

Instructions for Setting up a Free Bill.com receivables account for receiving your artist payments from ACCI




Please note: You will receive an email invitation from ACCI to start the process. Although it may look simple enough to set up an account on your own without waiting for an invitation from ACCI- please do not do this! There are steps that you may miss or questions that you may answer incorrectly that will just cause more time and effort on our end.

Also, please note that ACCI will not have access to any of the personal information that you will be entering to create an account. The only information visible to ACCI is your name, phone number, email address and residence city.

Detailed Instructions:

In the invite email, click **Accept Invite**

1. You'll be redirected to the Bill.com signup page.

 **John Smith on behalf of John Smith Consulting** <invites@hq.bill.com> 1:45 PM (0 minutes ago) ☆  

to me ▾

John Smith Consulting

Hi Chris Wilson,

Please accept this invitation from John Smith Consulting 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, Chris Wilson gets 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 John Smith Consulting. If you have any questions, please send me an email at johnsmith@consulting.com or call me at 999-999-9999.

To get started, please click the button below:

ACCEPT INVITATION

If the button above doesn't work, copy and paste the following link into your web browser:

<https://app.bill.com/InviteSignup?invite=vin01PZEBCYAFXF1jd9z>

Thank you,

John Smith

Be safe! Hover your cursor over links in any email before clicking, to verify the location is safe. Bill.com links always start with <https://app.bill.com> or <http://www.bill.com>.

Please do not respond to this email. This e-mail was sent from a notification-only e-mail address.

3. Enter your name, email address and a password.

4. Click **Sign up**

The screenshot shows the Bill.com sign-up interface. At the top left is the Bill.com logo, and at the top right is the text "Get paid by John Smith Consulting". The main heading is "Sign up for your free account". Below this, there is a link: "Already have a Bill.com account? Sign in here". The form consists of several fields: "FIRST NAME *" with a placeholder "First Name"; "LAST NAME *" with a placeholder "Last Name"; "EMAIL *" with the value "chris.wilson.testing@gmail.com", a green checkmark, and a "Change" link; and "PASSWORD *" with a masked password "....." and a "Show" link. Below the password field are four requirements: "8+ characters", "Uppercase & lowercase", "Use a number", and "Use a symbol", each with a checkmark. At the bottom left of the form is the text: "By clicking Sign up, you agree to the Bill.com General Terms of Service". At the bottom right is a blue "Sign up" button. To the right of the form is a box for "John Smith Consulting" with a "JS" logo, address "999 8th ST San Jose, CA, 95129", and phone "999-999-9999". Below this box is the text "Why should I sign up? Learn more" followed by three bullet points: "Get paid faster than paper checks", "Send electronic invoices to John Smith Consulting", and "Protect every transaction with bank-level security". Below that is "Questions? Contact John Smith Consulting". At the bottom right is a section "Bill.com has..." with three statistics: "\$23B transactions", "2M+ businesses", and "44 of 100 top accounting firms". At the very bottom of the page is the copyright "© 2007-2017 Bill.com, Inc" and links for "Terms of Use", "Privacy Policy", and "Support".

5. Select whether you are a business, contractor, employee or other.

Note: The majority of ACCI artists should select **independent contractor**. **DO NOT** select employee. A few of you may consider yourselves businesses. Deciding whether you are a business or independent contractor is not something the gallery can provide advice about.

The screenshot shows a survey question: "Which best describes you?". There are four radio button options: "I'm with a business, getting paid by John Smith Consulting", "I'm an independent contractor, getting paid by John Smith Consulting", "I'm an employee at John Smith Consulting", and "Other".

6. Enter the information about your company (= you). **ACCI is NOT your company in this context.** Click **Continue.** .

Note that for the Accounting Software question one of the choices is “none”. You do not need to be using accounting software in order to be able to receive payments from ACCI through Bill.com.

The screenshot shows the Bill.com account setup page. At the top left is the Bill.com logo, and at the top center is the text "Account setup". The form is divided into two main sections. The first section is titled "Let's start with the basics." and includes a sub-header "We'll use this info to create your Bill.com Network profile—that way, other businesses can easily find and connect with you, to pay and get paid by you electronically." Below this are several input fields: "COMPANY NAME *" with the value "Chris Wilson", "PHONE NUMBER *", "ADDRESS LINE 1 *", "ADDRESS LINE 2", "ZIP CODE *", "CITY *", "STATE *" with a dropdown menu showing "Please select...", and "COUNTRY *" with a dropdown menu showing "United States". The second section is titled "We need just a few more details" and includes a sub-header "We're required by US tax law to collect your industry and your tax ID, or Social Security number if you don't have one—don't worry, this won't be used in a credit check. We ask for your accounting software (if you use one) so we can connect it to your new account." Below this are more input fields: "PRIMARY COMPANY OWNER *", "YOUR ACCOUNTING SOFTWARE *" with a dropdown menu showing "Please select...", "INDUSTRY *" with a dropdown menu showing "Please select...", "TAX ID TYPE *" with a dropdown menu showing "Please select...", and "TAX ID (9 DIGITS) *". At the bottom right of the form is a blue "Continue" button.

7. Enter your bank information.

Please note that this is not an optional step. It is required in order for you to receive payments from ACCI through Bill.com.

**Link your bank account to receive ePayments from John Smith Consulting.**

We use bank-level security to protect you and your account, and we'll never sell or share your information--ever.

ACCOUNT HOLDER NAME

ACCOUNT TYPE

Business Checking

BANK NAME

ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER (4 - 17 DIGITS)

Find the following numbers on your checks.

ELECTRONIC
ROUTING
NUMBER

ACCOUNT NUMBER

RE-ENTER ACCOUNT NUMBER

Back

Finish

8. Click Finish

Upon completion of your account creation, you may see a message advising you to provide your Payment Network ID to your customer. Please allow up to 30 minutes for your account to connect to ours via the Bill.com network. If your account displays this message after 30 minutes please reach out to us, to provide us with your ID.

9. That's it! Your free Basic Receivables account is ready to use.

Congratulations!

**Nice work! Everything looks good.**

Sit back and relax. We've sent a test transaction to make sure we can connect to your account.

If you don't hear from us, no news is good news—it means your bank account is verified and you're connected to your customer.

By the way, you can do a lot more with your Bill.com account, including:

- Invoicing your customers for free
- Receiving, managing, and organizing bills in one place with the Bill.com Inbox
- Paying or getting paid by anyone—5 free transactions per month

Let's go

If you have any problems or questions along the way, please go to Bill.com, click on the **Support** tab and then scroll to the bottom of their page and click **Contact Us**. Bill.com support is available either via Chat (recommended) or email. There is no telephone option.