

## What is Bill.com?



[Bill.com](#) is a cash disbursement and invoice management system used by The Arc Central Chesapeake Region. Bill.com allows for The Arc CCR Fiscal Management Services (FMS) Dept Accounts Payable team to make payments to vendors that are timely, auditable, and transparent for all users. Download the free Bill.com app for easy access on the go! For information on the security of Bill.com, [click here](#).

## Receiving Bill.com Payments

If you are vendor for a Self-Directed employer, you will receive payments through Bill.com by check or by direct deposit. Receiving payments by check requires no action from you. The Arc CCR FMS Dept will send your check to you at the name and address provided on the Self-Directed Services Vendor Payment Request Form. Please allow 14 days after the submittal of the Vendor Payment Request Form to receive your payment by check.

If you would like to receive payment by direct deposit (or ePayment), we recommend that you ask us to send you an email invitation to set up your Bill.com online account. Once you're set up, you will receive a \$.01 deposit into our bank account as a means of confirming the account data. If there are any issues, Bill.com will reach out to you. After your account is confirmed, notice of future payments will be emailed to you. You will also be able to view your payment history within your Bill.com online account.



Please refer to our Self-Directed Services (SDS) Webpage for our Vendor Payment Calendar and Info Form and our Vendor Payment Request Form. Please don't hesitate to let us know if you have any questions. We're here to help!

WAYS OF SETTING UP A BILL.COM ACCOUNT	RESOURCE LINKS
Sign up for a fee Bill.com account before receiving a payment	<a href="https://app.bill.com/onboarding/Signup">https://app.bill.com/onboarding/Signup</a>
Ask us to send you an email invitation to set up your Bill.com account <b>(RECOMMENDED)</b>	<a href="https://www.youtube.com/watch?v=w30Onz17HeY">https://www.youtube.com/watch?v=w30Onz17HeY</a>
Use the URL and 6-character code on your most recent payment stub where it reads "Get Paid Faster" to set up your Bill.com account	<a href="https://support.bill.com/hc/en-us/articles/217210426-Bill-com-check-codes">https://support.bill.com/hc/en-us/articles/217210426-Bill-com-check-codes</a> and <a href="https://support.bill.com/hc/en-us/articles/207434333">https://support.bill.com/hc/en-us/articles/207434333</a>