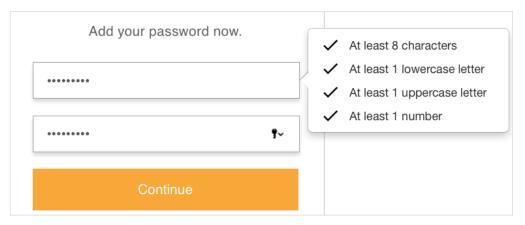# Versapay Arc Payment Portal

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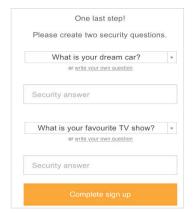
Step one: Locate the invitation email from your supplier. Within the email, you will see a button that reads, "Click here to claim your account". Click on it to accept the invitation.

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.
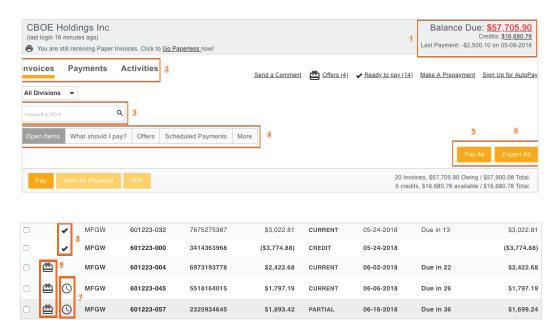

Step three: Next, you will be prompted to create two security questions. You can click on the write your own question link or choose from a list of pre-set questions. Once you have input your answers, click on the Complete sign up button and you are in.
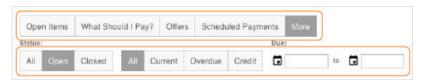
Step four: After you are signed in, the below screen will appear.

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

5. **Pay All**: Provides the ability to pay all 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

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