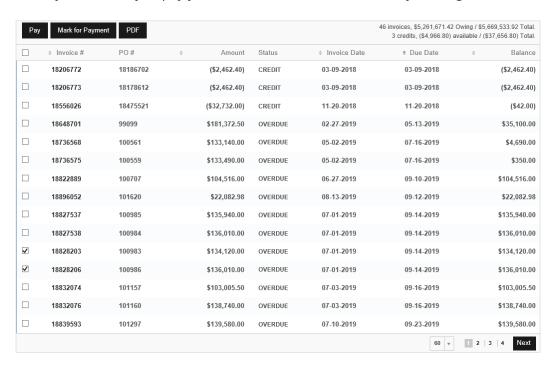
Versapay Arc Payment Portal

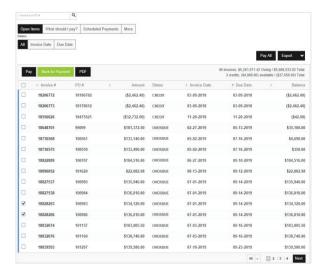
Adding Bank Account Information to Versapay

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.

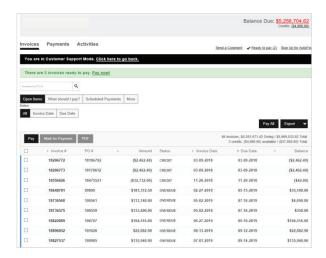


Step two: Select the "Mark for Payment" button.

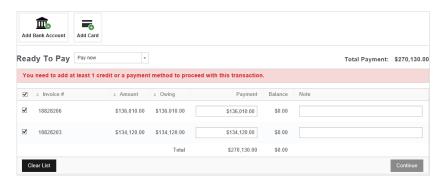




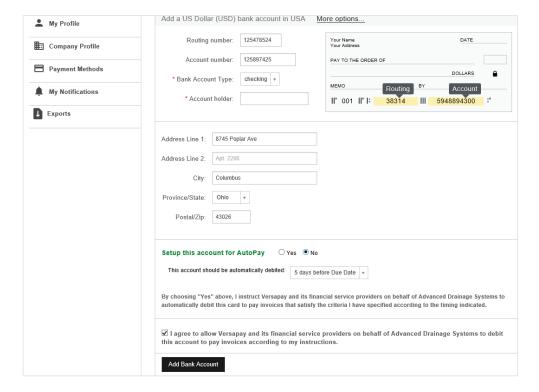
Step three: The invoices are now showing as Ready to Pay. Click on the Ready to Pay link. You will be directed to the next screen.



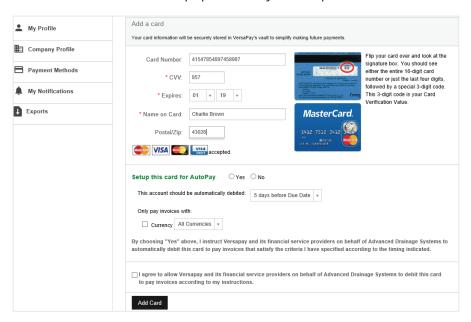
Step four: To add ACH banking information or Credit Card information, select either icon below.



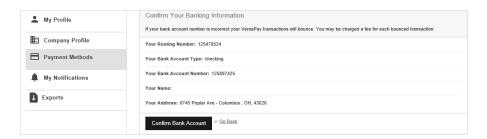
Step five: Input your banking information for ACH and/or credit card payments. Click to set up Auto Pay if you would like and agree to terms. Click add bank account.



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



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.



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.

