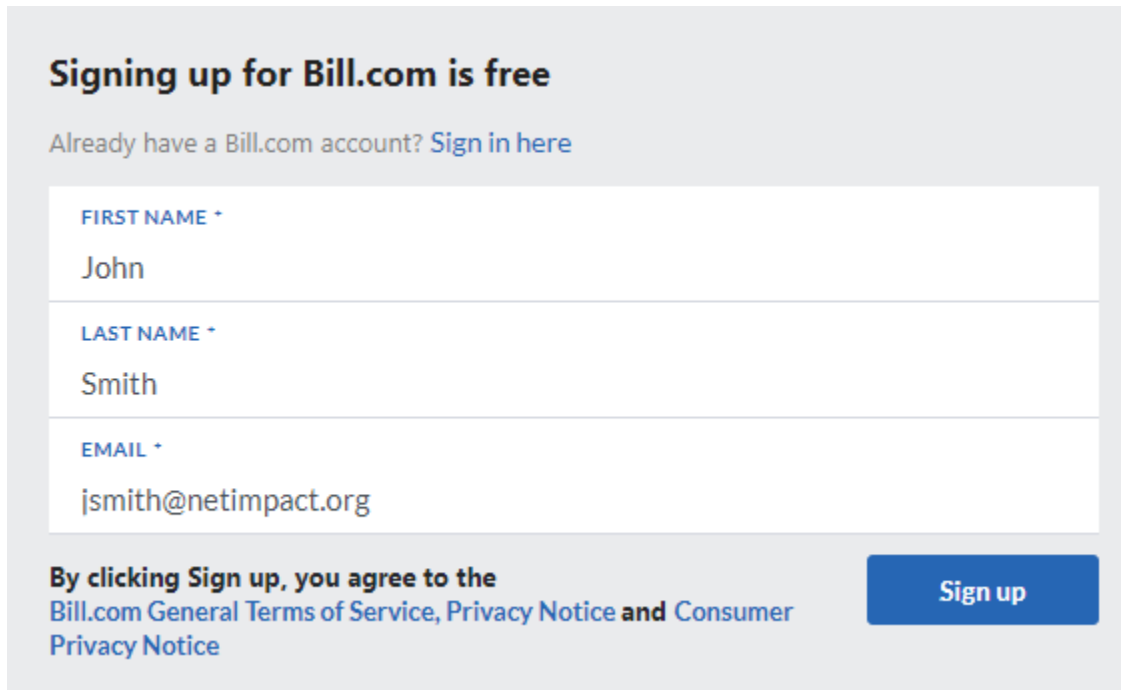


# Setting up a Free Bill.com Basic Receivable Account

1. Go to <https://app.bill.com/neo/onboarding/signup>
2. Fill out your *First Name*, *Last Name* and *Email*, click on “Sign up”



**Signing up for Bill.com is free**

Already have a Bill.com account? [Sign in here](#)

**FIRST NAME \***  
John

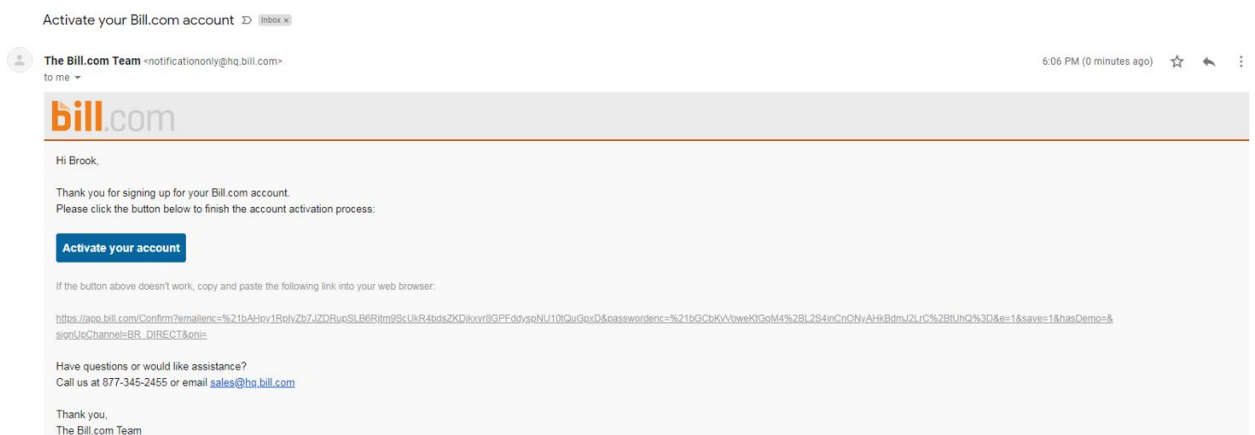
**LAST NAME \***  
Smith

**EMAIL \***  
jsmith@netimpact.org

By clicking **Sign up**, you agree to the [Bill.com General Terms of Service](#), [Privacy Notice](#) and [Consumer Privacy Notice](#)

**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”

#### Add your company information

<b>ACCOUNT TYPE *</b> Other Please Select I'm with a business I'm an independent contractor Let I'm an employee MoOther	
<b>COMPANY NAME *</b> John Smith	<b>PHONE NUMBER *</b> 0000000000
<b>ADDRESS LINE 1 *</b> 1333 Broadway	<b>ADDRESS LINE 2</b> Suite 250
<b>CITY *</b> Oakland	<b>STATE / PROVINCE *</b> California [CA]
<b>ZIP / POSTAL CODE *</b> 94612	
<b>YOUR ACCOUNTING SOFTWARE *</b> I don't use accounting software	

Continue

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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.

### Keep your account safe

**Get stronger security for your Bill.com account**

Protect your account using both your password and your phone.

YOUR MOBILE NUMBER \*

0000000000

RECEIVE CODES BY\*

☒ Text ☐ Phone Call

Send code

**Almost done! Enter the code we sent you below**

We sent a security code to the number you provided. It may take a few minutes to arrive.

ENTER YOUR SIX-DIGIT CODE \*

000000

Submit




### Phone verified!

Your account is now protected with 2-step verification. When you pay bills or access sensitive info, we'll send you a security code and prompt you to enter it. If your account has other users, we'll help them set up 2-step verification too.

**Great! Take me into Bill.com**

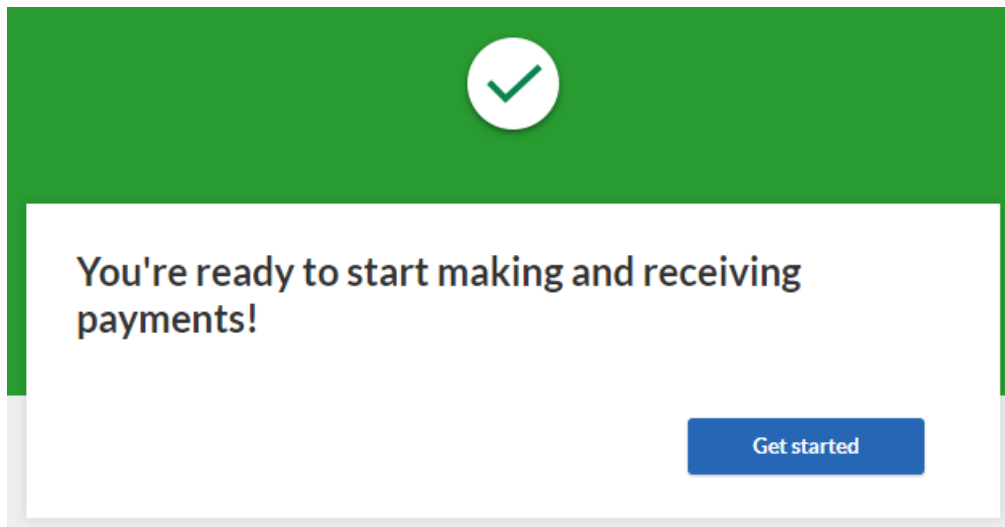
6. Next, please provide your bank details. This is the account you would like the funding to be deposited in. Double check to make sure all information is filled out correctly.
7. Under “Additional Information”, please type in the following:
  - **Company Owner:** Your name
  - **Business Type:** Individual
  - **Industry:** Non-profit
  - **Tax ID Type:** SSN

ENTER BANK DETAILS		ENCRYPTED
Which account would you like to pay bills with?		
BANK ACCOUNT HOLDER'S NAME *	ACCOUNT TYPE *	
John Smith	Personal Checking ▼	
BANK NAME *	ROUTING NUMBER (9 DIGITS) *	
Chase	987654321	
ACCOUNT NUMBER (4 - 17 DIGITS) *	RE-ENTER ACCOUNT NUMBER *	
000000000	000000000	

ADDITIONAL INFORMATION	
To be in compliance with federal laws, we need to collect some information about your business. We won't use it for a credit check.	
COMPANY OWNER *	
John Smith	
BUSINESS TYPE *	INDUSTRY *
Individual ▼	Non-Profit ▼
OWNER DATE OF BIRTH *	
01/01/80 	
TAX ID TYPE*	COMPANY OWNER SSN (9 DIGITS) *
<input type="radio"/> EIN <input checked="" type="radio"/> SSN	123456789

Please see our [Electronic Funds Transfer Agreement & Error Resolution Notice](#)

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.

One more thing...



You don't have any connections yet. Send your vendor or customer your Payment Network ID: **000000000000**, and ask them to connect with you. If you haven't finished setting up your account, you'll be able to finish once you are connected. [Learn more](#)