



Paying Your Rent Online

Welcome to VersaPay ARC! Brixmor's choice for cloud-based invoice and payment platform to view and pay rent or invoices.

GETTING STARTED

You will receive an invitation from VersaPay to create a user account. Clicking the "My Invoices" hyperlink will direct you to the VersaPay secure site, where you will need to agree to ARC Terms of Use in order to continue.

SIGNING UP

By signing into your customer portal, you'll have access to all of your invoices. You will be able to check your account statement, print your invoices and make payments safely and securely.

▷ As a user, you have two options:

1. Sign up and create a password
Benefit: Add payment info
2. Continue as an "Express User". Users can view invoices and make one-time payments.
Benefit: No password needed to view invoices

▷ Clicking the "My Invoices" hyperlink will direct you to the VersaPay secure site, where you will need to agree to ARC Terms of Use in order to continue.

ADD A PASSWORD

You can also add a password to your account by clicking the "Add your password now" hyperlink. Please create a secure password based on the rule that shows on the page.

▷ Security questions will need to be created after you set up your password.

INVOICES

▷ The main log-in page allows you to see the invoices in your ARC portal. You can view your invoice by clicking any invoice #.

VIEWING YOUR INVOICES

After you log in, you will see a list of your invoices. Below are descriptions of the features in the Invoices tab.

1. **Status Bar:** Indicates your total balance due, your last login date, and your last payment amount.
2. **Navigation Tabs:** Allows you to navigate to various views of your account data such as Invoices, Payments, Activities, and Sales.
3. **Search Field:** You can search for records by Invoice Number or Lease 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. **Pay All and Export All:** You can choose to pay all invoices or to export all the invoices in your list to a .csv file by clicking these buttons.
6. **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.
7. **Invoice Selection Checkbox:** You can flag this checkbox to select any given invoice for payment.
8. **Presented Invoice Link:** Click on the invoice link, and it will open the invoice for you to view. The invoice will be opened, and you will be able to see the invoice details, payments, attachments, and any comments related to the invoice.



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You can access your Brixmor invoices anytime. Go to <https://secure.versapay.com/payables/brixmor/login>.

For subsequent invoices, you will receive an email notification alerting you that there is a new invoice ready for viewing.

- ▷ New invoices that have not yet been viewed will have a vertical blue stripe next to them.
- ▷ On the invoice display page, you can sort your invoices based on column headings by clicking on the column heading to sort the data in ascending or descending order.

MAKING A PAYMENT

- ▷ You can click on the invoice number to review the invoice you would like to pay and click the “Pay Now” button on the invoice view to make a payment.
- ▷ You can also select multiple invoices and then use “Pay All” button to make the payment for all the invoices that you select.

PAY AS AN ARC EXPRESS USER

If you have not chosen a password for your ARC account, then you are still an Express User. You will be directed to a “one-time payment page” after you click “Pay” or “Pay All” button. The payment method information you enter here will not be saved by ARC and hence the next time you access the portal to pay your invoices, you will need to enter your payment method information again.

PAY AS AN ARC SIGN-UP USER

If you have chosen a password for your ARC account, then you will be able to make a payment by adding a “Payment Method” in ARC. On the contrary to an Express User, ARC will save the payment method information you entered so you are not required to enter the payment method information for all future payments in ARC.

If you have not added a bank account in ARC yet, you will be requested to enter one, and you can add your account by selecting “Add Bank Account” button.

MAKING A SHORT PAY

You can make a short payment with your bank by selecting “Details” next to the payment amount. After clicking “Details”, you can enter in the short pay amount and a reason note for this short pay.

- ▷ A reason note is a mandatory field before you can continue.
- ▷ When you are ready to make the short pay, click “Continue”.
- ▷ You can now review the amount of your payment. To confirm and complete the payment, click on the “Complete Payment” button.

UPLOAD SALES REQUESTS

- ▷ You may receive an email notification asking you to provide a Total Sales or an Expected Sales document. You can respond to this request by clicking “Respond to this Request” button in the email.



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UPLOAD SALES REQUESTS

- ▷ Another way to respond to the sales request is by logging into ARC (<https://secure.versapay.com>) and click the new request warning link that appears under the navigation tabs.
- ▷ Clicking the “Respond to this Request” button or the new request warning link will direct you to the sales request page in ARC.
- ▷ You can submit the sales request(s) to your landlord by clicking “Send Responses” button.
- ▷ You can review all the requests you would like to send in the follow up “Confirm Responses” page, clicking “Confirm” button to complete

PLEASE NOTE:

There are three mandatory fields you have to fill out for a Total Sales request:

1. Total sales: the dollar amount of required total sales
2. Sales type: Actual, Audited, or Estimated
3. Documentation: a pdf document that supports the Total Sales amount that you entered.
 - The documentation has to be in pdf format, otherwise an error message will show up after you submit the sales request.

SUBMITTING SALES REQUESTS

You can submit the sales request(s) to your landlord by clicking the “Send Responses” button.

You can review all requests you would like to send in the follow-up “Confirm Responses” page, clicking the “Confirm” button to complete.

If you need help with accessing or using VersaPay, please email support@versapay.com or visit www.versapay.com/support.



**BRIXMOR’S EFFORTS ARE
INSPIRED BY THE COMMUNITIES
WE SERVE TODAY AND DRIVEN BY
THE COMMUNITIES WE ENVISION
IN THE FUTURE.**

To learn more about Brixmor’s current initiatives and sustainability goals, review our Corporate Responsibility Report.



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ARC FAQs

SHOULD I STILL SIGN UP IF I DON'T WANT TO PAY USING VERSA PAY?

There are benefits to signing up, even if you don't want to pay using VersaPay. ARC will act as a repository for all your invoices with Brixmor that you can access anytime, anywhere. Invoices can be viewed, and PDFs downloaded. ARC will allow you to see what you owe and when it's due by simply logging in. It will also remind you when your invoices are due, helping you stay on track with your outstanding payables!

HOW DO I CHANGE MY EMAIL ADDRESS OR UPDATE MY ACCOUNT INFO?

You can email support@versapay.com with your updated contact information or email address. Please provide the email address currently associated with your account as well as the updated email. You can also contact Brixmor directly to update the contact information on your account.

If you have more questions, email support@versapay.com or visit www.versapay.com/support.

DOES VERSAPAY PROVIDE SECURE LOGIN?

VersaPay is a certified PCI Level 1 Service Provider and is audited annually by its banking partners to ensure 'bank grade' security compliance. PCI is the most rigorous of security testing from external auditors to verify the security level meets the highest industry standards. The systems are monitored and updated as needed to protect against any known security risks. In addition to the third-party testing, ARC internal security personnel use several risk assessments and security tools to monitor and maintain the security of online systems.

WHAT IF I CURRENTLY PAY BY ACH OR EFT?

ACH – if you currently pay by ACH for recurring monthly charges, we will continue to participate in your ACH program; however, we urge you to sign-up for VersaPay in order to view your account activity and pay non-recurring charges using VersaPay

EFT – if you are currently signed-up for Electronic Funds Transfer (EFT), we will continue to draft your funds automatically each month; however, we urge you to sign-up for VersaPay in order to view your account activity and pay non-recurring charges using VersaPay.

VERSAPAY IS BRIXMOR'S EASY-TO-USE, SELF-SERVICE PORTAL.

Our system allows you to pay when you want, how you want, and from where you want. It also keeps all interactions in one place with messaging threads on every invoice.