

How to set up direct deposit through bill.com

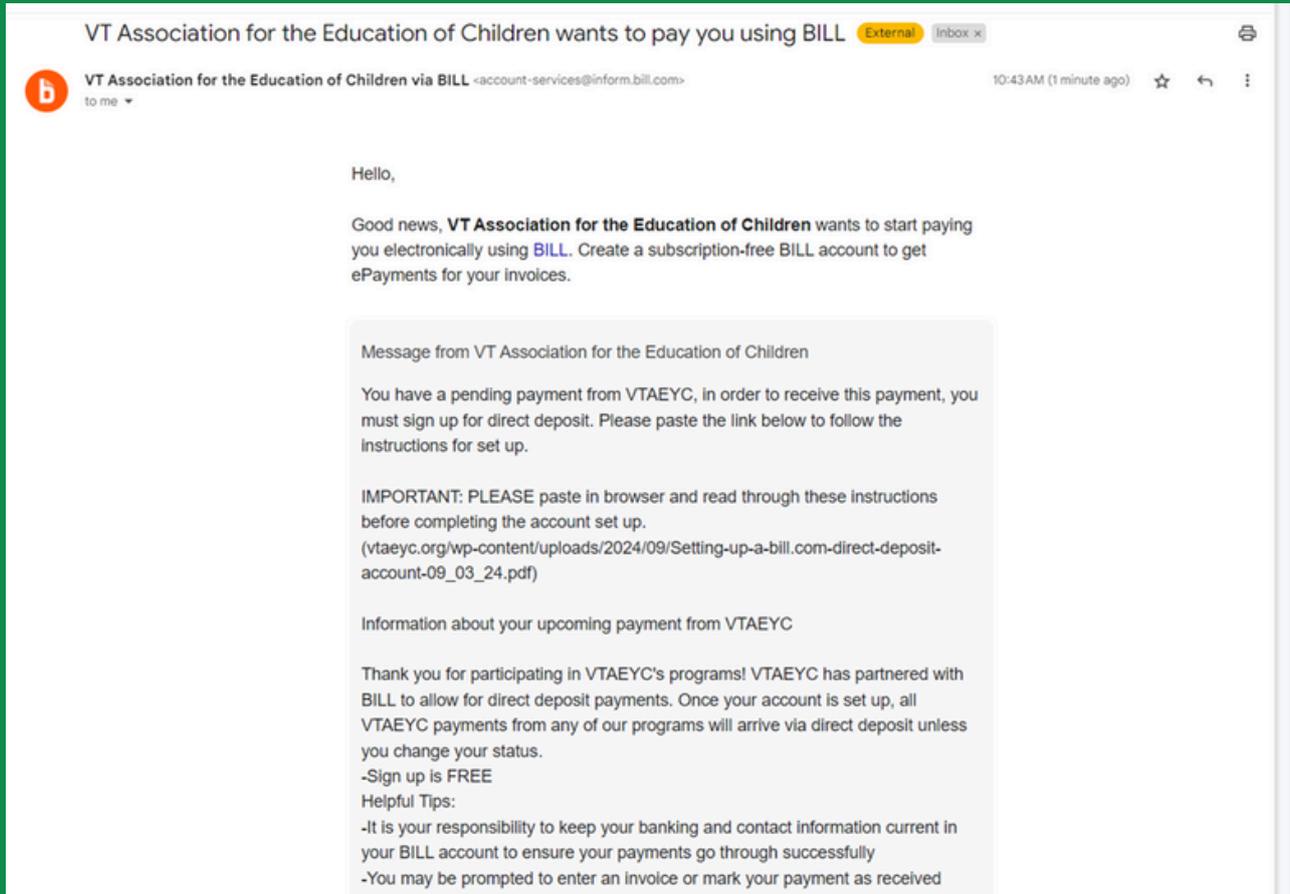
VTAEYC issues payments via direct deposit through Bill.com to help ensure smooth delivery of payments. Your account is connected to your email address. Since only 1 email is allotted per account, separate emails will be required for personal payments and payments issued to businesses.

To ensure proper set up of your bill.com account, please read through this document.

This process works best when done on a desktop or laptop

DO NOT ATTEMPT TO SET UP YOUR ACCOUNT IN BILL.COM UNTIL YOU RECEIVE AN EMAIL INVITE FROM VTAEYC.

When VTAEYC Invites you to set up your account, you will get an email that looks like this



your BILL account to ensure your payments go through successfully

- You may be prompted to enter an invoice or mark your payment as received during the setup process or with an email notification from BILL. These are automated notifications, please disregard these options. VTAEYC is already processing your payment and selecting either of these options will create a delay in our processing speed.

Thank you again for your participation!

[Sign up for ePayments](#)

Already have a BILL account? [Sign in](#)

- Signing up for BILL is free. [Read this FAQ](#) to learn how to set up your BILL account.
- Your bank ACH info will not be visible to VT Association for the Education of Children or its employees.
- You'll get notifications about the status of your invoices.

Questions? Contact samantha.smith@vtaeyc.org or 802-234-1090

bill

BILL is a leader in financial automation software for small and midsize businesses. Businesses trust BILL solutions to manage financial workflows, including payables, receivables, and spend and expense management. [Learn more](#)



BILL ensures customer data is protected at rest with encryption, while Transport Layer Security (TLS) provides bank-level protection during transfer.

Once you click: "Sign up for Epayments"
You will be taken to a page that looks like this

Already have a BILL account? [Sign in here](#) →

Create your free account

██████@gmail.com

First Name

Last Name

Password

- × Use upper and lower case letters
- × Use a number or symbol
- × Use 12 or more characters

[Create Account](#)

or

[SIGN UP WITH GOOGLE](#)

You will want to create your account using your
email and a PW

Once you sign in, you will be prompted to send a text or call to your phone as an extra security measure

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Security

To protect your account we require your password and phone when you login.
[Learn more](#)

Send code by:

Text

Phone Call

* We'll send a code to this number

+1 (201) 555-0123

Required

Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more.

Next

Message and data rates may apply.

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Confirm your code

* Enter the code we sent to your phone

Didn't receive your code?

Submit

Back

Enter the code you receive and click "submit"

The next window that will pop up looks like this

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Interested in adding guest payment?



Use guest payment to pay and get paid by any business—and they don't have to create a BILL account.

A per-transaction fee applies based on the payment type. You won't pay anything extra.

- ✓ **ACH** - \$0.49 per payment
- ✓ **Credit card** - 2.9% of the total amount (you choose who pays)

Yes, Add Guest Payment & Continue

Identify verification may be needed.

No, skip this

Please choose "NO, Skip this"

The next question will be...

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Why are you getting paid by VT Association for the Education of Children?

This will help make sure you get paid properly.

I'm with a business

My business is registered as a corporation, LLC, non-profit, partnership, government entity, or trust.

I'm an independent contractor or sole prop

I receive a 1099, am self-employed, or own an unregistered business.

I'm none of the above



If this account will be attached to an EIN, choose Business

If this account will be attached to your SSN, choose independent contractor

Once you have selected either "Business" or "Independent Contractor" click next

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Why are you getting paid by VT Association for the Education of Children?

This will help make sure you get paid properly.

I'm with a business
My business is registered as a corporation, LLC, non-profit, partnership, government entity, or trust.

I'm an independent contractor or sole prop ✓
I receive a 1099, am self-employed, or own an unregistered business.

I'm none of the above

Next



It will ask you for "Business" information. If you are signing up for your personal account, your "business name" is your name (Example: John Smith)
Enter your address
Use the text on the arrows below as your guide for answers to the last 3 boxes

Tell us more about your business

We're looking for your business info and not your customer/client, biller, or employers.

* Legal company name or full name

* Business phone

* Business address line 1

+ Address line 2

* City

* State

* ZIP code

* Business type

* Industry

* Accounting software

Individual/independent for personal

Choose the most accurate if you are with a program or business

Education

None/I don't use accounting software

It should look something like this when you are done with that page, but with your information filled in. (VTAEYC info used for this example)

We're looking for your business info and not your customer/client, biller, or employers.

* Legal company name or full name

* Business phone

* Business address line 1

[+ Address line 2](#)

* City

* State

* ZIP code

* Business type

* Industry

* Accounting software

Next it will ask who owns your business, if you are signing up for yourself it will be *your* name. If you're signing up for a business/program it will have the program name (example: ABC Care Center)

Who owns Smith?

We're looking for your business info and not your customer/client, biller, or employers.

🔒 Encrypted

* Owner's legal full name

The name exactly as it appears on a passport or state ID.

Owner's date of birth

Tax ID

For legal and tax purposes, we require this info.

Company owner's SSN (9 digits)

Next

Add Name

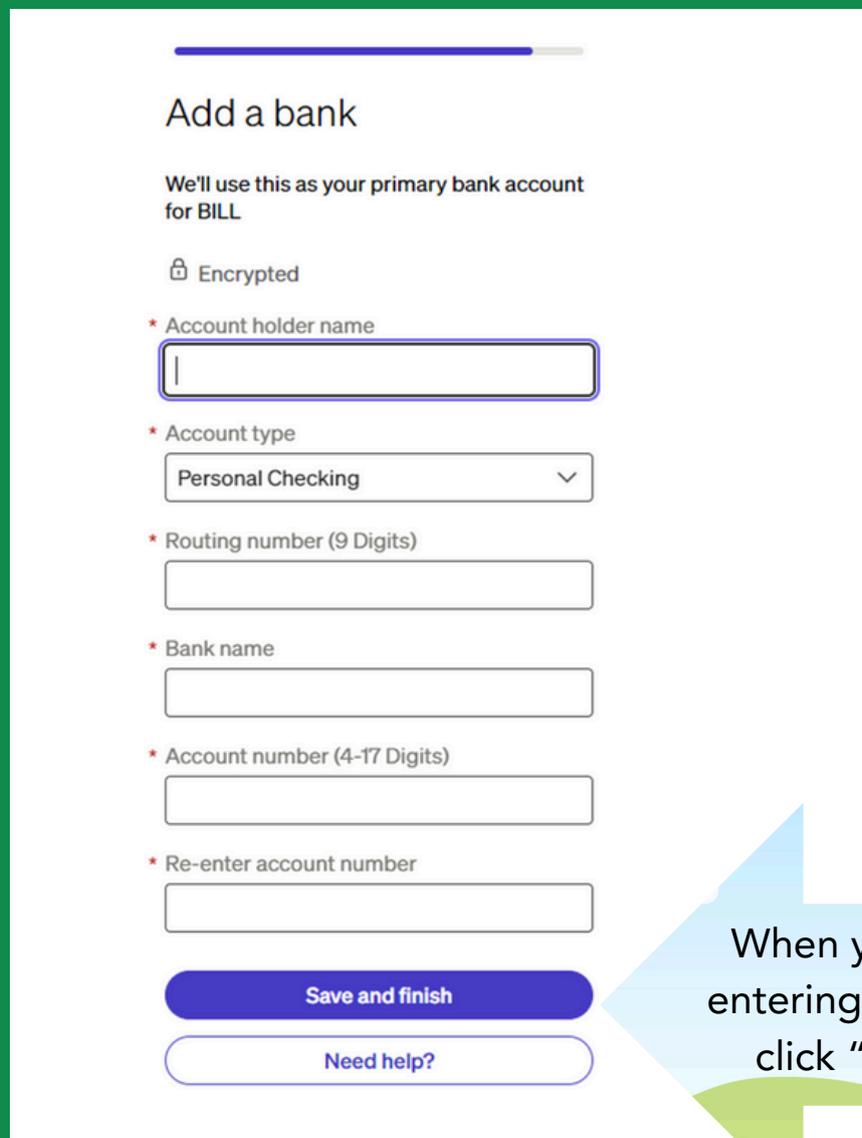
DOB

SSN or EIN



Then, click Next

The last step in the set up process is adding banking info. You will want to use personal banking account for individual sign ups, and business banking account for a business/program



The screenshot shows a form titled "Add a bank" with a progress bar at the top. Below the title, it states "We'll use this as your primary bank account for BILL" and "Encrypted". The form contains several fields: "Account holder name" (text input), "Account type" (dropdown menu with "Personal Checking" selected), "Routing number (9 Digits)" (text input), "Bank name" (text input), "Account number (4-17 Digits)" (text input), and "Re-enter account number" (text input). At the bottom, there are two buttons: "Save and finish" (a solid blue button) and "Need help?" (a white button with a blue border). A blue callout arrow points from the "Save and finish" button to the right, containing the text: "When you have finished entering your banking info, click 'save and finish'".

Please note: VTAEYC has no access to your banking information

Troubleshooting

The only changes you will ever need to make on your account are if your address or banking information changes. VTAEYC cannot access your banking info and cannot make changes to any information except name, address, or email address.

- For basic questions, you can reach out to info@vtaeyc.org

-For more complicated questions, or troubleshooting, bill.com has a really good help desk <https://help.bill.com/> and has a "chat with us" feature.



Read through our [FAQs page](#) for questions about receiving payments once you are all set up with direct deposit