

# Versapay Arc Payment Portal

## Account Overview - Navigating around Versapay ARC

Anytime you access your account, the initial page displayed is a view of your open invoices. From this page, you can search for, view, and pay invoices. Below you will see the options available, and how they are helpful in navigating your account.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	MFGW	601223-032	7675275387	\$3,022.81	CURRENT	05-24-2018	Due in 13	\$3,022.81
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MFGW	601223-000	3414363968	(\$3,774.88)	CREDIT	05-24-2018		(\$3,774.88)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MFGW	601223-004	6973193778	\$2,422.68	CURRENT	06-02-2018	Due in 22	\$2,422.68
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MFGW	601223-045	5518164015	\$1,797.19	CURRENT	06-06-2018	Due in 26	\$1,797.19
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MFGW	601223-057	2325934645	\$1,893.42	PARTIAL	06-16-2018	Due in 36	\$1,699.24

CBOE Holdings Inc  
(last login 16 minutes ago)  
You are still receiving Paper Invoices. Click to [Go Paperless](#) now!

Balance Due: **\$57,705.90**  
Credits: **\$16,680.78**  
Last Payment: -\$2,500.10 on 05-08-2018

Invoices Payments Activities

Send a Comment Offers (4) Ready to pay (14) Make A Prepayment Sign Up for AutoPay

All Divisions

Invoice # or PO #

Open Items What should I pay? Offers Scheduled Payments More

Pay All Export All

Pay Mark for Payment PDF

20 invoices, \$57,705.90 Owing / \$57,900.08 Total.  
5 credits, \$16,680.78 available / \$16,680.78 Total.

- Status Bar:** Indicates your total balance due, your last login date and your last payment amount.
- Navigation Tabs:** Allow you to navigate to various views of your account data such as invoices, payments and messages.
- Search Field:** Provides the ability to search for an invoice using key words or by invoice number.
- Status Filters:** Allow you to filter which invoices are displayed based on current status. Only one filter can be selected per filter type at a time. As an example, you can view open invoices, and "All" show all open invoices. Status Bar: Indicates your total balance due, your last login date and your payment amount.

Open Items What Should I Pay? Offers Scheduled Payments More

STATUS: All Open Closed All Current Overdue Credit

to

- Pay All:** Provides the ability to pay all of your outstanding invoices in one payment.
- Export All:** Provides the ability to choose to export all your invoices currently displayed to a CSV file

- 7. **Scheduled Payments:** Displays invoices scheduled to be paid on a specific date as previously scheduled chosen by you or another member of your team.
- 8. **Ready to Pay:** Link to a selection of invoices that have been previously marked for payment.

## Viewing an invoice

Whenever a new invoice is available, you will receive an email notification. Click on the link within the email to access your account and view the invoice.

**Step one:** Select the invoice you wish to view by clicking on an invoice number.

**Step two:** When viewing the invoice you will see the status in the top left-hand corner of the page.

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Invoices Payments Activities  
Send a Comment Offers (4) Ready to pay (14) Make A Prepayment Sign Up for AutoPay

All Divisions  
Invoice # or PO #

Open Items What should I pay? Offers Scheduled Payments More

Pay All Export All

Pay Mark for Payment PDF 20 invoices, \$57,705.90 Owing / \$57,900.08 Total.  
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<input type="checkbox"/>	Division	Invoice #	PO #	Amount	Status	Due	Days	Balance
<input type="checkbox"/>	MFGW	601223-025	3464686247	(\$2,896.14)	CREDIT	12-27-2017		(\$2,896.14)
<input type="checkbox"/>	MFGW	601223-100	7616331664	(\$3,488.01)	CREDIT	01-18-2018		(\$3,488.01)
<input type="checkbox"/>	MFGW	601223-050	7521997728	(\$1,862.51)	CREDIT	03-01-2018		(\$1,862.51)

You have the ability to search for a specific invoice using a selection of criteria.

**Step one:** Locate the search bar on the top left-hand side of the page. You can search for invoices by **invoice number, PO number, amount and date.**

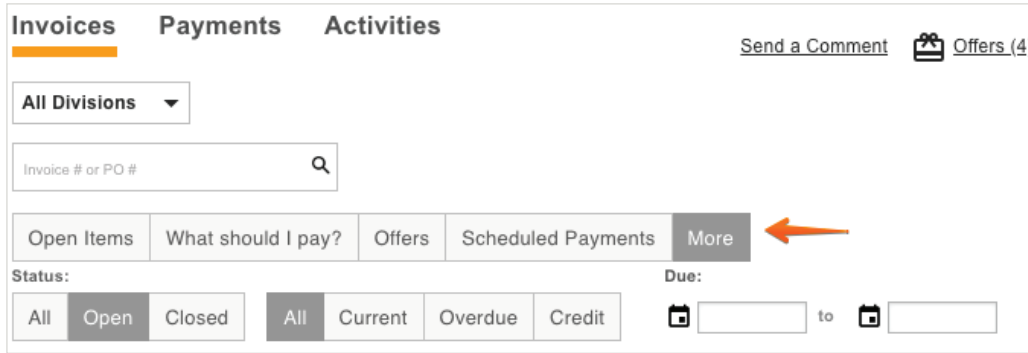
Invoices Payments Activities

All Divisions

12345

Open Items What should I pay? Offers Scheduled Payments

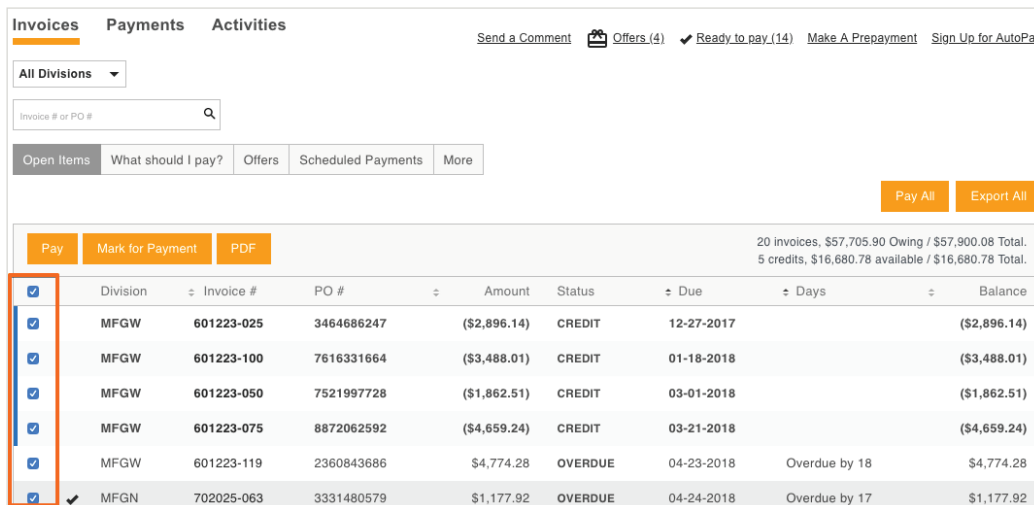
**Step two:** If you want to find a specific invoice, you can press the **More** button and filter through the different statuses or by date range to narrow down the results.



## Viewing and printing an invoice

You can download and print invoices either individually, or multiple invoices at once. For downloading and printing invoices, please see the steps below.

**Step one:** From the invoice listing, select the invoices you want to download by flagging the checkboxes next to each one, and click the PDF button. This will concatenate the invoices into one PDF document.



**Step two:** A banner will appear at the top of the page once the invoices are ready to download. Click on the download link in the banner, and the invoices will be downloaded to your computer for viewing.

