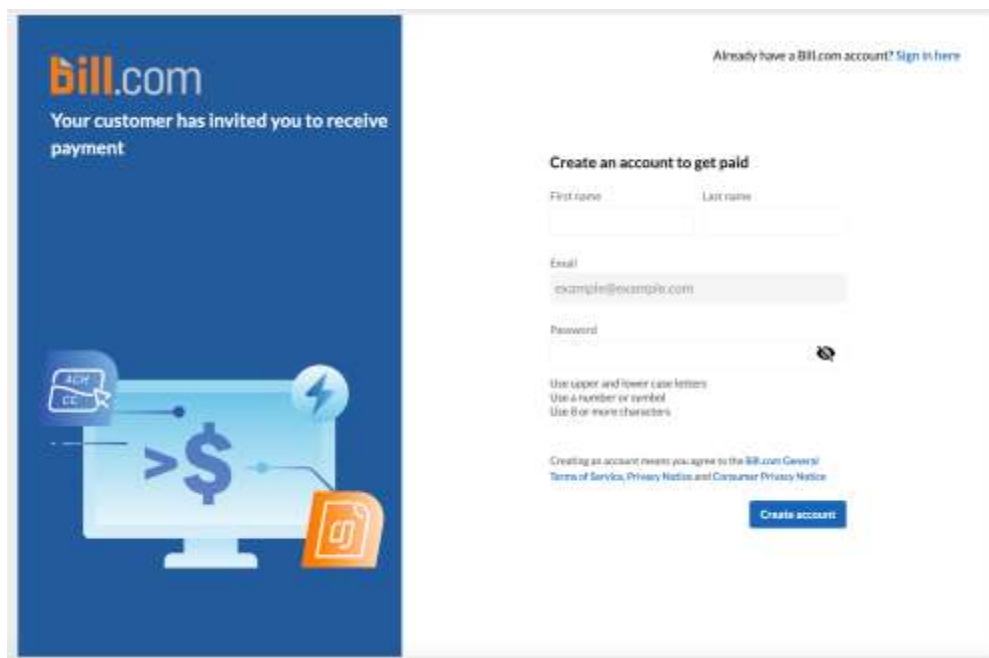


## Connect via an invite from your customer

1. In the invite email, select **Accept Invitation**
  - If you don't have your invitation email, please reach out to your customer to have them resend the invite.

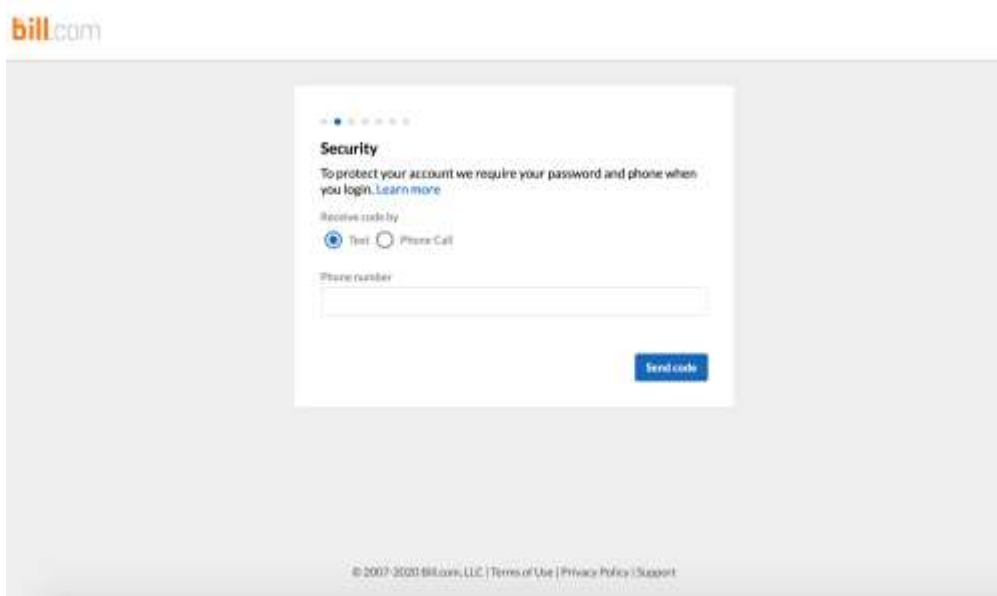


The system pre-fills out your email address, based on the address on the invite and you can't edit it. If you need to change your email address, you'll need to create a new user with your preferred email address, then just delete the other user.

2. Enter your mobile number for Multi-Factor Authentication (MFA) and select **Send code**.

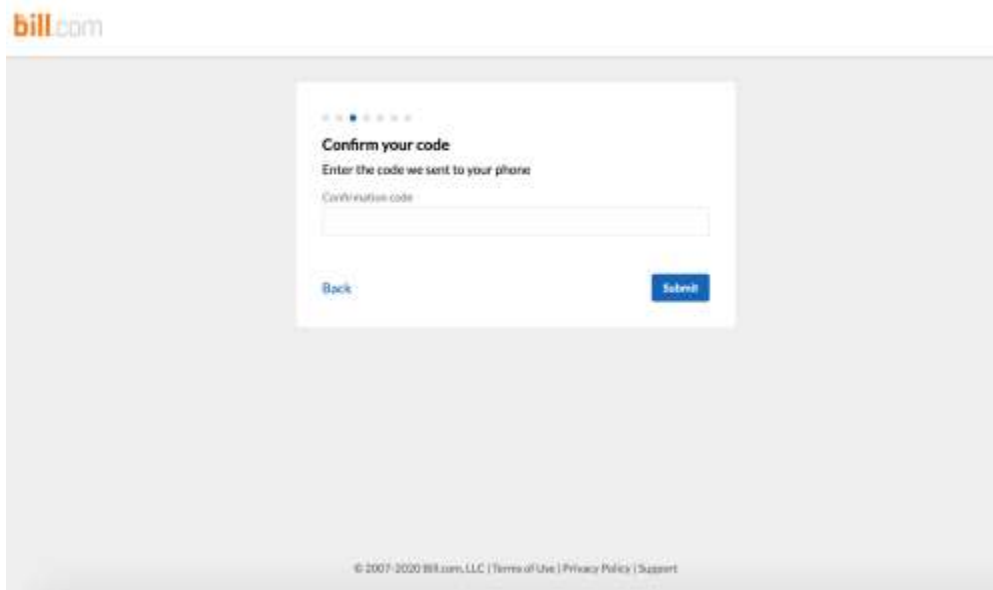
**PAYMENT SIGNUP – Bill.com**  
**Resilient Resident Civic Engagement Compensation Program**

We'll send a code to your mobile number to verify your identity when you log in, add a bank, or add users.



The screenshot shows the Bill.com security verification page. At the top left is the Bill.com logo. The main content area is a white box with a progress indicator (1 of 6 steps) and the heading "Security". Below the heading is a message: "To protect your account we require your password and phone when you login. [Learn more](#)". Underneath, it says "Receive code by" with two radio button options: "Text" (selected) and "Phone Call". Below that is a text input field labeled "Phone number". At the bottom right of the white box is a blue "Send code" button. At the bottom of the page, there is a small copyright notice: "© 2007-2020 Bill.com, LLC | Terms of Use | Privacy Policy | Support".

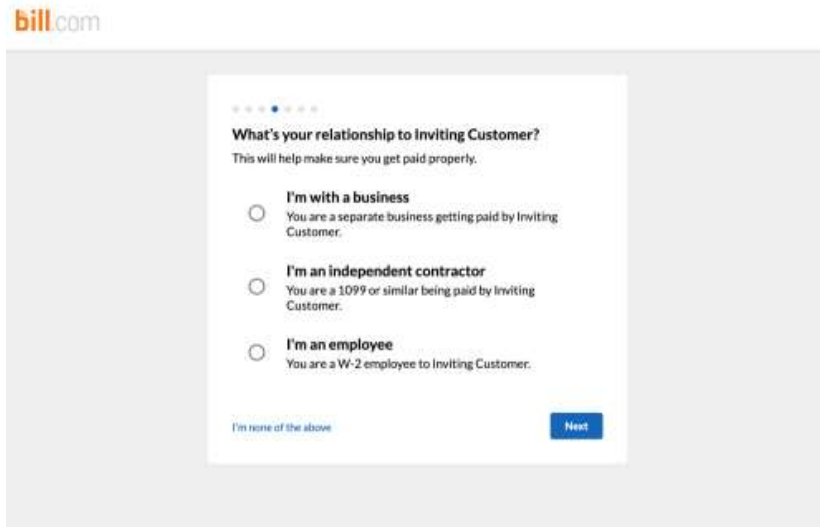
3. Enter the six-digit code we send you and select **Submit**.



The screenshot shows the Bill.com "Confirm your code" screen. At the top left is the Bill.com logo. The main content area is a white box with a progress indicator (2 of 6 steps) and the heading "Confirm your code". Below the heading is the instruction "Enter the code we sent to your phone". Underneath is a text input field labeled "Confirmation code". At the bottom left of the white box is a blue "Back" button, and at the bottom right is a blue "Submit" button. At the bottom of the page, there is a small copyright notice: "© 2007-2020 Bill.com, LLC | Terms of Use | Privacy Policy | Support".

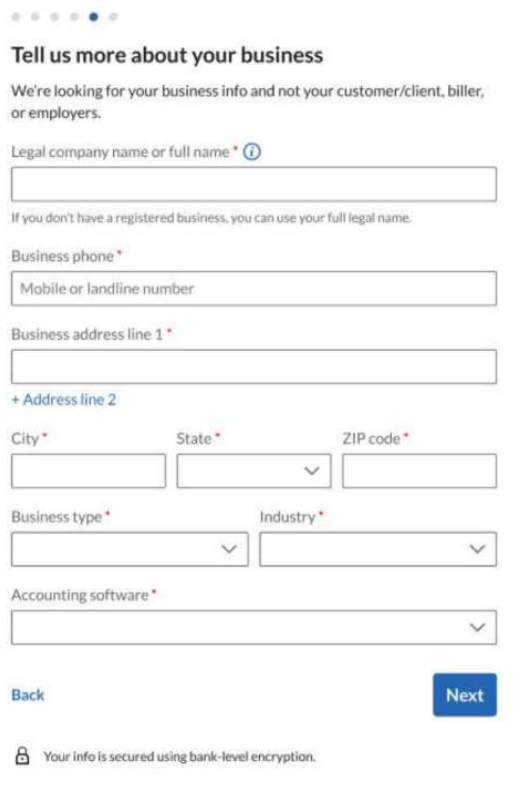
## PAYMENT SIGNUP – Bill.com Resilient Resident Civic Engagement Compensation Program

4. Select your account type and select **Next**.



The screenshot shows the Bill.com logo at the top left. Below it is a progress indicator with five dots, the second of which is filled. The main heading is "What's your relationship to Inviting Customer?" followed by the subtext "This will help make sure you get paid properly." There are three radio button options: "I'm with a business" (with subtext "You are a separate business getting paid by Inviting Customer."), "I'm an independent contractor" (with subtext "You are a 1099 or similar being paid by Inviting Customer."), and "I'm an employee" (with subtext "You are a W-2 employee to Inviting Customer."). At the bottom left is a link "I'm none of the above" and at the bottom right is a blue "Next" button.

5. Enter your information

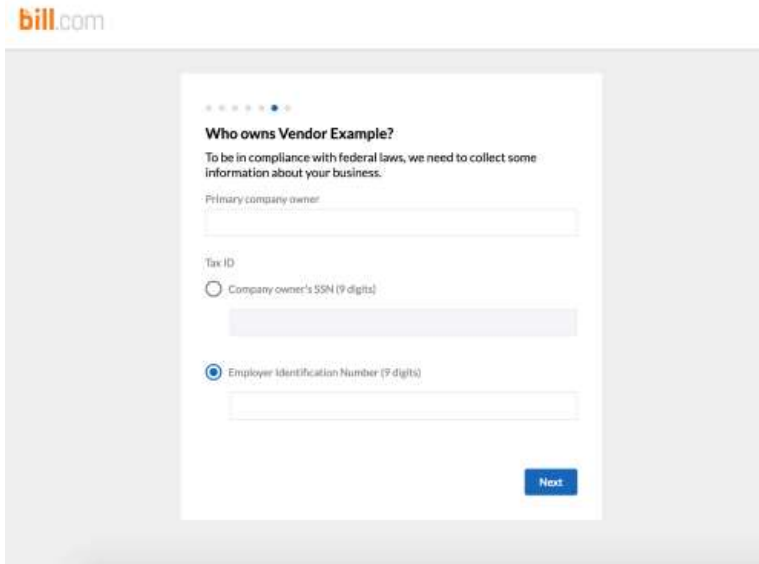


The screenshot shows a progress indicator with five dots, the third of which is filled. The heading is "Tell us more about your business" with subtext "We're looking for your business info and not your customer/client, biller, or employers." The form fields include: "Legal company name or full name" with a help icon and a text input field; a note "If you don't have a registered business, you can use your full legal name."; "Business phone" with a text input field and subtext "Mobile or landline number"; "Business address line 1" with a text input field; "+ Address line 2" with a plus sign; "City", "State" (dropdown), and "ZIP code" with text input fields; "Business type" and "Industry" with dropdown menus; and "Accounting software" with a dropdown menu. At the bottom left is a "Back" link and at the bottom right is a blue "Next" button. At the very bottom is a lock icon and the text "Your info is secured using bank-level encryption."

- If you're having trouble with entering your Company Name, please contact Customer Support. In some cases, the Company Name you are trying to enter may already exist
6. Per federal compliance laws, if you're completing registration on behalf of a business, enter the company owner's contact information.

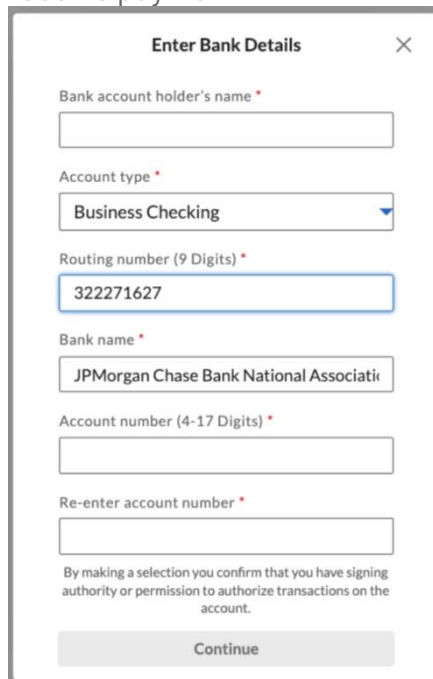
**PAYMENT SIGNUP – Bill.com**  
**Resilient Resident Civic Engagement Compensation Program**

- Note: To remain compliant with laws and regulations surrounding money movement, a Tax ID is required.



The screenshot shows a form titled "Who owns Vendor Example?" with a progress indicator at the top. Below the title, it states: "To be in compliance with federal laws, we need to collect some information about your business." The form includes a text input field for "Primary company owner", a "Tax ID" section with two radio button options: "Company owner's SSN (9 digits)" and "Employer Identification Number (9 digits)". The "Employer Identification Number (9 digits)" option is selected. There is a "Next" button at the bottom right.

7. Add the information for the bank account where you'd like to receive your payments.
  - We'll send a test deposit of \$0.01 (one cent) to verify that the account can receive payments



The screenshot shows a form titled "Enter Bank Details" with a close button (X) in the top right corner. The form fields are: "Bank account holder's name" (text input), "Account type" (dropdown menu with "Business Checking" selected), "Routing number (9 Digits)" (text input with "322271627" entered), "Bank name" (text input with "JPMorgan Chase Bank National Associati" entered), "Account number (4-17 Digits)" (text input), and "Re-enter account number" (text input). Below the fields is a disclaimer: "By making a selection you confirm that you have signing authority or permission to authorize transactions on the account." and a "Continue" button.

8. Once verified, we'll send your vendor/customer an email notifying them that you're connected and their subscription-free Basic Receivables account is ready to use. You don't have to do anything else. If you have questions, feel free to reach out to our Customer Support team.