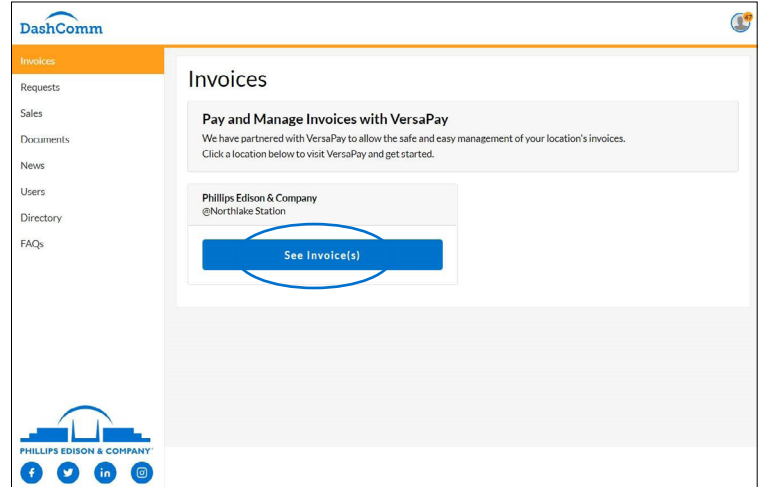
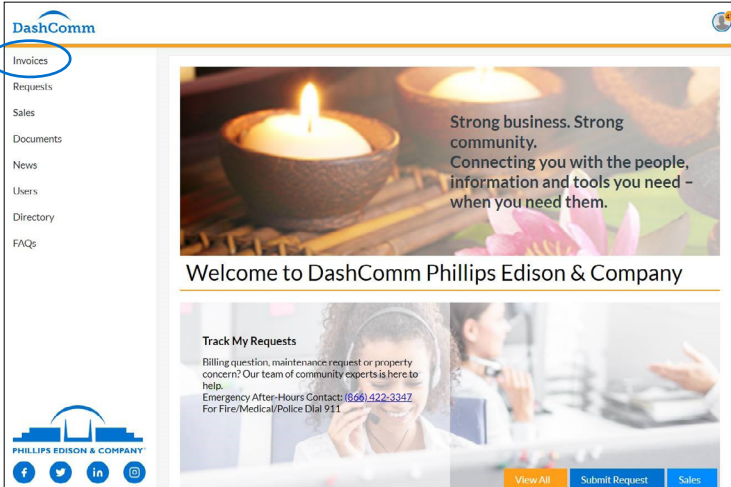


# How To Make VersaPay Payments

## Getting Started

1. Log in to DashComm® by visiting [www.dashcomm.com](http://www.dashcomm.com). Your username is your registered email address.
2. Click on **Invoices** in the top left menu. This will direct you, by default, to VersaPay.



3. If it is your first time accessing VersaPay, you will need to agree to a one-time enrollment to accept Terms of Use.

4. Enter your payment method(s). Click on the plus sign to enter your banking information. When completed, click on **Add Bank Account**.

**\* DashComm® Tip!**  
Be sure to include all zeros.  
All routing numbers must be  
nine digits.

5. Confirm your banking information is correct.

Confirm Banking Information

If the bank account number is incorrect, Versapay transactions will bounce. This account may be charged a fee for each bounced transaction.

Branch: 122000247

Account Type: checking

Bank Account Number: 0000271156

Name: Jewel

Address: ...

**Confirm Bank Account** [Go Back](#)

6. Choose which invoice(s) you want to pay. You can also choose to apply credits (an example of a credit is below).

**Pay** **Mark for Payment** **PDF**

4 invoices, \$508,570.62 Owning / \$508,570.62 Total.  
2 credits, (\$57,080.59) available / (\$57,080.59) Total.

<input type="checkbox"/>	Invoice #	Reference	Reference	Total Billed	Status	Invoice Date	Due Date	Remaining Balance
<input checked="" type="checkbox"/>	EXAMPLE				CREDIT	07-27-2020	07-27-2020	
<input checked="" type="checkbox"/>	EXAMPLE				CREDIT	07-28-2020	07-28-2020	
<input checked="" type="checkbox"/>	EXAMPLE		Recurring		OVERDUE	08-01-2020	08-01-2020	
<input type="checkbox"/>	EXAMPLE		Manual		OVERDUE	09-28-2020	10-28-2020	
<input type="checkbox"/>	EXAMPLE		Manual		OVERDUE	10-01-2020	10-31-2020	
<input checked="" type="checkbox"/>	EXAMPLE		Recurring		OVERDUE	11-01-2020	11-01-2020	

7. You have the option to pay in full (click on **Continue**) or partially (click on **Details**).

<input type="checkbox"/>	Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/>	EXAMPLE	\$57,080.59	\$57,080.59	<b>Details</b>	\$0.00	
	Total	\$57,080.59			\$0.00	

[View List](#) [Continue](#)

8. Below is the **Details** screen.

Short-paid line items must have a note.

<input type="checkbox"/>	Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/>	EXAMPLE		\$56,413.92		\$666.67	
	EXAMPLE			5,000.00	\$666.67	disputing CAM increase
	EXAMPLE			\$51,413.92	\$0.00	
	Total		\$56,413.92		\$666.67	

[Clear List](#) [Cancel Changes](#) [Continue](#)



**DashComm® Tip!**

When making a partial payment, a note must be entered!

9. You will see a summary showing payments and credits entered. **Total Charge** will be withdrawn.

You are about to make the following payment

SUMMARY OF PAYMENT TO PHILLIPS EDISON & COMPANY

TOTAL CHARGE

**\$56,413.92**

[Cancel](#) [Complete Payment](#)

10. A payment number will be assigned to confirm the exact payment.

Your payment of \$56,413.92 has been processed as payment number

11. A full payment will remove the invoice. A partial payment will show the remaining balance and take you back to the **Ready to Pay** screen.

<input type="checkbox"/>	Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/>	EXAMPLE		\$666.67	<a href="#">Details</a>	\$0.00	
	Total				\$0.00	

[Clear List](#) [Continue](#)



**DashComm® Tip!**

A paperclip next to the invoice means there is backup documentation for the manual charge!

<input type="checkbox"/>	005008	EXAMPLE	\$546.98	CURRENT
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# Setting Up AutoPay

1. Click on **Sign Up for AutoPay** then click on **New**.

The screenshot shows the top navigation bar with 'Invoices', 'Payments', 'Activities', and 'Documents'. A 'Send a Comment' link and a 'Sign Up for AutoPay' button (circled in blue) are visible. Below the navigation bar, there's a section for 'Authorized by sam\_sp' and a search bar. A table of invoices is shown, with the first invoice selected. The 'Pay' button is circled in blue.

The screenshot shows the 'AutoPay is OFF' setup screen. The 'New' button is circled in blue. The screen displays 'Bank Accounts' and 'Payment Methods' sections. The 'Payment Methods' section shows a verified bank account (9551) and a 'Remove' button. The 'Payment Cards' section shows 'You have not added any cards yet' and an 'Add Card' button.

2. Choose your bank account from the first drop down option.

The screenshot shows the 'AutoPay is OFF' setup screen. The 'Automatically Debit' dropdown menu is open, showing options like '1st of Month', '2nd of Month', etc. The '1st of Month' option is circled in blue.

3. Choose your preferred payment date from the second drop down. If you select **On Specific Date**, go to step 4. If you select **On Due Date**, skip to step 5.

The screenshot shows the 'AutoPay is OFF' setup screen. The 'On Due Date' option is selected in the dropdown menu. The screen displays 'Automatically Debit' and 'AutoPay should apply available credits' sections.

4. Choose the date.

The screenshot shows the 'AutoPay is OFF' setup screen. The '1st of Month' option is selected in the dropdown menu. The screen displays 'Automatically Debit' and 'AutoPay should apply available credits' sections.

5. Choose **Yes** to “AutoPay should apply available credits”.
- Note:** By checking **Yes**, any outstanding credits will be applied to the current month’s rent, decreasing the amount pulled.

The close-up screenshot shows the 'AutoPay should apply available credits' section. The 'Yes' radio button is selected and circled in blue.

**\* DashComm® Tip!**  
AutoPay needs to be set up by end of the last day of the month prior to the month you want to begin.

6. Select **Recurring** from the drop down.

The screenshot shows the 'AutoPay is OFF' setup screen. The 'Recurring' option is selected in the dropdown menu. The screen displays 'Automatically Debit' and 'AutoPay should apply available credits' sections.

7. Select the “**I will pay these myself**” option for any outstanding invoices. Check the authorization box and click **I Agree**.

The screenshot shows the 'AutoPay is OFF' setup screen. The 'I will pay these myself' option is selected in the dropdown menu. The screen displays 'Automatically Debit' and 'AutoPay should apply available credits' sections.

**\* DashComm® Tip!** Recurring would be your monthly charges. Manual would be the reconciliations, TBB, Utilities, etc.

**Questions about DashComm®? Email us!**  
**DashComm@phillipsedison.com**