



TBS Payments

User Guide



New Customer to VersaPay - Making your first payment to TBS



To make a payment to The Beer Store using VersaPay, you start by accessing the following URL in your web browser:

- <http://secure.versapay.com/tbs>

Enter in your Client ID and the amount you wish to pay on your account:

A screenshot of the Beer Store online payment portal. At the top left is the Beer Store logo. Below it is the heading "Account Payment Services". A welcome message reads: "Welcome to the Beer Store online payment portal - facilitated by VersaPay. To make a payment on your account, please enter an amount and follow the payment directions to complete a payment by credit card." Below the text are three input fields: a text box for "TBS Client #", a text box for "Enter Amount (ie. 19.99)", and a blue button labeled "Make Payment".

BEER STORE

Account Payment Services

Welcome to the Beer Store online payment portal - facilitated by VersaPay. To make a payment on your account, please enter an amount and follow the payment directions to complete a payment by credit card.



Once you have clicked the **'Make Payment'** button you will be prompted to create an account or login to your account if you already have one –

The screenshot shows a payment page for 'The Beer Store'. At the top, there's a header with the store name and a 'Pay with Credit Card' button. Below that, a message states 'This is the staging environment. Transactions will not be completed.' The main form is titled 'Please Enter Your Credit Card Information' and includes fields for Card Number, CVV, Expires (01/14), and Postal/Zip. It also shows logos for MasterCard, VISA, and AMERICAN EXPRESS. Below the card information, there's a 'VersaPay Login Information' section with fields for 'Your Email', 'Create a Password', and 'Repeat Password'. A 'Create Security Questions' section follows, with dropdown menus for 'What is your dream car?' and 'What is your favourite TV show?', and corresponding 'Security answer' fields. At the bottom, there's a 'Terms & Conditions' section with a checkbox for 'I have read and agreed to VersaPay's Terms and Conditions'. A 'Next: Confirm Payment' button is at the very bottom.

SUMMARY OF PAYMENT

The Beer Store
...m51356

Amount: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

==== TOTAL CHARGE ====

\$2,049.99

Have a question? Need help?
Visit the VersaPay [Support Center](#)

The Beer Store is using VersaPay for secure payments
[Learn how VersaPay keeps your information secure.](#)

As you are a new customer, you will need to complete the payment information and enter your email and password details and agree to the terms and conditions.

NOTE: You only have to do this for your initial payment, all future payments you can just login using this created account.



Once you click confirm payment button, you are taken to the confirmation screen – this will be the last time you may modify your payment before it's submitted to TBS:

The Beer Store

Pay with Credit Card
Easy Instant Payment

This is the staging environment.
Transactions will not be completed.

Confirm Payment with Your VISA **1111

After clicking Complete Payment, please wait. Do not click back, stop, or change the page.

Your Card Number: VISA **1111

Payment to The Beer Store: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

Total Charge: \$2,049.99

Complete Payment or [Edit payment details](#)

[Cancel and return to The Beer Store](#)

SUMMARY OF PAYMENT

The Beer Store

. . m5 k356

Amount: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

||| TOTAL CHARGE |||

\$2,049.99

Have a question? Need help?
Visit the VersaPay [Support Center](#)

The Beer Store is using VersaPay for secure payments
[Learn how VersaPay keeps your information secure.](#)

Once your payment is completed, you will receive the following final page – you are now done and may close your browser window:

The Beer Store

Pay with Credit Card
Easy Instant Payment

This is the staging environment.
Transactions will not be completed.

Your payment is complete!

A receipt has been sent to kevin.short@versapay.com.

This transaction will appear on your statement as "VersaPay The Beer Store."
Press the button below to return to The Beer Store.

[Return to The Beer Store](#)

SUMMARY OF PAYMENT

The Beer Store

. . m5 k356

Amount: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

||| TOTAL CHARGE |||

\$2,049.99

Have a question? Need help?
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Please check your email for transaction confirmation / receipt, it will look like this:

This message is from VersaPay the staging environment. Transactions will not be completed.


Receipt for transaction of \$1,999.99 to The Beer Store

The Beer Store

, , m5k3S6

Transaction Type	Purchase
Transaction Date	Fri, 26 Sep 2014 13:57:49 EDT
Identifier	8R8PFVCi7F8I
Authorization Code	20282082
Payment Method	VISA **1111
Amount	\$1,999.99 CAD
Fees	\$50.00 CAD What is this fee?
Total	\$2,049.99 CAD

This message was sent by VersaPay Corporation
located at Suite 210 - 214 King Street West, Toronto,
ON M5H 3S6



You have now completed payment to TBS. If you need to provide TBS with a reference # of the transaction for any reason, you would pass them the Identifier # noted in the email receipt for that transaction (along with your Client ID and business name).



Existing Customer to VersaPay - Making your payment to TBS



To make a payment to The Beer Store using VersaPay, you start by accessing the following URL in your web browser:

- <http://secure.versapay.com/tbs>

Enter in your Client ID (Validation will take place) and the amount you wish to pay on your account:

The screenshot shows the "BEER STORE" logo at the top left. Below it, the heading "Account Payment Services" is centered. A welcome message reads: "Welcome to the Beer Store online payment portal - facilitated by VersaPay. To make a payment on your account, please enter an amount and follow the payment directions to complete a payment by credit card." Below the text are three input fields: a text box for "TBS Client #", a text box for "Enter Amount (ie. 19.99)", and a blue button labeled "Make Payment".



Once you have clicked 'Make Payment' you will be prompted to create an account or login to your account if you already have one –

The Beer Store

Pay with Credit Card
Easy Instant Payment

Already Have VersaPay? [Log In to Pay Now](#)

This is the staging environment.
Transactions will not be completed.

Please Enter Your Credit Card Information

Card Number CVV

Expires 01 14 Postal/Zip

Name on Card

MasterCard VISA AMERICAN EXPRESS accepted.

VersaPay Login Information

Your Email

VersaPay will never spam you or share your information

Create a Password

Repeat Password

Create Security Questions

Security questions prevent unauthorized access to your account. Do not use answers a stranger could guess.

What is your dream car? What is your favourite TV show?

or write your own question or write your own question

Security answer Security answer

Terms & Conditions

I have read and agreed to VersaPay's [Terms and Conditions](#)

Next: Confirm Payment

SUMMARY OF PAYMENT

The Beer Store

.. m5K356

Amount: \$1,000.00

Fees: \$50.00 [What is this fee?](#)

*** TOTAL CHARGE ***

\$2,049.99

Have a question? Need help?
Visit the VersaPay [Support Center](#)

The Beer Store is using VersaPay for secure payments
[Learn how VersaPay keeps your information secure.](#)

As you are an existing customer, you only need to click the 'Log In to Pay Now' link in the top right corner.



You will be prompted for your email and password to login:

The Beer Store

Pay with Credit Card
Easy Instant Payment

Already Have VersaPay? [Log in to Pay Now](#)

This is the staging environment.
Transactions will not be completed.

Please Enter Your Credit Card Information

Card Number [] CVV []

Expires 01 14 [] Postal/Zip []

Name on Card []

MasterCard VISA AMERICAN EXPRESS accepted.

VersaPay Login Information

Your Email []
VersaPay will never spam you or share your information

Create a Password []
Repeat Password []

Create Security Questions

Security questions prevent unauthorized access to your account. Do not use answers a stranger could guess.

What is your dream car? [] What is your favourite TV show? []
or write your own question or write your own question

Security answer [] Security answer []

Terms & Conditions

I have read and agreed to VersaPay's [Terms and Conditions](#)

Next: Confirm Payment []

Log In to VersaPay

If you already have a VersaPay account please log in here to complete this payment.

Email: []

Password: []

[Forgot your password?](#)

Log In []

SUMMARY OF PAYMENT

The Beer Store

... m5k3S6

Amount: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

... TOTAL CHARGE ...

\$2,049.99

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[Learn how VersaPay keeps your information secure.](#)



Once logged in, you will then be able to select (or add) your payment method to complete the payment:

The screenshot shows the checkout page for 'The Beer Store'. At the top, there's a header with the store name and logo. Below that, a navigation bar shows 'Pay with Credit Card' as the selected method, along with the user's email 'kevin_short@versapay.com' and a 'Logout' button. A blue box states 'This is the staging environment. Transactions will not be completed.' Below this is a green success message: 'Securely logged in. Welcome to VersaPay.' The main section is titled 'Your Credit Cards' and lists six cards with 'Pay with this card' and 'Remove' buttons. At the bottom of this section is a 'Pay with another card' button. On the right side, a 'SUMMARY OF PAYMENT' box shows the total charge of \$2,049.99, including a \$1,999.99 amount and a \$50.00 fee. A footer contains a support link and a security notice.

Select the method of payment and click 'Pay with this card' – you will then have to confirm the payment –

This screenshot shows the payment confirmation screen. The header and navigation bar are identical to the previous screenshot. The 'Your Credit Cards' section is now collapsed, and a new section titled 'Confirm Payment with Your VISA **1111' is active. It contains a warning: 'After clicking Complete Payment, please wait. Do not click back, stop, or change the page.' Below this, it displays the card number 'VISA **1111', the payment amount '\$1,999.99', the fee '\$50.00', and the total charge '\$2,049.99'. At the bottom of this section are 'Complete Payment' and 'Edit payment details' buttons. The 'SUMMARY OF PAYMENT' box on the right is also identical to the previous screenshot, showing the total charge of \$2,049.99. The footer remains the same.



Once your payment is completed, you will receive the following final page – you are now done and may close your browser window:

The Beer Store

Pay with Credit Card
Easy Instant Payment

This is the staging environment.
Transactions will not be completed.

Your payment is complete!

A receipt has been sent to kevin.short@versapay.com.

This transaction will appear on your statement as "VersaPay The Beer Store."
Press the button below to return to The Beer Store.

[Return to The Beer Store](#)

SUMMARY OF PAYMENT

The Beer Store
,, m5k3S6

Amount: \$1,999.99

Fees: \$50.00 [What is this fee?](#)

TOTAL CHARGE

\$2,049.99

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Visit the VersaPay [Support Center](#).

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Please check your email for transaction confirmation / receipt, it will look like this:

Receipt for transaction of \$1,999.99 to The Beer Store

The Beer Store
,, m5k3S6

Transaction Type	Purchase
Transaction Date	Fri, 26 Sep 2014 13:57:49 EDT
Identifier	8R8PFVCI7F8I
Authorization Code	20282082
Payment Method	VISA **1111
Amount	\$1,999.99 CAD
Fees	\$50.00 CAD What is this fee?
Total	\$2,049.99 CAD

This message was sent by VersaPay Corporation
located at Suite 210 - 214 King Street West, Toronto,
ON M5H 3S6

You have now completed payment and if you need to provide TBS with a reference # of the transaction for any reason, you would pass them the Identifier # noted in the email receipt for that transaction (along with your Client ID and business name).