

2/17/16

Dear Valued Customer,

The Parts Authority Family is pleased to announce that you can now, *safe and securely*, pay your bill online via <u>http://my.partsauthority.com</u> in just 4 easy steps. You can make a bulk payment on account which will be applied to your oldest outstanding bills or you can pay by selecting specific invoices. The method of payment can be done in 1 of 2 ways. Examples are cited for you below.

<u>Method 1 via Seamless Chex</u>: After following a few prompts and entering the required attributes (such as routing, account and check number; as well as bank header info) you are a click away from paying your bill online and in a paperless fashion. Parts Authority will submit this e-check to the bank just like a traditional hard check. You have the option to receive an e-mail confirmation once the transaction has been completed. Your payment will post within 1-2 business days. There is no fee for choosing this option.

<u>Method 2 via Credit Card</u>: After following a few prompts and entering the required attributes (such as card#, card expiration, ccv and billing address the card is designated for) you are a click away from paying your bill online and in a paperless fashion. You will receive an e-mail confirmation once the transaction has been completed and your payment will post within 1-2 business days. There is a 2.5% convenience fee for choosing this option.



Example Pay On Account by Seamless Chex (no fee) Step 1: Click submit payment.

<u>Step 2</u>: Select "On Account (Bulk Payment)" from the drop down menu.

HOME 💌	REPORTS	-	MY ORDERS	SPECIALS	PROMOTIONS	NEWS & INFO	PRODUCTS	SUPPORT	SUBMIT PAYMENT
S 516.678.380 (turbo) (nexpart) (womenautoknow) (pronto advantage)									
SUBMIT PAYMENT Back									
Select One V On Account (Bulk Payment)									
Pay Selecte	d Invoices								

<u>Step 3</u>: Enter amount and click Seamless Chex, then click submit.

Номе 💌		My Orders	SPECIAL S	PROMOTIONS	News & Info	PRODUCTS	SUPPORT	SUBMIT PAYMENT
(516.6	78.3900 turi	bo nexpart	🔊 🛞 wom	enautoknow	pronto adva	antage		
SUBMIT P	AYMENT							
On Account (Bulk Payment) ▼								
Payment An	nount: 100.00		Pay By: Submi	 Seamless C 	Chex O Credit C	ard		

Step 4: Fill out the required check field attributes and then click Pay

Account Holder's Name					Check Number	
Street Address				\mathbf{A}		
City	State	Zip				
Phone				DATI	3	
PAY TO THE ORDER OF	PAY TO THE Parts Authority ORDER OF			\$ 100		
- <u></u>				POL	LARS	
Account: 64245					\mathbf{A}	
FOR Memo 2:	Same	<u> </u>				
Pouting #	t.	Checking Account #	Confirm Account	#		
- INDULING T		3				
		XXXXXXXXXXX	X X X X X X X X X X X X X	XXXXXXXXXXX		
NULLY #			er:xxxxxxxxxxxx			
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			erena and and a second s	IN NUMBER OF THE OFFICE		
out to :	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		erenter en			
out to :			KIRKKARKKAR			
out to : Suthority Your Email to Send Rece	eipt (Optional)					
out to : Authority Your Email to Send Rece	eipt (Optional)					



Example Pay Selected Invoices By Credit Card (2.5% fee) Step 1: Click submit payment.

<u>Step 2:</u> Select "Pay Selected Invoices" from drop down menu.



Step 3: Select month from drop down menu; check the invoices you wish to pay; click credit card; click submit.



Order Information		* Required Fields
		Invoice Number: 81
		Total: 440.28 (USD)
Payment Information		
Card Number:	* (enter number w	thout spaces or dashes)
Expiration Date:	* (mmyy)	
Card Code:	* What's this?	
Billing Information		
First Name:	* L	ast Name: *
Company:		*
Address:		*
City:		*
State/Province:	* Zip/Po	stal Code: *
Email:		*
Phone:	*	
	Pay Now	

<u>Step 4</u>: Fill out all required credit card attribute fields and then click "Pay Now" button.

In Closing, we hope you find our new secure payment feature simple and user-friendly. Thank you for your continued support since 1973. We really appreciate your business.

Sincerely,

The Parts Authority Family