

## **Remit eCheck User Guide**

#### **Remittance Registrar Submission**

- Visit to www.acrisurepg.com/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 <u>www.acrisurepg.com/remit</u> 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.

		THEFT	CODE VEHICLE RI	EPLACEN	IENT		
Accounting Support 949-707-4200 ext. 303 AccountsReceivable@AcrisurePG.com		both sign the contra	st correspond to items sold. T ct, or it is not valid. Please re ion. Be sure to attach all con	turn invalid co	ntracts to		Ma Ac
			Remittance Regi	ster			
Date of Sale	Cust	omer	Finance Manager	VIN#	Te (selec	rm tone)	Sal (sele
MM-DD-YYYY)	Last	First		Last 8	3yr	5yr	<\$40,000
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LOGIN HAXE A PAYHENT	Welcome to E-Bill Express from Southwest Dealer Services, Inc
Login 10	
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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

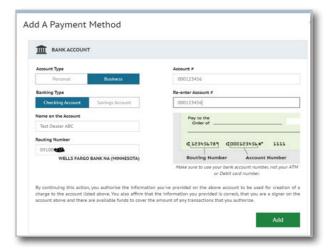
# **Note:** You can enroll here to set up an account to save your data and make your next payment quicker.

## 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.



mank rou: rour p	ayment has been n	nade.	
Print Confirmation Pac	e	Payment Date	10/13/2020
		Payment Method	WELLS FARGO BANK NA (MINNESOTA) *****3456
Susan Smith		Total Payment	\$275.00
	confirmation number. Plea		
If you have any further qu			r records. :es, Inc., please contact our
If you have any further qu		Southwest Dealer Servic	
If you have any further qu office at 949-560-1065 .	estions about payments to	Southwest Dealer Servic	es, Inc., please contact our

lame	Contact Info	
onfact Name	Phone	
Susan Smith	949-888-1234	Telephone +
	Add Another Telephone Number	
	Email	
	susan@ABC.net	
	Add Another Email Address	

PROFILE LOGIN & PASSWORD TERMS OF SERVICE	PAYMENT ACCOUNTS
Create an Account	Choose a Security Image and give it a label. You'll see your selected security image and label in email notifications. When you see your in
	label on a notification, you can be sure it is from us.
Password	
Pessnonds must have at least 8 characters and have at least 3 of the following 5 or more numbers 6 or more lowercase characters 5 or more lowercase characters 5 or more lowercase characters 5 or more shows seeilat characters **->?** (1+105	
Passwords cannot include: -the last 3 passwords -your canne -your capit 10 -your capit 10	9 📑
<ul> <li>more than a repeating charactery, numbers or special characters, such as AAAA, 2222 or IIII</li> <li>more than 3 consecutive characters or numbers, such as aBcD or 4567</li> <li>the serio character as the start or and the word "password" (common ciccionary words should be avoided)</li> </ul>	Give your image a label
Reventer password, just to be sure	
Choose Your Security Questions	
We'll use these questions to help verify your identity if you forget your login of	
Question 1	Answer 1
What is your grandmother's malden name on your father's side?	•
Question 2	Answer 2