

BILL Vendor Profile Setup Guide

As a vendor or participant team member submitting payment requests, you will have an account set up in BILL (Bill.com) so invoices can be processed. By default, payments are processed as paper checks, but you may connect with your BILL profile and set up e-payment or direct deposit for more timely disbursements. You can also review what payment requests are currently outstanding and what payments have already been made.

Setting up your Profile and E-payment Information

As soon as the accounts payable team receives your first invoice and the necessary onboarding documents, we will create your vendor profile and send you an invitation to connect with BILL.

_		_		Primary	\bigcirc	Promotions	å	Social	i
	Inbox	5	_						
☆	Starred		.: -	☆ The Arc of Central .	Th	e Arc of Central Chesapeake Reg	gion ·	- FMS AP wants to pay you using	BILL -
0	Snoozed			☆ Google Account	Go	oogle: Manage your saved addres	ses	in your Google Account - Google	You ca
~	Cont								

Note: This e-mail may be captured by your Spam or Junk filter so you could need to check these folders for the invitation.

Once the email is received, you can click on "Sign up for ePayments" to create your BILL account:

Hello,
Good news, The Arc of Central Chesapeake Region - FMS AP wants to start paying you electronically using BILL. Create a subscription-free BILL account to get ePayments for your invoices.
Message from The Arc of Central Chesapeake Region - FMS AP
Please accept this invitation from The Arc of Central Chesapeake Region - FMS AP to start receiving electronic payments directly to your bank account. This is our preferred method for making payments, and it's completely free to you.
This way you will get paid much faster, and all invoice details will be available online in your free account for quick and anywhere access, helping you cut down on paperwork.
And don't worry, your account information will be secure, protected with bank- level encryption, and not visible to The Arc of Central Chesapeake Region - FMS AP.
Sign up for ePayments

Fill in your first and last name then create a password for your profile.

Set up your security verification through a text or phone call.

You will be asked if you would like to use other features in BILL but can select "Skip This Step."

How would you like to use BILL in the future?
Besides getting paid by The Arc of Central Chesapeake Region - FMS AP, choose any other features that might interest you.
I'd like to send invoices and get paid by my customers.
I'd like to pay my vendors.
Next
Skip This Step

Next you will be asked what your relationship is to The Arc of the Central Chesapeake Region - FMS AP. Please select the appropriate option based on your business and the payment requests you will submit.

e \r :N	elationship to The arc of Central Chesapeake Region - MS AP ?			
nis op	will help make sure you get paid berly.			
ן ר ב	' m with a business 'ou are a separate business getting paid by The Arc of Central Chesapeake Region FMS AP.			
	'm an independent contractor			
l Y T F	′ou are a 1099 or similar getting paid by The Arc of Central Chesapeake Region - `MS AP.			

All vendors <u>submitting payment requests for disbursement</u> that will be captured on a 1099 tax form should select "<u>I'm with a business</u>" or "<u>I'm an independent contractor</u>."

You may be asked to clarify your business type, but can select the following options:

- Business type: Individual
- Industry: General Service Based Business
- Accounting software: I don't use accounting software

susiness type *		Industry *
Individual	\sim	General Service Based Busi ∟
ccounting software	*	

All employees or team members <u>seeking reimbursement payments</u> that will not appear on a 1099 tax form should select "<u>I'm none of the above</u>."

Complete the following page with your basic information such as social security number or Tax ID, phone number, and mailing address.

Add your bank information. Please be aware that this information is encrypted and will not be visible to The Arc team.

Navigating your BILL

With setup complete, you will now be able to login to BILL (Bill.com) and review your payment requests.

The **Overview** tab will show you a summary of what invoices are currently open, as well as a summary of what payments have been sent to you.

<mark>⋒ Overview</mark> ⊎ Inbox	3 Customize Overview			
RECEIVABLES	Open Invoices (i)			Create Invoice
<u>완</u> Customers 표 Items	Overdue 🕕	Due 7 Days:	Due 7+ Days:	Total owed:
E Invoices	\$O	\$ 0	\$10	\$10
Payments in	0 INVOICES	0 INVOICES	1 INVOICE	1 INVOICE
① Tax management ② Settings C 고급 Help Center C ⓒ Refer & Earn	Payments In			
			through BILL	

Your Invoices tab will list each payment request that is currently in process for your vendor profile.

You can click on each invoice to review the details and any documents that might be attached.

	-		_									_
RECEIVABLES		_										
怨 Customers			Unpaid 1	All invoices 1								
🗄 Items												
Invoices		Edit	Filters	Active invoices S Unpaid Clear Filters					1 result	Create Invoice		
Payments in									\$10.00			
			Number	Customer	Invoice date \checkmark	Due date	Sent status	Payment statu	s	Total	Amount due	
🗐 Tax management			TEST 001	The Arc of Central Chesapeake Region - FMS AP	Jun 25, 2024	Jul 10, 2024	Accepted	Unpaid		\$10.00	\$10.00	-
Settings	-											_
🛱 Help Center 🛛 🖻		1	Invoice							Amo	ount due \$10.00	
Refer & Earn												
												_

The Payments In tab will display each payment that has been sent to you or is currently incoming to your account.

⊕ Actions - I	←	Payments In
③ Get started		V Filtare Last 30 days, next 30 days
Overview		R L HICL2
Inbox ل		Total payments in: Total amount:
RECEIVABLES	-	0 USD 0.00
원. Customers		
🗄 Items		
Invoices	•	
Payments in		
티 Tax management		
Settings	C?	Keep track of received and incoming payments
Do Help Center	C?	
🖾 Refer & Earn		Create New Invoice