3 Once in the "Your Payment Methods" page, click "Add Payment Method".

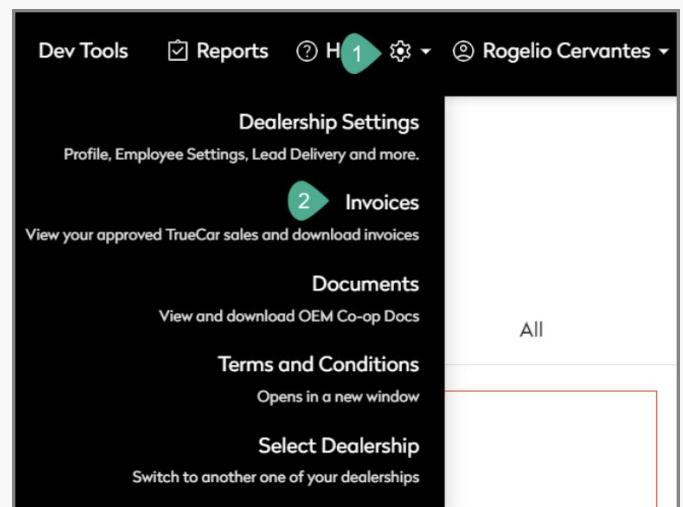
- 4 Enter your payment method details, if you'd like to enroll in autopay at this time, click on "Enroll in Autopay."
- 5 Select "Last 24 Months Invoices" from the filter options to narrow down your search.



## STEP 3:

### Access Invoices

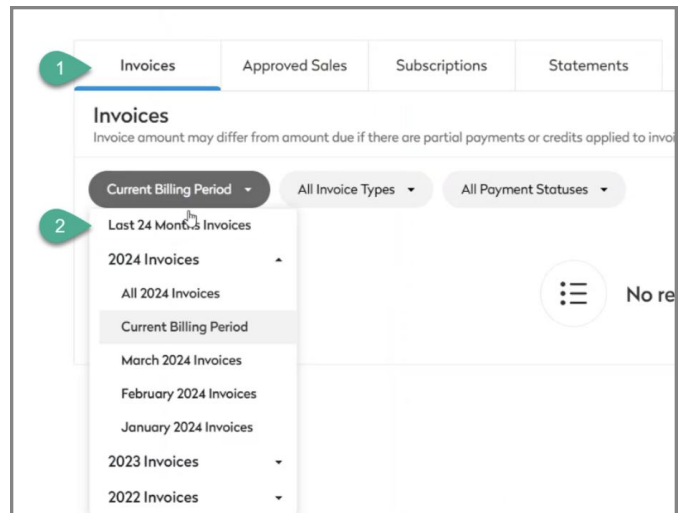
- 1 From the dropdown menu that appears after hovering over the "Gear" wheel, select "Invoices".
- 2 Click on "Invoices" to proceed to the invoices section.



## STEP 4:

### Filter Invoices

- 1 Within the Invoices section, locate the filtering options.
- 2 Select "Last 24 Months Invoices" from the filter options to narrow down your search.



Invoice #	Invoice Date	Type	Invoice Amount	Amount Due	Status
Jan2024-02502	1/31/2024	Consolidated	\$3,402.39	\$1,919.67	▲ 55 days late
1001541643	1/31/2024	Auto Buying Program	\$425.43	\$0.00	Paid
1001541555	1/31/2024	Auto Buying Program	\$425.43	\$425.43	▲ 55 days late
1001540029	1/31/2024	Auto Buying Program	\$318.81	\$0.00	Paid
1001539460	1/31/2024	Auto Buying Program	\$318.81	\$0.00	Paid
1001539330	1/31/2024	Auto Buying Program	\$425.43	\$0.00	Paid
1001539253	1/31/2024	Auto Buying Program	\$425.43	\$0.00	Paid
1001538855	1/31/2024	Auto Buying Program	\$318.81	\$0.00	Paid
1001538602	1/31/2024	Auto Buying Program	\$318.81	\$318.81	▲ 55 days late

## STEP 5:

### Select Invoices to Pay

- 1 After applying the filter, you'll see a list of invoices from the last 24 months.
- 2 Review the list and select the invoices you wish to pay by checking the corresponding checkboxes next to each invoice.
- 3 Once you've selected the invoices you want to pay, click "Pay selected invoices."

## STEP 6:

### Submit Payment

- 1 Select the payment method you wish to "Pay with."
- 2 Review the "Selected invoices" and "Total payment amount."
- 3 Click "Submit payment" when you are ready to pay.

