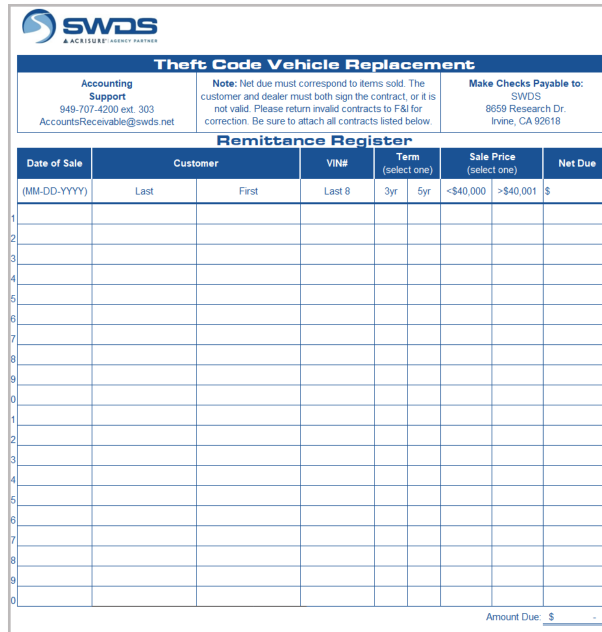
Remit eCheck User Guide

Remittance Registrar Submission

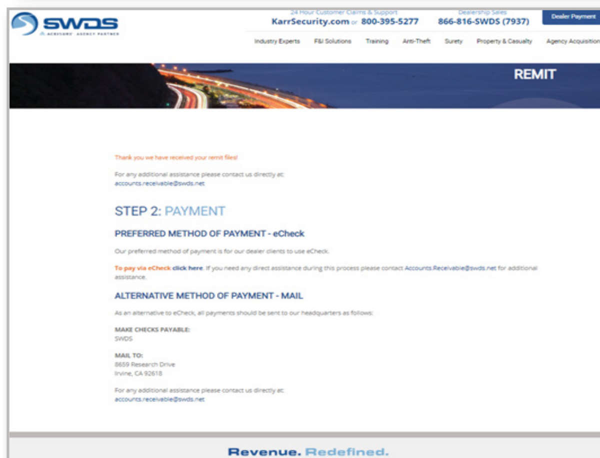
- Visit to www.swds.net/remit
- Under **"Remittance Registrars"** click the link to download the remit form of the product type to be paid.
- Save the remittance registrar to your computer and complete the form.
- Once completed, return to www.swds.net/remit and complete the webform below the Remittance Registrars links.
- Upload your completed Remittance Registrar by selecting **"How many files do you have to attach"** from the drop down list.

  Note: Please be sure to select the type of file you are uploading from the Type of File drop down list.



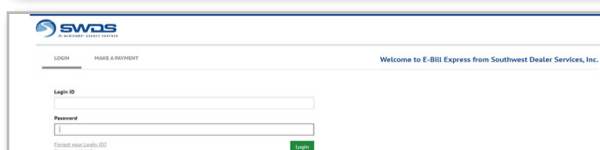
eCheck Payment

- For a fast and convenient payment method, click on **"To pay via eCheck"** on the confirmation page or email.



Registered User

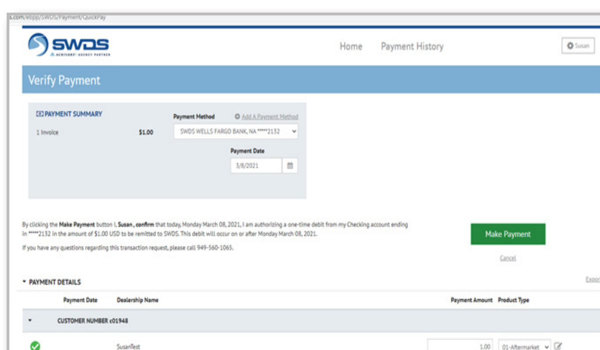
- If you have already created a user, select Login and enter the following information:
  - User ID and password
  - Amount to be paid
  - Dealership name
  - Product type
  - Select Continue to payment



Guest User

- If you are new or want to make a one time payment Select Make a Payment tab
- Enter Customer Number: This can be found at the top left side of your monthly statement (begins with "C0").
- Select Make a Payment button
- Complete all fields
- Select **Add A Payment Method**

  Note: If you have not created a user, you can process a "one time" payment. At the end of this process, you can choose to setup a user ID to make your next payment much quicker.



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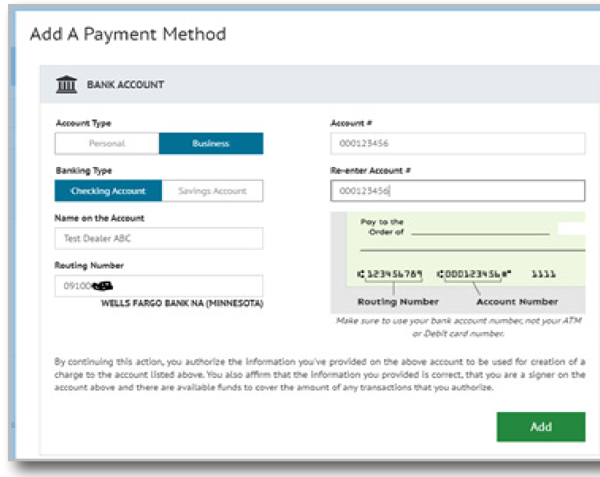
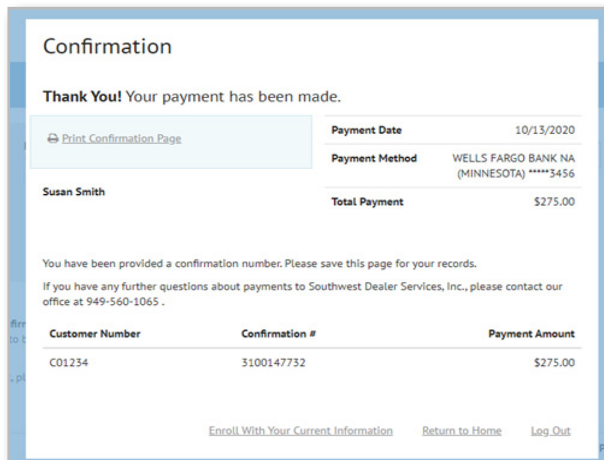
One Time Payment

- Once banking data has been added, select Add.
- Select Continue to Payment
- Verify Payment
- Select Make Payment
- Confirmation notice:
- A payment initiated e-mail will be sent

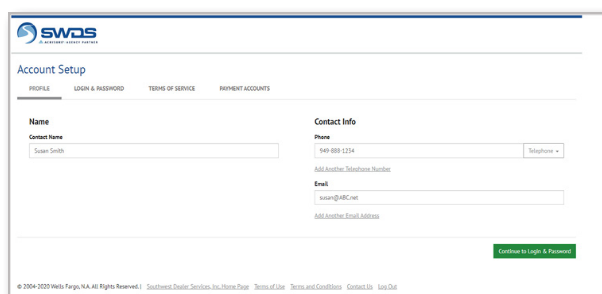
Note: You can enroll here to set up an account to save your data and make your next payment quicker.

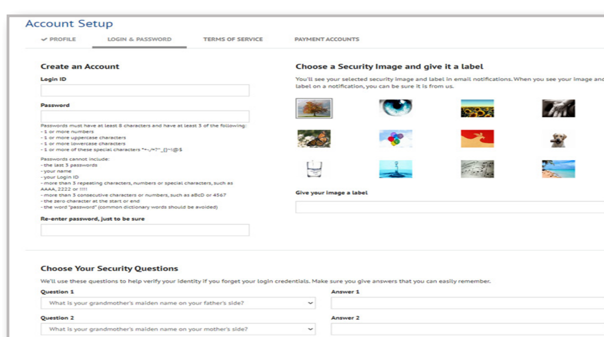




Account Setup

- Select Enroll with your current information
- Profile setup: complete all fields
- **Password Setup:** create a secure password for your account
- Select Continue to Terms of Service
- Please read Terms of Service and check the box
- Select Continue to Payment Accounts
- Give this account a nickname
- Select Finish Enrollment
- Open up email sent
- Select the blue Activate button on the email received





Congratulations!

You are all set to utilize our easy to use eCheck payment process.

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