

Versapa_I

Instructions on Viewing/Paying Invoices

Brief Introduction

CPSI chose VersaPay as our payment processor due to its user-friendly interface and seamless integration with our ERP software, Netsuite.

The VersaPay Customer Payment Portal connects directly to our internal system, providing real-time invoice status updates. Customers can conveniently pay invoices using their preferred method (ACH or credit card).

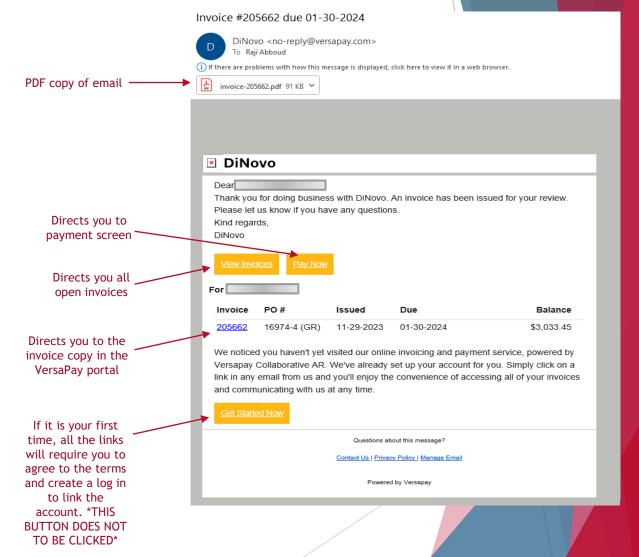
Rest assured, VersaPay maintains the highest security standards to safeguard your information.





You will receive an initial email that looks like the image on the right (all invoice emails will look like this after as well).

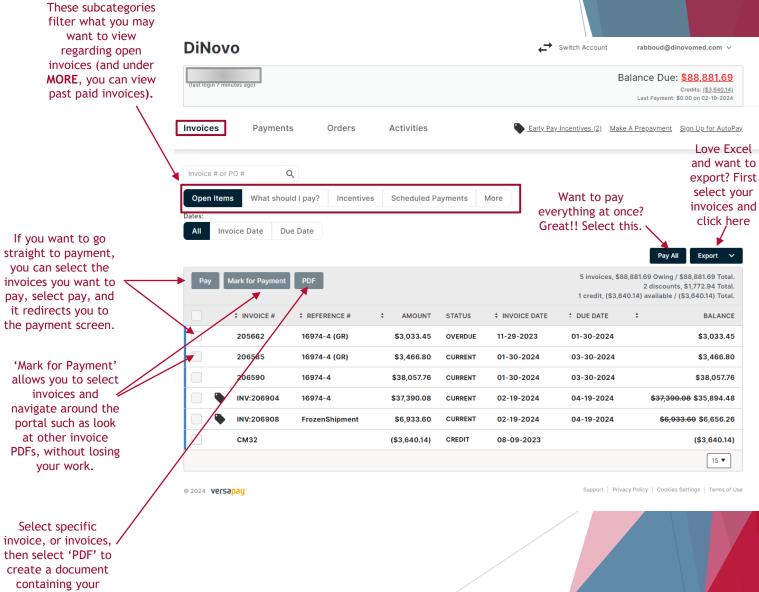
It will state your account name, a recent invoice, and multiple links to click





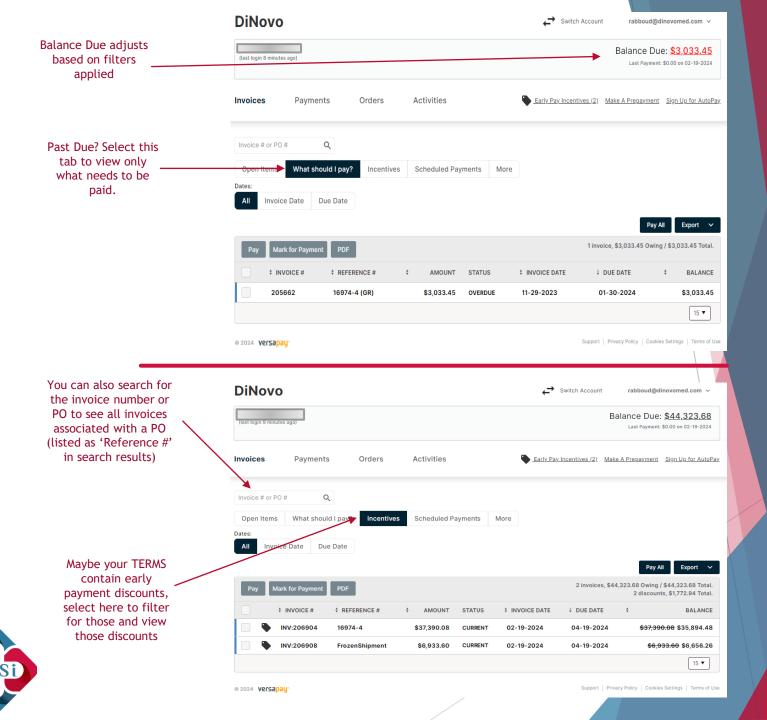


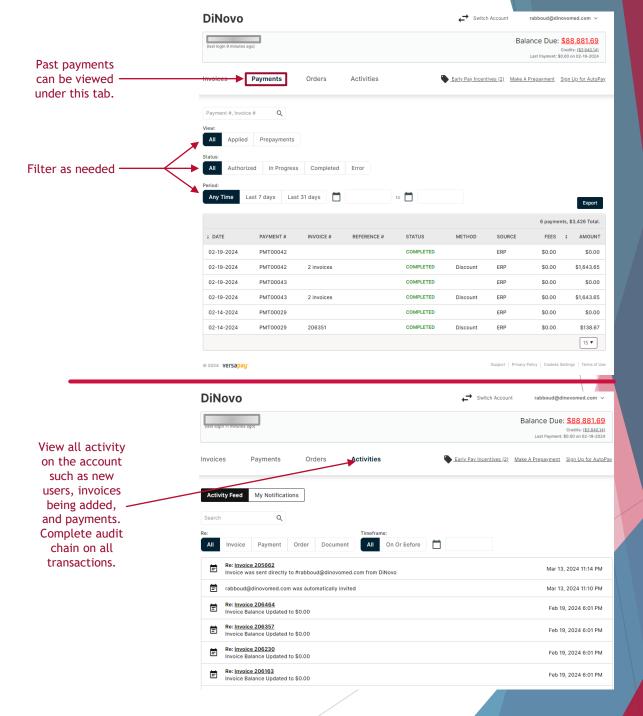
There are 4 main categories, then subsequent subcategories, to select from.



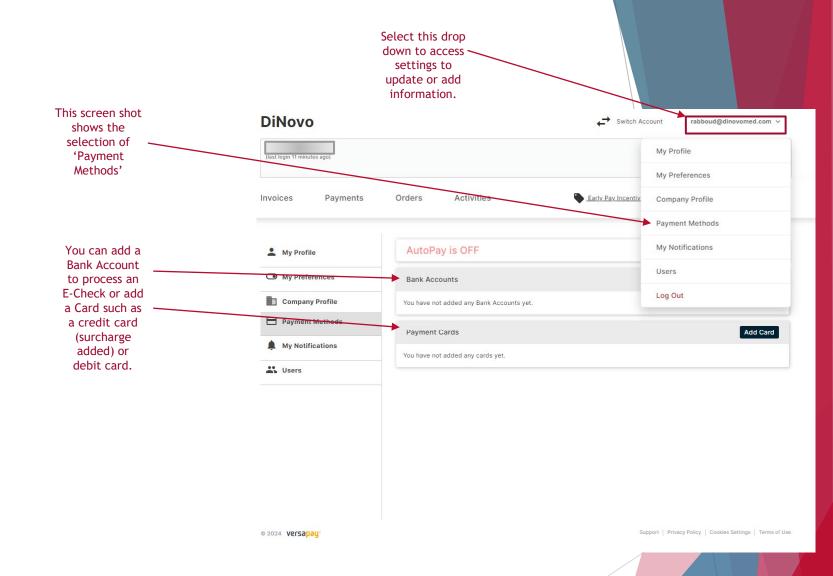


original Invoice copy



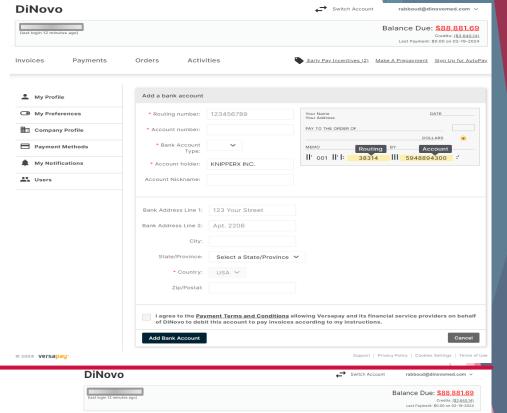


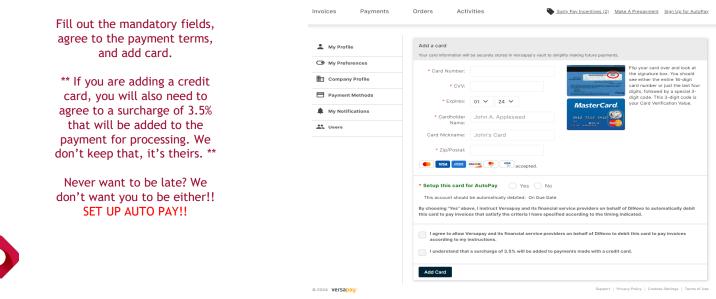




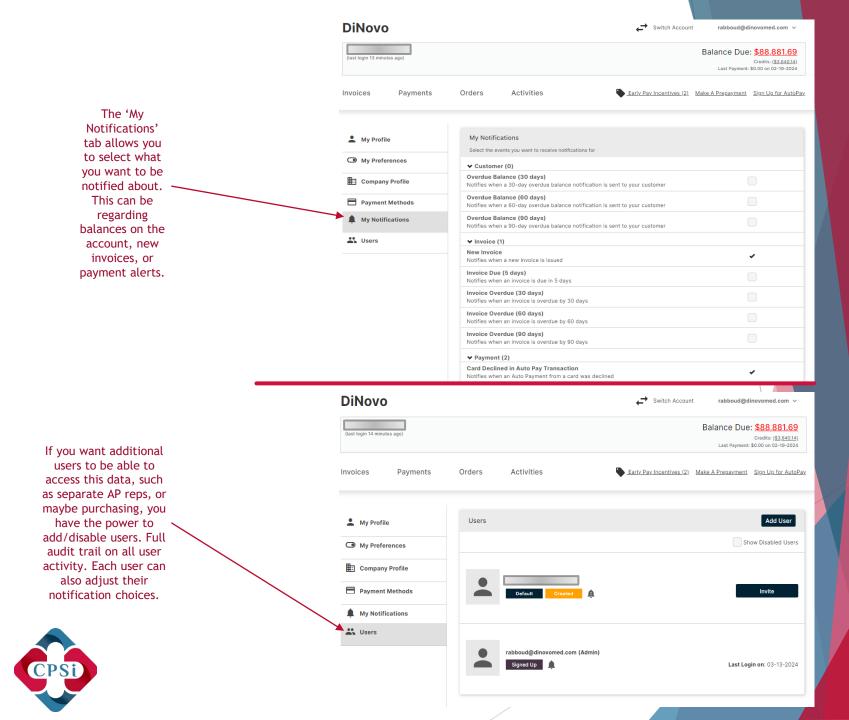


Fill out the mandatory fields, agree to the payment terms below, and select add bank account.









We invested in the system for our customers, so if it is causing anxiety and/or confusion, let us know, we want to help make this experience enjoyable for all users.

Contact CPSI Today 888-787-5185 CustomerService@CPSI2.com

