

View & Pay Invoices with VersaPay

Purpose:

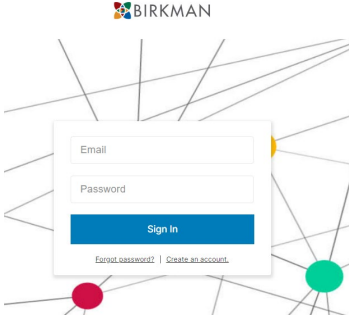
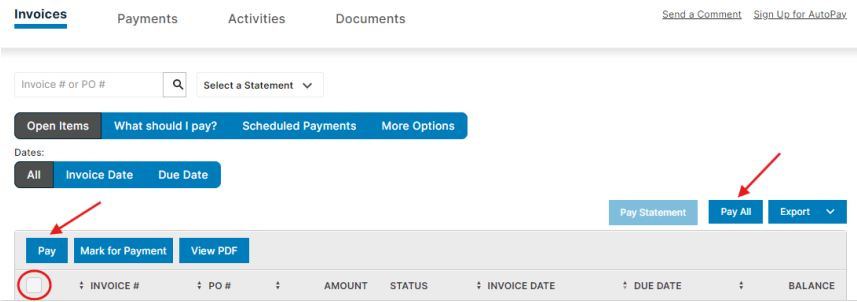

Use these steps to:


- A. [Pay Invoice\(s\) in Full](#)
- B. [Make Partial Payment on Full Invoice Amount](#)
- C. [Make Payment by Line Item](#)

Need help?

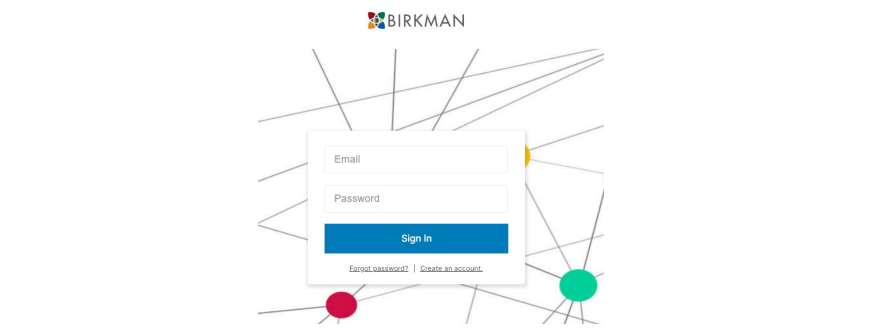
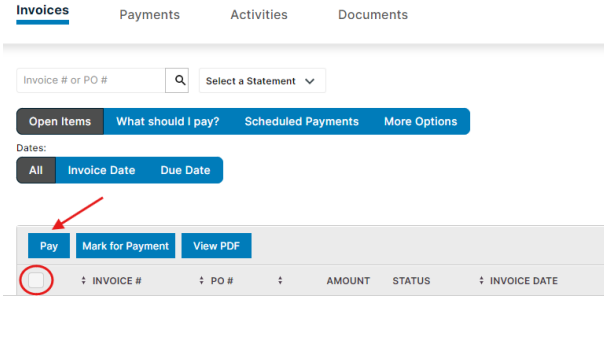
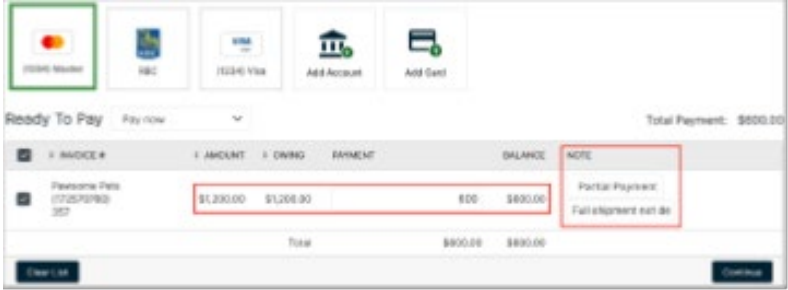
- VersaPay [Support and FAQs](#)
- Contact support@versapay.com for assistance
- For questions about your invoice contact support@birkman.com


A. Pay Invoices in Full

Step	Action	Result
1	Log in to the Birkman VersaPay Customer Portal . Note: To reset your password, click Forgot Password?	
2	Locate the invoice(s) to view and pay. <ul style="list-style-type: none"> • Select the invoices to Pay • Click Pay or Pay All 	
3	On the Ready To Pay page, select how you want to pay and click Continue . Note: You can also add a new payment method if desired	

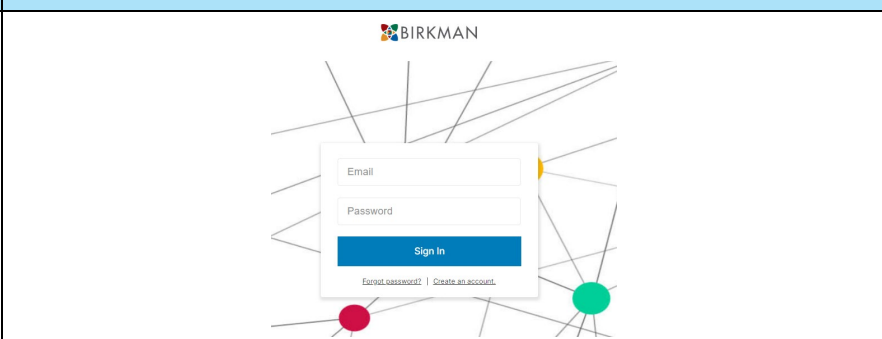
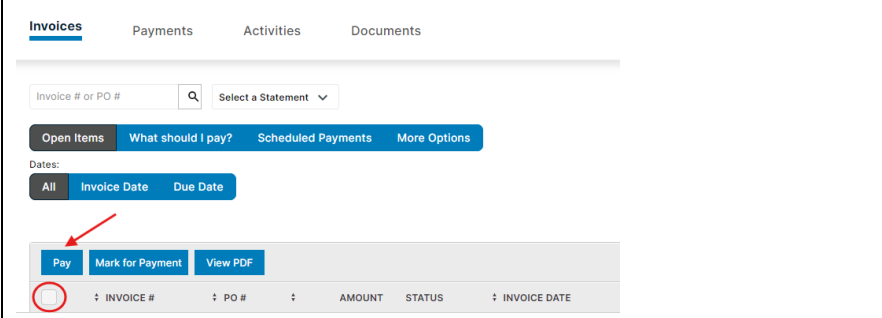

Step	Action	Result
4	On the Summary of Payment page, review the payment details and click Complete Payment .	 <p>The screenshot shows a 'SUMMARY OF PAYMENT TO PET SUPPLY WAREHOUSE' page. It indicates the payment method is 'Pay with MasterCard ****', the amount is '\$2,952.79', and there is a 'Surcharges: \$50.79' fee. The total charge is highlighted as '\$2,952.79'. At the bottom, there are 'Cancel' and 'Complete Payment' buttons.</p>



B. Make Partial Payment on Full Invoice Amount

Step	Action	Result
1	Log in to the Birkman VersaPay Customer Portal . Note: To reset your password, click Forgot Password?	 <p>The screenshot shows the BIRKMAN logo at the top. Below it is a login form with fields for 'Email' and 'Password', and a 'Sign In' button. There are also links for 'Forgot password?' and 'Create an account'.</p>
2	Locate the invoice to view and pay. <ul style="list-style-type: none"> Select the invoices to Pay Click Pay 	 <p>The screenshot shows the 'Invoices' section of the portal. It includes a search bar for 'Invoice # or PO #' and a 'Select a Statement' dropdown. Below that are buttons for 'Open Items', 'What should I pay?', 'Scheduled Payments', and 'More Options'. There are also filters for 'All', 'Invoice Date', and 'Due Date'. At the bottom, there is a table with columns for 'INVOICE #', 'PO #', 'AMOUNT', 'STATUS', and 'INVOICE DATE'. The 'Pay' button in the table is circled in red, and a red arrow points to it.</p>
3	On the Ready To Pay page, in the Payment field , <ul style="list-style-type: none"> Enter the amount you would like to pay. Select a reason from the dropdown in the NOTE column. Click Continue. 	 <p>The screenshot shows the 'Ready To Pay' page. It features a 'Pay now' dropdown and a 'Total Payment: \$600.00' indicator. Below is a table with columns for 'INVOICE #', 'AMOUNT', 'DOWD', 'PAYMENT', 'BALANCE', and 'NOTE'. The 'Pay' button is circled in red. The 'NOTE' column contains a dropdown menu with 'Partial Payment' selected, and a 'Full amount due' option is visible below it.</p> <p>A reason is required before you can proceed with payment. You may enter additional text in the fill-in field below the selected reason.</p>

Step	Action	Result
4	On the Summary of Payment page, review the payment details and click Complete Payment .	 <p>The screenshot shows a 'SUMMARY OF PAYMENT TO PAY SUPPLY WORKS/CLUB'. It lists 'Pay with MERCHANT CARD', 'Amount \$2,952.79', and 'Surcharges \$0.79'. The 'TOTAL CHARGE' is \$2,952.79. At the bottom, there is a 'Cancel' button on the left and a 'Complete Payment' button on the right, which is highlighted with a red arrow.</p>

C. Make Payment by Line Item

Step	Action	Result
1	Log in to the Birkman VersaPay Customer Portal . Note: To reset your password, click Forgot Password?	 <p>The screenshot shows the BIRKMAN logo at the top. Below it is a login form with fields for 'Email' and 'Password', and a 'Sign In' button. There are also links for 'Forgot password?' and 'Create an account'.</p>
2	Locate the invoice to view and pay. <ul style="list-style-type: none"> Select the invoices to Pay Click Pay 	 <p>The screenshot shows the 'Invoices' page with navigation tabs for 'Invoices', 'Payments', 'Activities', and 'Documents'. There is a search bar for 'Invoice # or PO #' and a 'Select a Statement' dropdown. Below that are buttons for 'Open Items', 'What should I pay?', 'Scheduled Payments', and 'More Options'. There are also filters for 'Dates' (All, Invoice Date, Due Date). At the bottom, there are buttons for 'Pay', 'Mark for Payment', and 'View PDF'. The 'Pay' button is circled in red with an arrow pointing to it.</p>
3	On the Ready To Pay page, click View Line Items	 <p>The screenshot shows the 'Ready To Pay' page with a table of invoice line items. The table has columns for 'INVOICE #', 'AMOUNT', 'DOWNS', 'PAYMENT', 'BALANCE', and 'NOTE'. The first row shows an invoice for \$902.41 with a payment of \$902.41 and a balance of \$0.00. Below the table, there is a 'View Line Items' button highlighted with a red box and an arrow pointing to it.</p>

Step	Action	Result
4	Locate the line item you want to partially pay. <ul style="list-style-type: none"> • Enter an amount in the Payment column. • Enter text in the NOTE column that explains the reason for the partial payment. • Click Continue. 	 <p>The screenshot shows a table with columns: SERVICE, AMOUNT, DOWNS, PAYMENT, BALANCE, and NOTE. A red box highlights the first row where the PAYMENT column contains '500' and the NOTE column contains 'DISCOUNTED PRICE'. The BALANCE column for this row shows '\$92.24'.</p> <p>As the amount is adjusted, the balance remaining is also updated to reflect the new open total of the invoice.</p>
5	On the Summary of Payment page, review the payment details and click Complete Payment .	 <p>The screenshot shows a 'SUMMARY OF PAYMENT TO PET SUPPLY MANUFACTURE' page. It displays 'Pay with Mastercard ****', 'Amount: \$2,952.79', and 'Surcharges: \$55.79'. The 'TOTAL CHARGE' is prominently displayed as '\$2,952.79'. At the bottom, there are 'Cancel' and 'Complete Payment' buttons. A red arrow points from the 'Complete Payment' button in the previous step to this button.</p>