In an effort to streamline ISEE honoraria payments, ERB has moved to a direct deposit payment process and is no longer issuing paper checks. We are using the Bill.com payment platform to process these direct deposits. In order to receive these transfers, you must create a Bill.com account. You should set up the account after you have completed your first proctor session. To create a Bill.com account you will need:

- A cellphone for a verification text.
- An email address to use for the Bill.com account.
- The account number and routing number for the bank account to which ERB should transfer payments. These numbers can be found on a check associated with the bank account.

You only need to create a Bill.com account once. Once your account is created, ERB will process all future payments through this account. You will need to update your account if you change your bank information.

1 Connect with ERB
In order for ERB to send you payments, email the following to ap@erblearn.org:

- **The desired Bill.com account holder’s name**: include their legal first and last name (no middle names or nicknames). This should be the name of the person who will manage the Bill.com account.
- **The test site’s name**: typically the school’s name.
- **The mailing address for the desired payee**: this is where ERB will mail any necessary tax forms, like a 1099, at the end of the year.
- **The desired Bill.com account holder’s email address**: this should be the email address for the person who will manage the Bill.com account. We will also use this email address to send a Bill.com account setup invitation.

2 Accept Invitation
At the address specified, you will receive an email from Bill.com inviting you to connect with ERB and begin receiving payments. Click “Accept Invitation” to proceed.
**3 Enter Bill.com Account Holder Information**

After accepting your invitation, you will be directed to a screen where you will begin creating your Bill.com account. Enter your name and email address (these should match what you emailed to ap@erblearn.org), as well as your password and select “Create Account” to proceed to the next step.

**4 Confirm Identity**

Select the desired verification method, enter your phone number, and click “Send Code.” Once you receive your code, enter it in the space provided and click “Submit” to verify your identity as the Bill.com account holder.
**5 Select Account Type**

Test proctors have the option of being paid directly by ERB or ERB can pay test site's directly and test sites can then distribute payments to proctors themselves.

*If you are a test proctor* and you want ERB to pay you directly, select “I’m an independent contractor.” *If you represent a test site* and you want ERB to pay your test site, select “I’m with a business.” Click “Next” to proceed.

**6 Enter “Company” Information**

*If you are a test proctor* and you want ERB to pay you directly, your “company” is yourself. Enter your own first and last name for the name of the company as well as your phone number and mailing address. Select “Individual” as your business type and “Education” as your industry. For accounting software, select “I don’t use accounting software.” Click “Next” to proceed.

*If you represent a test site* and you want ERB to pay your test site directly, make the necessary adjustments.
Bill.Com Account Setup

7 Enter “Owner” Information

If you are a test proctor and you want ERB to pay you directly, enter your own first and last name, date of birth, and Social Security Number (SSN). Click “Next” to proceed.

If you represent a test site and you want ERB to pay your test site directly, enter the applicable Company Name and Employer Identification Number (EIN).

8 Enter Banking Information

Enter the required information for the bank account in which you would like to receive payments. Select “Save and finish” to confirm your information.

9 Receive Test Payment

You will receive an email stating that your account is setup but pending final confirmation. Your account is not “confirmed” until you receive a small test transaction (usually just a few pennies). Once you have received this transaction, you are all set and ready to receive direct deposits from ERB.

If you do not receive this test transaction within five business days, please email ap@erblearn.org for assistance. You can also use Bill.com’s online chat feature for additional support.