



Vermont Association for the Education of Young Children

Signing up for direct deposit from VTAEYC via bill.com



Updated 02/18/25

VTAEYC issues payments via direct deposit through Bill.com to ensure smooth and timely delivery of payments

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

**1 Email address per account is allowed
This process works best when done on a desktop or laptop**

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

If you already have a bill.com account you wish to receive payments through- please skip to page 12

Email invite

VTAEYC will send you an invite from bill.com that looks like this

VT Association for the Education of Children wants to pay you using BILL External Inbox x

[Summarize this email](#)

b VT Association for the Education of Children via BILL <account-services@inform.bill.com>
to me ▾

Hello,

Good news, **VT Association for the Education of Children** wants to start paying you electronically using **BILL**. Create a subscription-free BILL account to get ePayments for your invoices.

Message from VT Association for the Education of Children

You or your program(s) have a pending payment from VTAEYC, in order to receive this payment, you must sign up for direct deposit.

IMPORTANT: PLEASE FOLLOW DIRECTIONS WHILE SETTING UP!
paste (vtaeyc.org/contact-us/) in browser and read through the "Bill.com instructions" BEFORE completing the account set up.

Thank you for participating in VTAEYC's programs! VTAEYC has partnered with BILL to allow for direct deposit payments. Once your account is set up, all VTAEYC payments from any of our programs will arrive via direct deposit unless you change your status.
-Sign up is FREE

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-Sign up is FREE
Helpful Tips:
-It is your responsibility to keep your banking and contact information current in 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.

You will click this button that says “sign up for epayments”

Create your bill.com account

When you click "sign up for epayments" it will take you to a sign in page. This is where you will create your password for your account.

Please write this pw down as you will use it for your account going forward

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

Create your free account

g***y@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](#)

2 Factor Authentication

For security, you will be asked to enter your phone number and get a code texted to your phone

You will enter that code to proceed to the next step

bill

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.



Confirm your code

* Enter the code we sent to your phone

Input field for code

Didn't receive your code?

Submit

Back

Bypass guest payment

Please choose the “No, skip this” option on this page

bill

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

bill Account Type: Business vs Individual



 Encrypted

Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type

If you receive a 1099, are self-employed, or own an unregistered business, select "I'm an independent contractor."

Business Type- What's the difference?



Individual/Independent Contractor: Personal

payments going to an individual using a SSN. Payments will deposit to a personal bank account.

Business: Payments going to a program or business under their business name. Payments will deposit to a business bank account.

If you receive payments for both a business and a personal account with separate W9s, you will need 2 accounts in bill.com with two different email addresses. One account for your business, and one account for your personal payments. Please reach out to info@vtaeyc.org if this is the case

Business Account

Depending on your choice of business vs independent, you will fill out your info accordingly

Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type
LLC or partnership

Choose what business type fits your business best

Business

- Corporation
- LLC or partnership
- Non-profit
- Government entity
- Sole Proprietorship
- Trust

Legal company name or full name

Business phone
(802) 234-1090

Business address
 Use as mailing address

Industry

Accounting software

Business owner's legal full name
VTAEYC Test

Exactly as it appears on a passport or state ID

EIN (9-digit Employer Identification Number)

Next

For "Industry" choose Education
For "Accounting Software" choose "none- I don't use accounting software"



For a business account, you will choose the type of business, enter the name, phone number, address, business owner and EIN

For Individual, skip to next page

Individual Account



Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type

I'm an independent contractor

Choose
"I'm an independent contractor"

Legal full name

VTAEYC Test

Industry

Industry

Education

Accounting software

Accounting software

I don't use accounting software

Date of birth

mm/dd/yyyy

Date of birth

Social Security Number (SSN) or ITIN (9-digits)

Why do we need this?

Phone number

(802) 234-1090

Address

Use as mailing address

For "Industry" choose Education
For "Accounting Software" choose "none- I don't use accounting software"

You will fill out your name, DOB, SSN, phone number, and address where indicated

Next

Banking Information

Add a bank

We'll use this as your primary bank account for BILL

* Account holder name

* Account type

* Routing number (9 Digits) ⓘ

* Bank name

* Account number (4-17 Digits) ⓘ

* Re-enter account number

Save and finish

[Need help?](#)

Choose the appropriate
account type

* Account type

* Business Checking

Business Savings

* Personal Checking

* Personal Savings

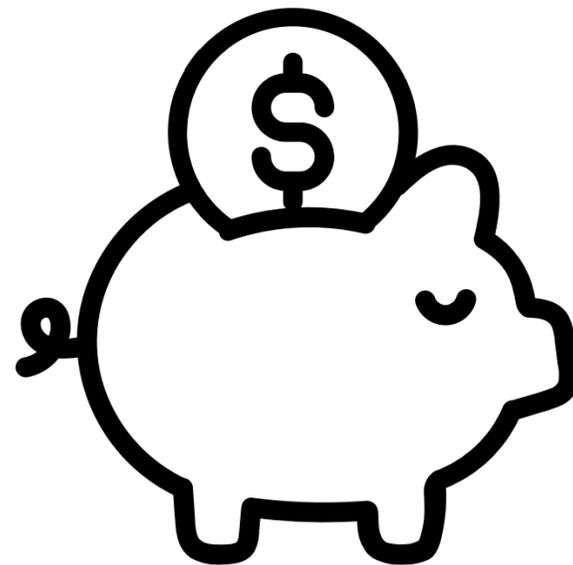
Once you add your
banking info, you will
click "save and finish"

Please note: VTAEYC has NO access to your banking info

Receiving payment via ACH

Bill.com will ask you if you want expedited payment (virtual card)

Please choose the ACH option. Once your account is set up and we send out your payment, it arrives quickly, usually within 2-3 days.



Connecting existing bill.com account to VTAEYC

This would only apply to those who already use bill and want to add VTAEYC

If you just made a new account, skip this page

If you have an account and want to add VTAEYC, you will provide us with your "Payment Network ID (PNI)"

How to find your Payment Network ID in your bill.com account

1. Select Settings

2. Select Network under Company Profile

3. Select My Network Profile and note your Payment Network ID (PNI)

4. Give your Payment Network ID (PNI) to VTAEYC via info@vtaeyc.org

Troubleshooting and FAQs

Read through these FAQs for info/questions about receiving your payments



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 help desk <https://help.bill.com/> and has a "chat with us" feature.

