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.

1. **Status Bar**: Indicates your total balance due, your last login date and your last payment amount.

2. **Navigation Tabs**: Allow you to navigate to various views of your account data such as invoices, payments and messages.

3. **Search Field**: Provides the ability to search for an invoice using key words or by invoice number.

4. **Status Filters**: Allow you to filter which invoices are displayed based on current status. Only one filter can be selected per filer 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.

5. **Pay All**: Provides the ability to pay all of your outstanding invoices in one payment.

6. **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.

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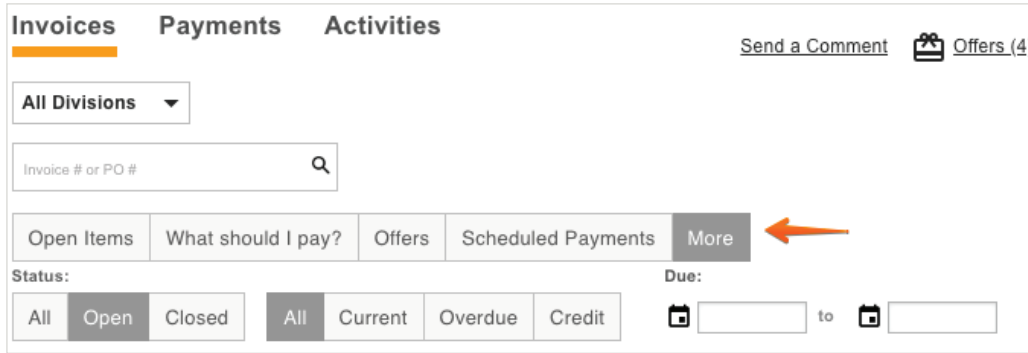
Step two: If you want to find a specific invoice, you can press the **More** button and filter through the different statuses or by date range to narrow down the results.

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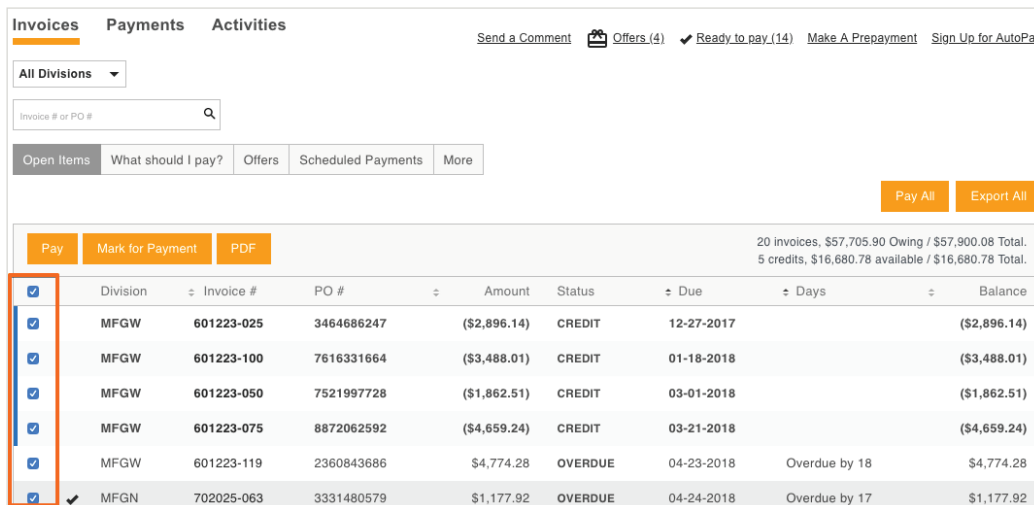
Step two: A banner will appear at the top of the page once the invoices are ready to download. Click on the download link in the banner, and the invoices will be downloaded to your computer for viewing.

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