

Versapay Arc Payment Portal

Adding Bank Account Information to Versapay

Adding bank account information is fast and easy by following the below steps. Banking information can be added for ACH and Credit Card payments. The same process will be followed for Canadian customers.

Step one: When you are ready to pay your invoice, select the invoice(s) by clicking the box next to the invoice.

Pay	Mark for Payment	PDF	46 invoices, \$5,261,671.42 Owing / \$5,669,533.92 Total. 3 credits, (\$4,966.80) available / (\$37,656.80) Total.					
<input type="checkbox"/>	Invoice #	PO #	Amount	Status	Invoice Date	Due Date	Balance	
<input type="checkbox"/>	18206772	18186702	(\$2,462.40)	CREDIT	03-09-2018	03-09-2018	(\$2,462.40)	
<input type="checkbox"/>	18206773	18178612	(\$2,462.40)	CREDIT	03-09-2018	03-09-2018	(\$2,462.40)	
<input type="checkbox"/>	18556026	18475521	(\$32,732.00)	CREDIT	11-20-2018	11-20-2018	(\$42.00)	
<input type="checkbox"/>	18648701	99099	\$181,372.50	OVERDUE	02-27-2019	05-13-2019	\$35,100.00	
<input type="checkbox"/>	18736568	100561	\$133,140.00	OVERDUE	05-02-2019	07-16-2019	\$4,690.00	
<input type="checkbox"/>	18736575	100559	\$133,490.00	OVERDUE	05-02-2019	07-16-2019	\$350.00	
<input type="checkbox"/>	18822889	100707	\$104,516.00	OVERDUE	06-27-2019	09-10-2019	\$104,516.00	
<input type="checkbox"/>	18896052	101620	\$22,082.98	OVERDUE	08-13-2019	09-12-2019	\$22,082.98	
<input type="checkbox"/>	18827537	100985	\$135,940.00	OVERDUE	07-01-2019	09-14-2019	\$135,940.00	
<input type="checkbox"/>	18827538	100984	\$136,010.00	OVERDUE	07-01-2019	09-14-2019	\$136,010.00	
<input checked="" type="checkbox"/>	18828203	100983	\$134,120.00	OVERDUE	07-01-2019	09-14-2019	\$134,120.00	
<input checked="" type="checkbox"/>	18828206	100986	\$136,010.00	OVERDUE	07-01-2019	09-14-2019	\$136,010.00	
<input type="checkbox"/>	18832074	101157	\$103,005.50	OVERDUE	07-03-2019	09-16-2019	\$103,005.50	
<input type="checkbox"/>	18832076	101160	\$138,740.00	OVERDUE	07-03-2019	09-16-2019	\$138,740.00	
<input type="checkbox"/>	18839593	101297	\$139,580.00	OVERDUE	07-10-2019	09-23-2019	\$139,580.00	

Step two: Select the "Mark for Payment" button.

The screenshot shows the same invoice list table as above, but with the 'Mark for Payment' button in the top navigation bar highlighted in blue. The table content is identical to the previous image.

Step three: The invoices are now showing as Ready to Pay. Click on the Ready to Pay link. You will be directed to the next screen.

Balance Due: **\$5,258,704.82**
Credits: **(\$4,969,800)**

Invoices Payments Activities Send a Comment Ready to pay (2) Show Up for AutoPay

You are in Customer Support Mode [Click here to go back](#)

There are 2 invoices ready to pay: [Pay now!](#)

Invoice # or PO #



Open Items What should I pay? Scheduled Payments More

Invoice Date Due Date Pay All Export

Pay	Mark for Payment	PDF	Invoice #	PO #	Amount	Status	Invoice Date	Due Date	Balance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18206772	18198702	(\$2,462.48)	CREDIT	03-09-2018	03-09-2018	(\$2,462.48)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18206773	18178612	(\$2,462.48)	CREDIT	03-09-2018	03-09-2018	(\$2,462.48)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18556026	18475021	(\$32,732.00)	CREDIT	11-20-2018	11-20-2018	(\$42.00)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18648701	99099	\$181,372.50	OVERDUE	02-27-2019	05-13-2019	\$35,100.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18736568	100561	\$133,140.00	OVERDUE	05-02-2019	07-16-2019	\$4,690.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18736575	100559	\$133,490.00	OVERDUE	05-02-2019	07-16-2019	\$350.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18822889	100707	\$104,516.00	OVERDUE	06-27-2019	09-10-2019	\$104,516.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18896052	101620	\$22,082.98	OVERDUE	08-13-2019	09-12-2019	\$22,082.98
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18827537	100985	\$135,940.00	OVERDUE	07-01-2019	09-14-2019	\$135,940.00

48 invoices, \$5,281,071.42 Owing / \$5,669,533.92 Total
2 credits, \$5,969,800 available / \$37,066,800 Total

Step four: To add ACH banking information or Credit Card information, select either icon below.

 Add Bank Account  Add Card

Ready To Pay Pay now Total Payment: \$270,130.00

You need to add at least 1 credit or a payment method to proceed with this transaction.

<input checked="" type="checkbox"/>	Invoice #	Amount	Owing	Payment	Balance	Note
<input checked="" type="checkbox"/>	18828206	\$136,010.00	\$136,010.00	<input type="text" value="\$136,010.00"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	18828203	\$134,120.00	\$134,120.00	<input type="text" value="\$134,120.00"/>	\$0.00	<input type="text"/>
Total				\$270,130.00	\$0.00	

Clear List Continue

Step five: Input your banking information for ACH and/or credit card payments. Click to set up Auto Pay if you would like and agree to terms. Click add bank account.

My Profile **Company Profile** **Payment Methods** **My Notifications** **Exports**

Add a US Dollar (USD) bank account in USA [More options...](#)

Routing number: Your Name Your Address DATE

Account number: PAY TO THE ORDER OF DOLLARS

* Bank Account Type: MEMO Routing BY Account

* Account holder: ||' 001 ||' I: 38314 ||| 5948894300

Address Line 1:
Address Line 2:
City:
Province/State:
Postal/Zip:

Setup this account for AutoPay Yes No

This account should be automatically debited:

By choosing "Yes" above, I instruct Versapay and its financial service providers on behalf of Advanced Drainage Systems to automatically debit this card to pay invoices that satisfy the criteria I have specified according to the timing indicated.

I agree to allow Versapay and its financial service providers on behalf of Advanced Drainage Systems to debit this account to pay invoices according to my instructions.

Add Bank Account

If you choose Credit Card, the below screen will populate for you to input the credit card information.

- [My Profile](#)
- [Company Profile](#)
- [Payment Methods](#)
- [My Notifications](#)
- [Exports](#)

Add a card

Your card information will be securely stored in VersaPay's vault to simplify making future payments.

Card Number:

* CVV:

* Expires:

* Name on Card:

Postal/Zip:

accepted.

Flip your card over and look at the signature box. You should see either the entire 16-digit card number or just the last four digits, followed by a special 3-digit code. This 3-digit code is your Card Verification Value.

Setup this card for AutoPay Yes No

This account should be automatically debited:

Only pay invoices with:

Currency

By choosing "Yes" above, I instruct Versapay and its financial service providers on behalf of Advanced Drainage Systems to automatically debit this card to pay invoices that satisfy the criteria I have specified according to the timing indicated.

I agree to allow Versapay and its financial service providers on behalf of Advanced Drainage Systems to debit this card to pay invoices according to my instructions.

Add Card

Step six: A confirmation page appears for you to confirm the banking information and/or credit card information that was input. Once confirmed, select the Confirm Bank Account button.

- [My Profile](#)
- [Company Profile](#)
- [Payment Methods](#)
- [My Notifications](#)
- [Exports](#)

Confirm Your Banking Information

If your bank account number is incorrect your VersaPay transactions will bounce. You may be charged a fee for each bounced transaction.

Your Routing Number: 125478524

Your Bank Account Type: checking

Your Bank Account Number: 125897425

Your Name:

Your Address: 8745 Poplar Ave - Columbus , OH, 43026

Confirm Bank Account [Go Back](#)

Step seven: Both payment methods are now saved in the system. The invoices that have been selected can now be paid with either saved payment options.

(7425)

Add Bank Account

Add Card

Total Payment: \$265,163.20

Total Credit Applied: (\$4,966.80)

Ready To Pay

<input checked="" type="checkbox"/>	Invoice #	Amount	Owing / Remaining	Payment	Balance	Note
<input checked="" type="checkbox"/>	18828206	\$136,010.00	\$136,010.00	<input type="text" value="\$136,010.00"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	18828203	\$134,120.00	\$134,120.00	<input type="text" value="\$134,120.00"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	18556026	(\$32,732.00)	(\$42.00)	<input type="text" value="\$42.00"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	18206773	(\$2,462.40)	(\$2,462.40)	<input type="text" value="\$2,462.40"/>	\$0.00	<input type="text"/>
<input checked="" type="checkbox"/>	18206772	(\$2,462.40)	(\$2,462.40)	<input type="text" value="\$2,462.40"/>	\$0.00	<input type="text"/>
Total				\$265,163.20	\$0.00	

Clear List
Continue

