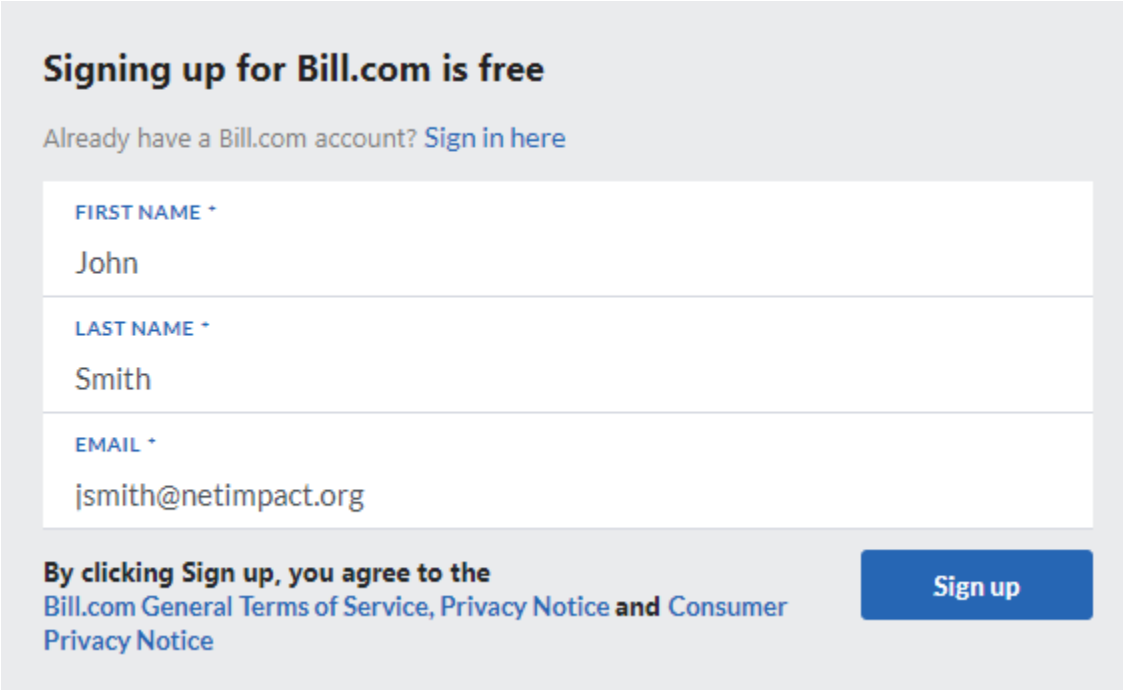
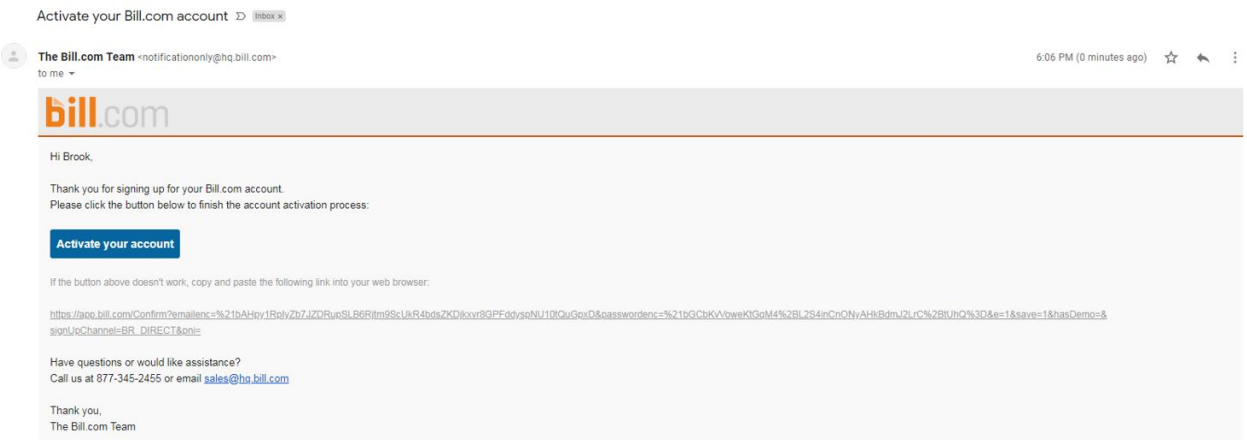
Setting up a Free Bill.com Basic Receivable Account

1. Go to https://app.bill.com/neo/onboarding/signup

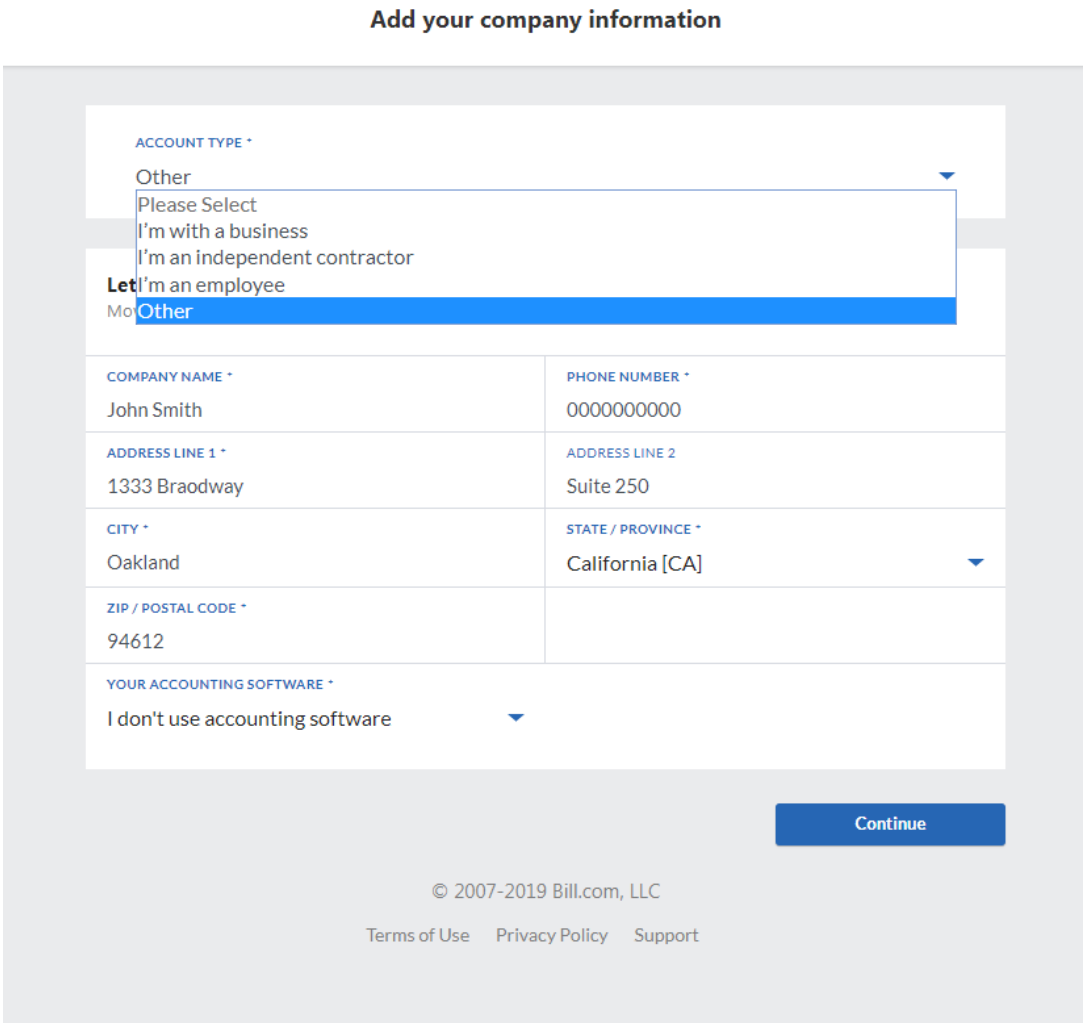
2. Fill out your *Fist Name*, *Last Name* and *Email*, click on “Sign up”



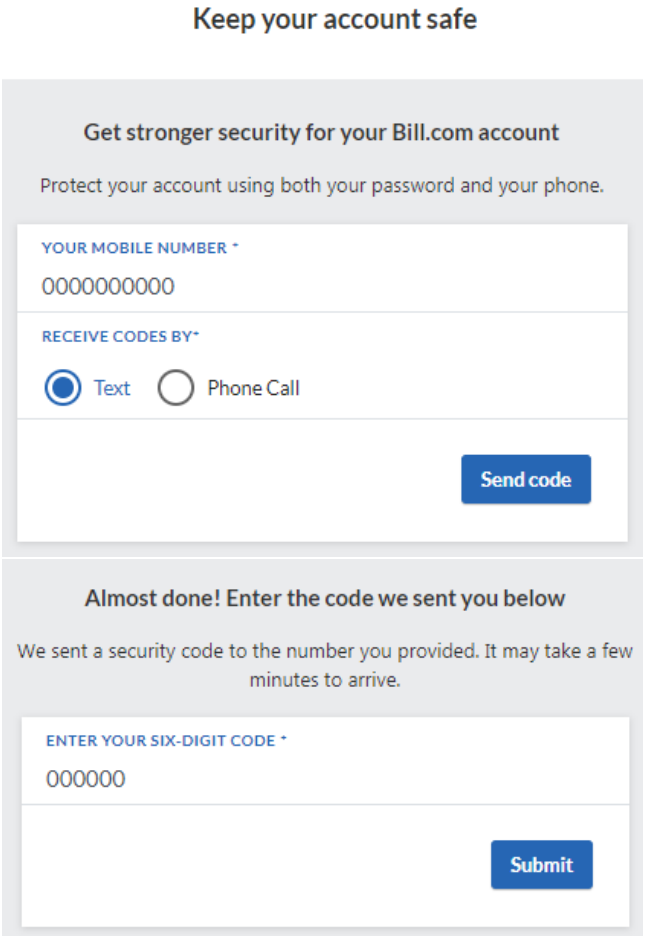
3. In the email you use to sign up, you will receive an activation email from Bill.com. Click on “Activate your account”

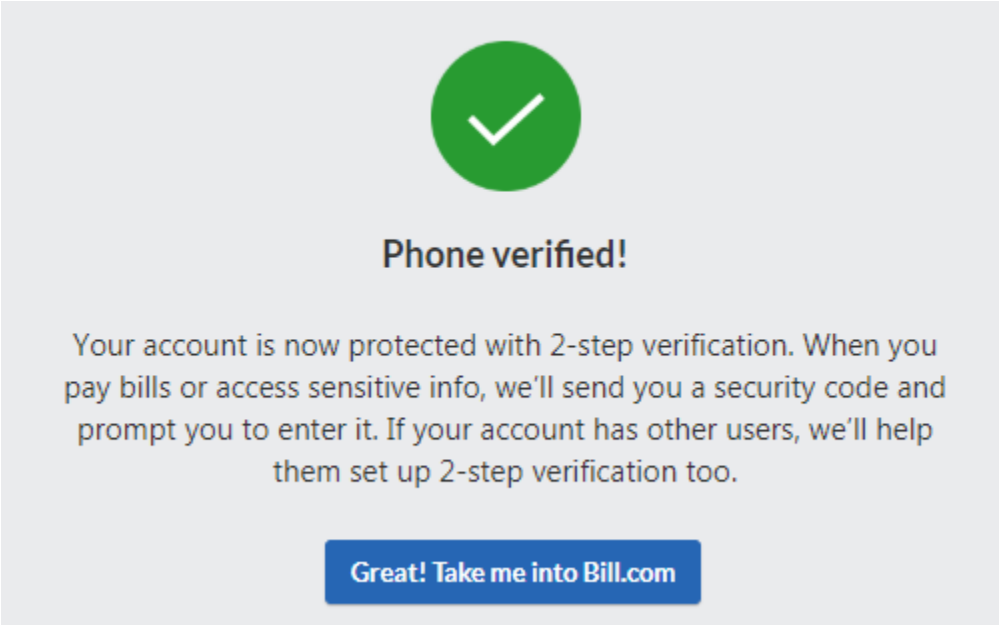


4. The link will take you to a Bill.com page for you to provide more information. Fill out the page with the following:
    - **Account Type:** Other
    - **Company Name**: Your personal name
    - **Phone Number**: Your phone number
    - **Address**: Your address
    - **Your Accounting Software**: Select “I don’t use accounting software”
    - Click “Continue”



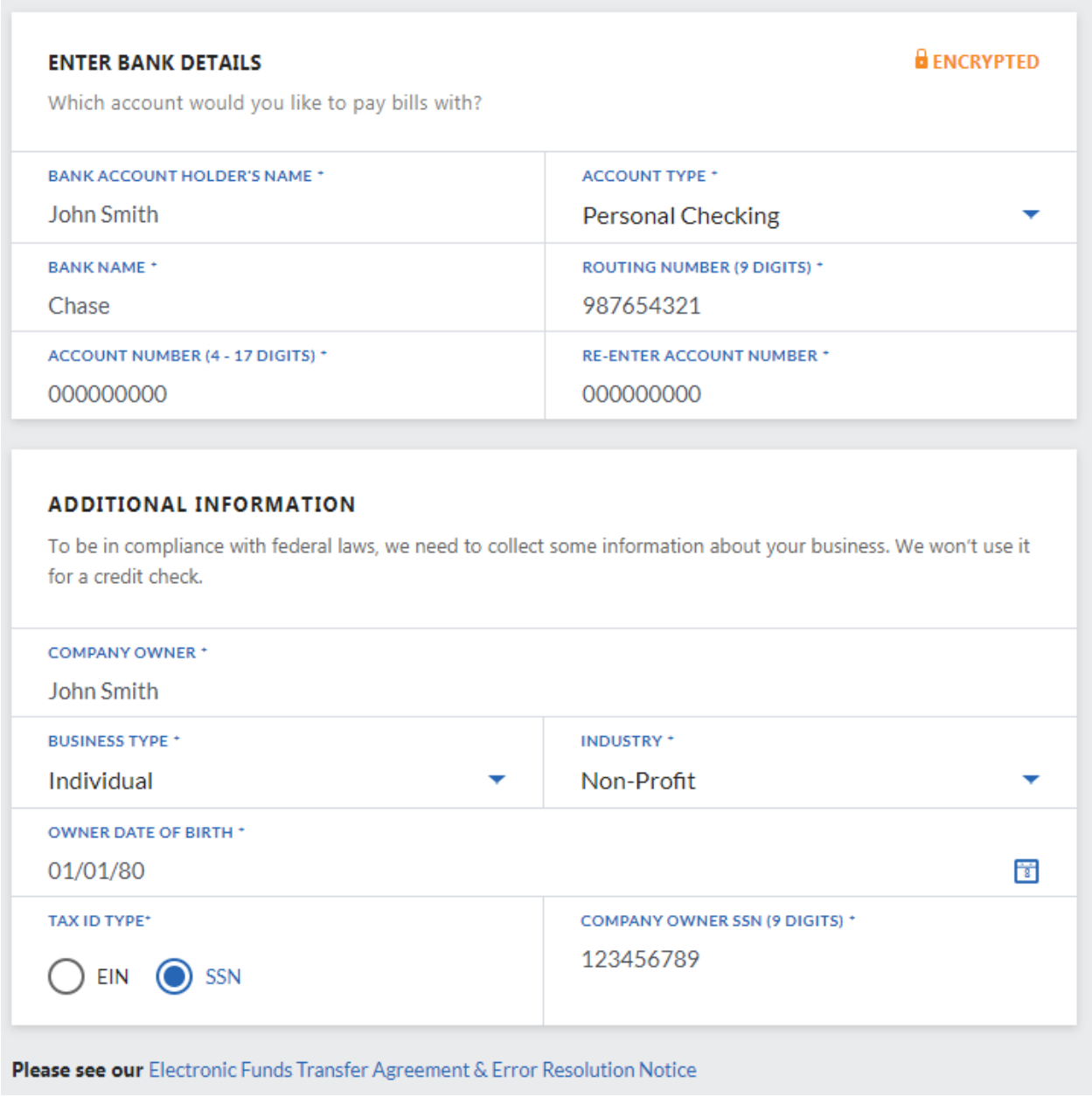
5. Bill.com will ask you to verify the account. You can choose to receive a text or a phone call. Once you receive the code, enter the six-digit code on your screen.



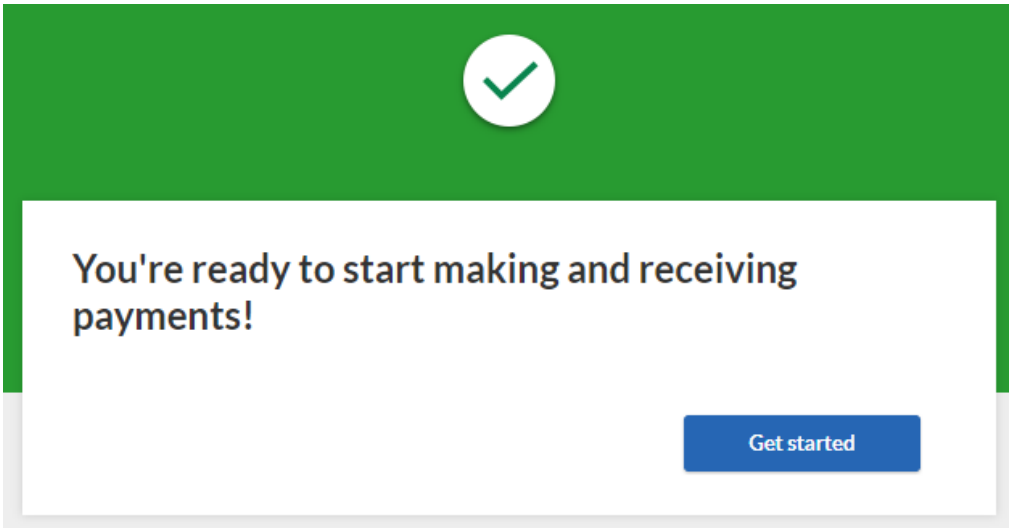
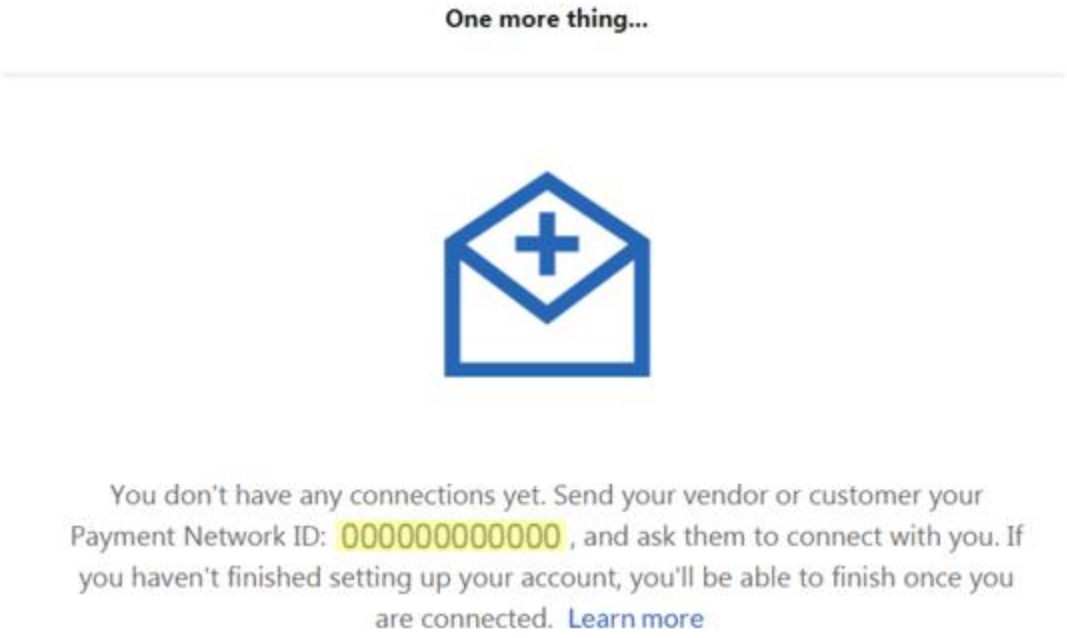


6. Next, please provide your bank details. This is the account you would like the funding to be deposited in. Double check to make sure all information is filled out correctly.

7. Under “Additional Information”, please type in the following:
    - **Company Owner**: Your name
    - **Business Type**: Individual
    - **Industry**: Non-profit
    - **Tax ID Type**: SSN



8. You will see the confirmation page of your set up. Click on “Get Started”



9. You will be directed to this page. Please copy your Payment Network ID (highlight in yellow) and paste in on payment request form.