

Versapay Arc Payment Portal

Accessing Your Account

Welcome! You've recently been invited to access an online account where you can view invoices and make payments easily. By following the simple steps below, you will be able to access the account anytime, anywhere.

Step one: Locate the invitation email from your supplier. Within the email, you will see a button that reads, "Click here to claim your account". Click on it to accept the invitation.

[Click here to claim your account](#)

Step two: You will be directed to a page and prompted to create a password. Make sure you choose something easy to remember. Enter your password twice and click continue.

Add your password now.

.....

.....

Continue

- ✓ At least 8 characters
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number

Step three: Next, you will be prompted to create two security questions. You can click on the write your own question link or choose from a list of pre-set questions. Once you have input your answers, click on the Complete sign up button and you are in.

One last step!

Please create two security questions.

What is your dream car?

or write your own question

Security answer

What is your favourite TV show?

or write your own question

Security answer

Complete sign up

Step four: After you are signed in, the below screen will appear.

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.

<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

- 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" to show all open invoices. See below for status filter options.

Open Items What Should I Pay? Offers Scheduled Payments More

status: due:

All Open Closed All Current Overdue Credit

to

- Pay All:** Provides the ability to pay all your outstanding invoices in one payment.
- Export All:** Provides the ability to choose to export all your invoices currently displayed to a CSV file.
- Scheduled Payments:** Displays invoices scheduled to be paid on a specific date as previously scheduled chosen by you or another member of your team.
- Ready to Pay:** Link to a selection of invoices that have been previously

