

Versapay Arc Payment Portal

Making a Payment

You can pay a single invoice or multiple invoices with one payment.

Step one: To pay a single invoice, click on the invoice to select it. Click the Pay button. The invoice is now check marked.

Invoice #	PO #	Amount	Status	Invoice Date	Due Date	Balance
18165940	18161521	(\$4,351.28)	CREDIT	01-26-2018	01-26-2018	\$158.50
18403498	18377661	(\$2,858.63)	CREDIT	08-03-2018	08-03-2018	\$962.50
18405643	MULTIPLE	(\$424.13)	CREDIT	08-04-2018	08-04-2018	\$141.38
18446753	18407858	(\$1,747.84)	CREDIT	08-30-2018	08-30-2018	\$585.00
18455861	17880074	(\$629.25)	CREDIT	09-07-2018	09-07-2018	\$209.75
18645123	18540314	(\$3,384.64)	CREDIT	02-25-2019	02-25-2019	\$1,304.58
18764367	18761669	(\$5,859.88)	CREDIT	05-20-2019	05-20-2019	(\$5,859.88)
18788661	125114	\$419.29	OVERDUE	04-15-2019	05-31-2019	\$8.39
18788662	125085	\$1,562.28	OVERDUE	04-15-2019	05-31-2019	\$31.25
18789186	125036	\$8,793.77	OVERDUE	04-15-2019	05-31-2019	\$175.88
18790852	18738790	\$2,704.00	OVERDUE	05-10-2019	06-25-2019	\$2,704.00
18764332	18761669	\$5,859.00	OVERDUE	05-20-2019	07-05-2019	\$5,859.00
18779489	125696	\$370.00	OVERDUE	05-30-2019	07-15-2019	\$370.00
18786763	18779391	\$1,692.00	OVERDUE	06-05-2019	07-21-2019	\$1,692.00
18787623	125569	\$3,255.78	OVERDUE	06-06-2019	07-22-2019	\$3,255.78

Step two: To pay multiple invoices, mark all the invoices you want to pay like step one above. If you are selecting multiple invoices on several pages, you must select the **Mark for Payment** button before moving on to the next page.

Division	Invoice #	PO #	Amount	Status	Due	Days	Balance
MFGW	601223-025	3464686247	(\$2,896.14)	CREDIT	12-27-2017		(\$2,896.14)
MFGW	601223-100	7616331664	(\$3,488.01)	CREDIT	01-18-2018		(\$3,488.01)
MFGW	601223-050	7521997728	(\$1,862.51)	CREDIT	03-01-2018		(\$1,862.51)
MFGW	601223-075	8872062592	(\$4,659.24)	CREDIT	03-21-2018		(\$4,659.24)
MFGW	601223-119	2360843686	\$4,774.28	OVERDUE	04-23-2018	Overdue by 18	\$4,774.28
MFGN	702025-063	3331480579	\$1,177.92	OVERDUE	04-24-2018	Overdue by 17	\$1,177.92

Step three: You will be taken to the checkout page

Ready To Pay Pay now Total Payment: \$14,377.16

	Invoice #	Amount	Owing	Payment	Balance	Note
<input checked="" type="checkbox"/>	601015-002	\$4,385.04	\$4,385.04	<input type="text" value="\$4,385.04"/>	\$0.00	<input type="text" value="Add your text here if you need to short pay, or split payment"/>
<input checked="" type="checkbox"/>	601015-036	\$3,393.99	\$3,393.99	<input type="text" value="\$3,393.99"/>	\$0.00	<input type="text"/>

1. **Choosing a payment method:** You can choose the bank account or credit card you wish to use, by selecting it from the menu or you can add a new funding source.

2. **Short payment:** If for any reason you choose to split a payment or make a partial payment, you can change the amount in the text box provided.

3. **Note:** In the event you decide to split a payment or make a partial payment, you will be prompted to enter a note providing the reason for the short payment. You are only able to continue when a reason for the partial payment has been provided.

Ready To Pay Pay now Total Payment: \$10,998.05

	Invoice #	Amount	Owing	Payment	Balance	Note
<input checked="" type="checkbox"/>	601223-060	\$4,885.42	\$4,885.42	<input type="text" value="3000"/>	\$1,885.42	<input type="text" value="In Dispute"/> <input style="border: 1px solid red;" type="text" value="Wrong invoice amount"/>
<input checked="" type="checkbox"/>	601223-007	\$4,021.00	\$4,021.00	<input type="text" value="\$4,021.00"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	601223-018	\$3,977.05	\$3,977.05	<input type="text" value="\$3,977.05"/>	\$0.00	<input type="text"/>
Total				\$10,998.05	\$1,885.42	

Clear List Continue

Step four: When you are ready to pay, click Continue at the bottom left-hand corner, and you will be directed to the payment confirmation page.

The confirmation page shows the total charge and the payment source that will be used to make the payment should you proceed. To complete payment, click Complete Payment at the bottom right-hand corner.

You are about to make the following payment.

SUMMARY OF PAYMENT TO FUTURE-TECH

Pay with: (0642)

TOTAL CHARGE

\$14,377.16

Cancel Complete Payment

After the payment is complete, you will be redirected to the main page. A confirmation banner will appear showing the amount and the payment reference assigned to the transaction.

Royal Gold Inc (last login about 2 hours ago) Balance Due: \$56,211.61
 Last Payment: \$4,645.73 on 11-19-2016

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Your payment of \$14,377.16 has been processed as payment number 7LBGPJQ211NF.

