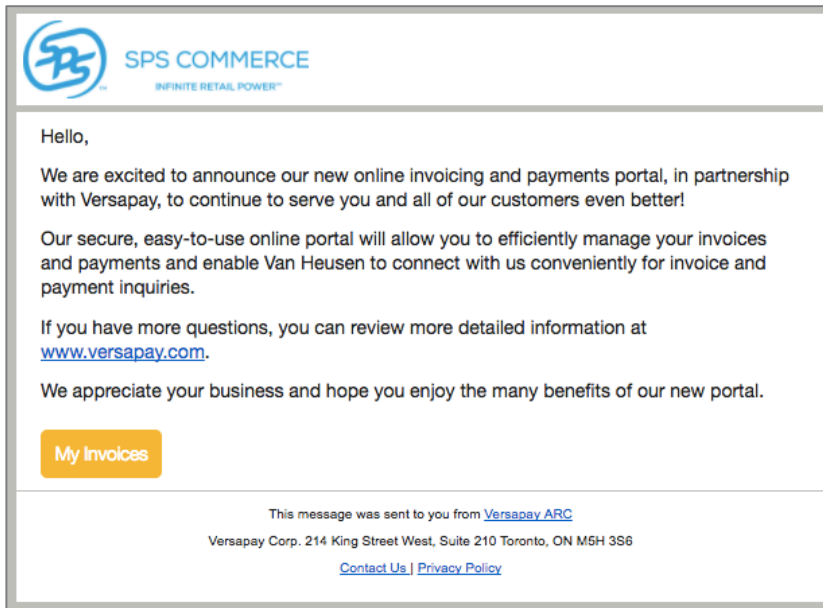


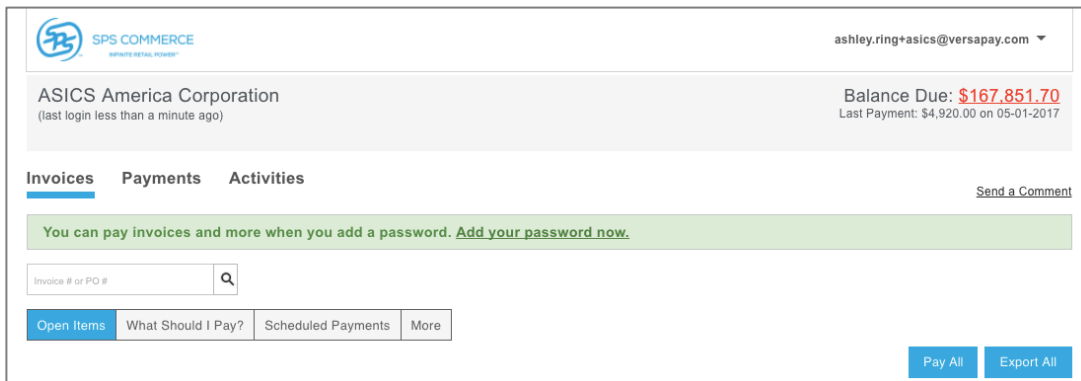
VersaPay- ARC Customer User Guide

HOW WILL I SEE MY INVOICES?

You will receive an invitation from VersaPay to create a user account for the Invoice Payables Portal. Clicking the link in the invitation will direct you to the VersaPay secure site where you will be able to view your invoices online instantly.



This is known as Express Mode. You can view the invoices and print PDF copies of them, but you will be required to input a password before you can process a payment securely. The green banner at the top of the page includes a link that can be clicked to complete the one-time, 30-second signup process.



From the signup page, you will be prompted to input a password. The password must be at least 8 characters long, include one upper and one lower case letter, and include one number.

Good call!
Adding a password is a great idea.
It's quick and easy, and lets you:

- Securely store and re-use payment info
- Invite your colleagues to join you
- Take advantage of automatic payment options and other handy time-saving tools

Add a password

Password

Repeat Password

Continue

Cancel

After inputting the password, you'll be prompted to create two security questions for the account as well. This is an added measure of security that ensures your account and the sensitive information within is protected.

One Last Step
Please create two security questions.

What is your dream car?

or write your own question

What is your favourite TV show?

or write your own question

Security answer

Security answer

Complete sign up

Once you've completed the signup process, you will be able to make payments on your invoices.

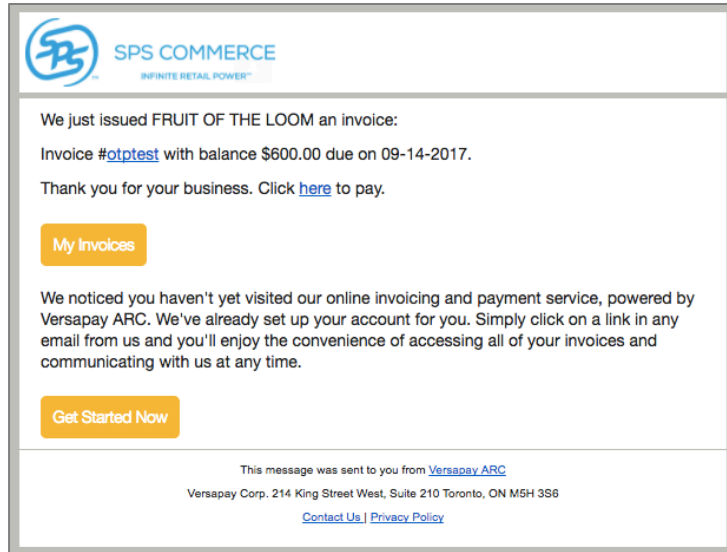
Whenever a new invoice is published, you will receive an email notification. You can then login to your account to view, print, and pay the invoice.

Please note: If you have not been invited to view invoices online with ARC, but have received an invoice, you can go to <http://secure.versapay.com> to register your email with the supplier and create an account.

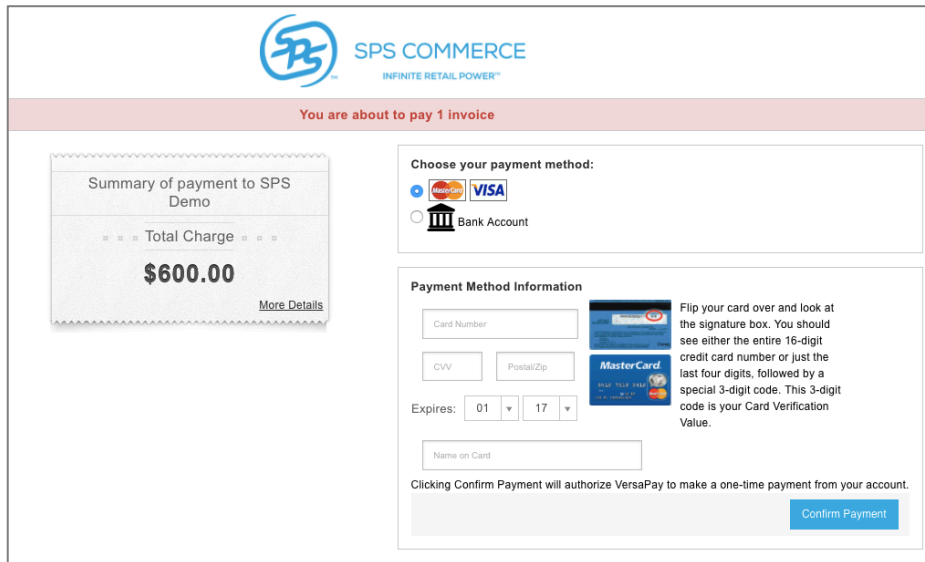
ONE-TIME PAYMENTS

If you have not yet signed up and a new invoice has been published, you will receive a notification. This notification will prompt you to view the invoice and any other invoices for your account by clicking the "My Invoices" button (as per Express Mode).

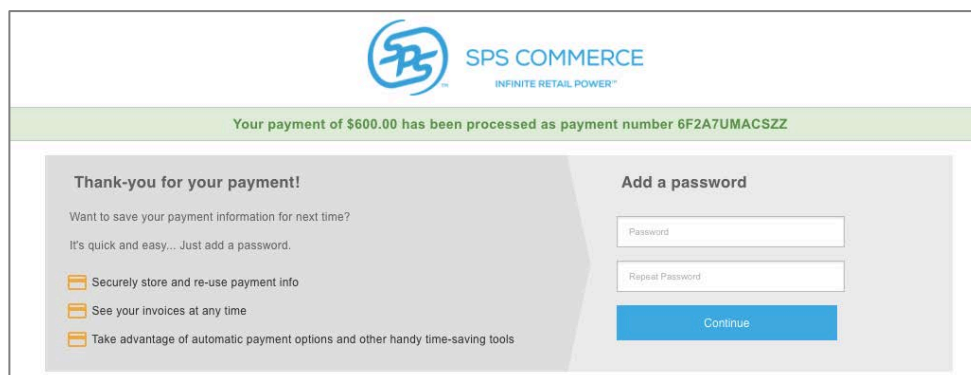
You can also click the "Get Started Now" button to bypass Express Mode and register immediately. Or, if you do not wish to view the invoices or register, but simply make a payment on this current invoice, you can click the "Click here to pay" link to be taken to the One-Time Payment checkout page.



The One-Time Payments page will prompt you to input a funding source and process a payment for the amount of the invoice.



When the payment has been processed, you will see a confirmation banner at the top of the page and a prompt to signup for VersaPay.



You do not have to sign up for VersaPay if you do not wish to do so at this time. When another invoice is published for your account you will receive the same notification as before and will have the same three options:

1. View the invoices in Express Mode
2. Sign up for VersaPay to manage your account online
3. Make a One-Time Payment for that invoice

VIEWING YOUR INVOICES

The screenshot shows the VersaPay account dashboard for 'FRUIT OF THE LOOM'. At the top right, the account balance is displayed as \$385,389.00. Below this are navigation tabs for Invoices, Payments, and Activities. A search field is provided for finding invoices. Below the search field are status filters: Open Items, What Should I Pay?, Scheduled Payments, and More. At the bottom of the dashboard, there are buttons for Pay, Mark for Payment, and PDF. A table of invoices is shown below, with the first invoice selected. The table has columns for Invoice #, PO #, Amount, Status, Due date, Days overdue, and Balance.

	Invoice #	PO #	Amount	Status	Due	Days	Balance
<input checked="" type="checkbox"/>	PSI-112685600		\$4,724.00	OVERDUE	05-31-2017	Overdue by 76	\$4,724.00
<input checked="" type="checkbox"/>	PSI-112691404		\$600.00	OVERDUE	05-30-2017	Overdue by 77	\$600.00
<input type="checkbox"/>	PSI-112689222		\$600.00	OVERDUE	05-24-2017	Overdue by 83	\$600.00
<input type="checkbox"/>	PSI-112688581		\$1,700.00	OVERDUE	05-15-2017	Overdue by 92	\$1,700.00

1. **Account Balance Display:** this is the overall owing balance for the account which also displays the date and amount of the last payment made
2. **Navigation Tabs:** allow you to navigate to various views of your account data such as Invoices, Payments, and Activities
3. **Search Field:** You can use this field to search for records by Invoice Number
4. **Status Filters:** These buttons allow you to filter which invoices are displayed based on status. Only one filter per set can be selected at a time, e.g. Open and All. There's also a filter called "What Should I Pay?" which will display invoices within five days of the upcoming due date or any that are past due.
5. **Invoice Options:** When you have selected an invoice using the Invoice Selection Checkbox these options will become available. You can choose to pay the invoice(s) selected, mark them for future payment, or open PDF copies of the invoices on your desktop
6. **Invoice Selection Checkbox:** You can flag this checkbox to select any given invoice for payment
7. **Invoice Number:** Clicking the invoice number will display the electronic rendering of the invoice
8. **Send a Comment Link:** Clicking this link will open the Comment window, allowing you to communicate with SPS Commerce about the status of your invoice(s) or payment(s).
9. **Pay All and Export All Buttons:** You can choose to pay all invoices or to export all the invoices in your list to .csv file by clicking these buttons

MAKING A PAYMENT

You can use the Invoice Checkbox Selector to flag the invoices you wish to pay and click the “Pay” button, or you can click on the invoice number of an individual invoice to review the one you would like to pay. Within the Invoice you can click the “Pay Now” button to make a payment.

Invoices | Payments | Activities [Send a Comment](#)

Status: **OVERDUE** Balance: \$4,724.00 **Pay Now** | [View PDF](#)

P: 888.739.3232
F: 866.805.5113
E: billing@spscommerce.com

SPS Commerce, Inc.
C/O T99205U
PO Box 99205, Stn A
Toronto, M5W 0J6

INVOICE

You can pay a single invoice or multiple invoices at a time. To pay multiple invoices, simply check the boxes of the invoices you would like to pay and click the “Pay” button from the Invoices Listing. You will be taken to a summary page where you can view a breakdown of your payment before proceeding.

Invoices | **Payments** | Activities [Send a Comment](#) Ready to pay (2)

Visa **1111

Add Bank Account

Add Credit Card

Ready To Pay Pay now **Total Payment: \$5,324.00**

	Invoice #	Amount	Owing	Payment	Balance	Note
<input checked="" type="checkbox"/>	PSI-112691404	\$600.00	\$600.00	\$600.00	\$0.00	
<input checked="" type="checkbox"/>	PSI-112685600	\$4,724.00	\$4,724.00	\$4,724.00	\$0.00	
	Total			\$5,324.00	\$0.00	

[Clear List](#)
Continue

If you do not yet have a credit card or bank account on file for payment, you can click the “Add” button to input the funding source of your choosing. On the summary page there is a note field next to the balance field in which you can type. This field is used to provide a note for the supplier on a payment you are making, should you need to provide the supplier additional information about your payment.

When you are ready to make the payment, click the “Continue” button. Once your payment is complete, you will be sent an email copy of the receipt for your records.

PAYMENT METHODS

You can add any additional funding sources you wish to use to pay invoices by opening your account settings and going into the “Payment Methods” section.

The screenshot shows the user dashboard for 'FRUIT OF THE LOOM' (last login 12 minutes ago). The user is 'ashley.ring+fruit@versapay.com'. A dropdown menu is open, showing options: Profile, Payment Methods (highlighted with a red box), My Notifications, Users, and Log Out. The 'Payment Methods' option is highlighted, and a balance of \$385,389.00 is visible. Below the dashboard, there are buttons for 'Open Items', 'What Should I Pay?', 'Scheduled Payments', and 'More'.

Accepted payment methods will vary based on the supplier, so you will only be able to add the type of payment method the given supplier accepts.

The screenshot shows the 'Payment Methods' section in the dashboard. The left sidebar has 'Payment Methods' selected. The main content area has two sections: 'Bank Accounts' and 'Credit Cards'. Both sections have a message: 'You have not added any Bank Accounts yet.' and 'You have not added any Credit Cards yet.' respectively. There are two buttons highlighted with red boxes: 'Add Bank Account' and 'Add Credit Card'.

If you wish to add a bank account and that is an option offered, click to “Add Bank Account” button. Similarly, if credit card is an accepted payment method, click the “Add Credit Card” button. You’ll be taken to a page to enter the funding source. Simply complete this page and save the funding source.

You can add or change a funding source at any time by going into the “Payment Methods” section.