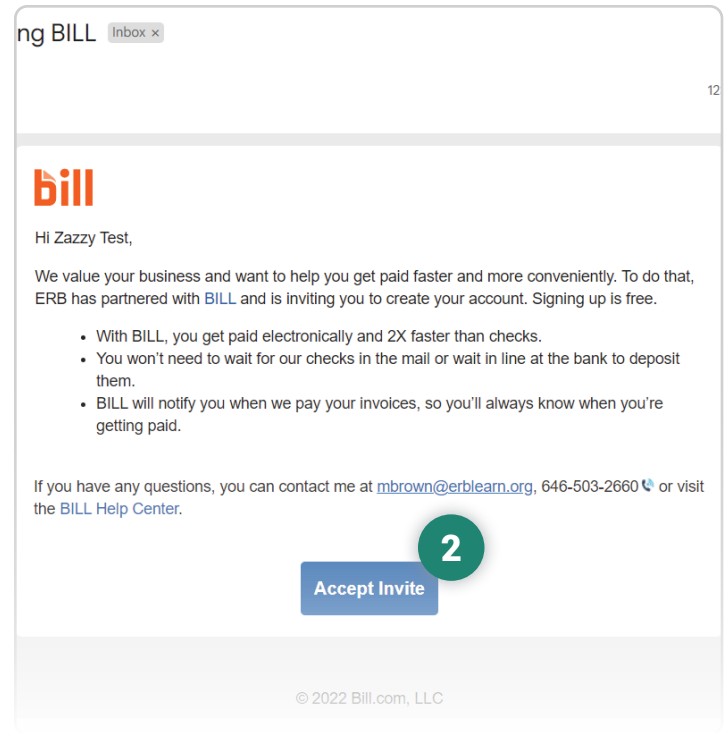
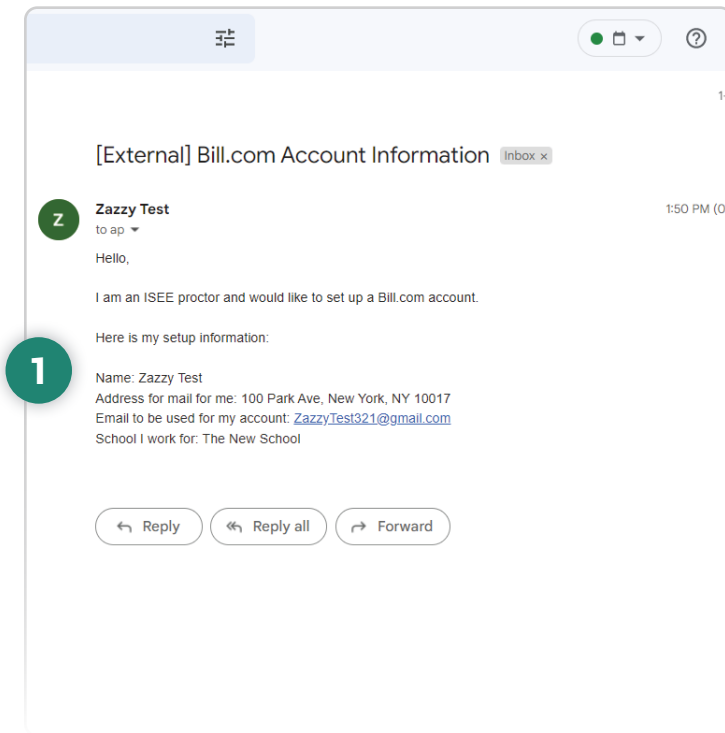


Bill.Com Account Setup



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.




Bill.Com Account Setup

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

Create an account to get paid

First name * Last name *

Email

Password * 

- ✓ Use upper and lower case letters
- ✓ Use a number or symbol
- ✓ Use 8 or more characters

Creating an account means you agree to the [Bill.com General Terms of Service](#) and [Privacy Notice](#), and agree that this account will not be used for primarily personal, family, or household purposes.

3

○ ● ○ ○ ○ ○ ○ ○

Security

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

Receive code by *

☒ Text ☐ Phone Call

Country code * Phone number *

Enter digits only

☐ Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more. Message and data rates may apply.

4

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.

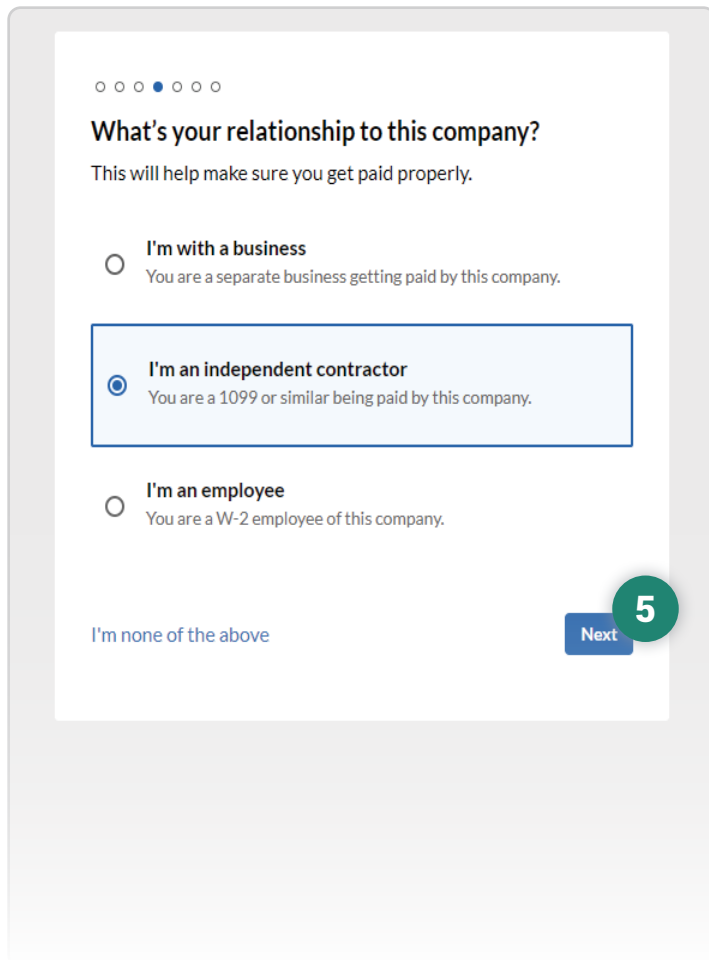
4 Confirm Identify

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.

Next, Bill.com will ask you if you want to add additional services to your account. Please click on "Skip this step."



Bill.Com Account Setup



What's your relationship to this company?

This will help make sure you get paid properly.

☐ I'm with a business
You are a separate business getting paid by this company.

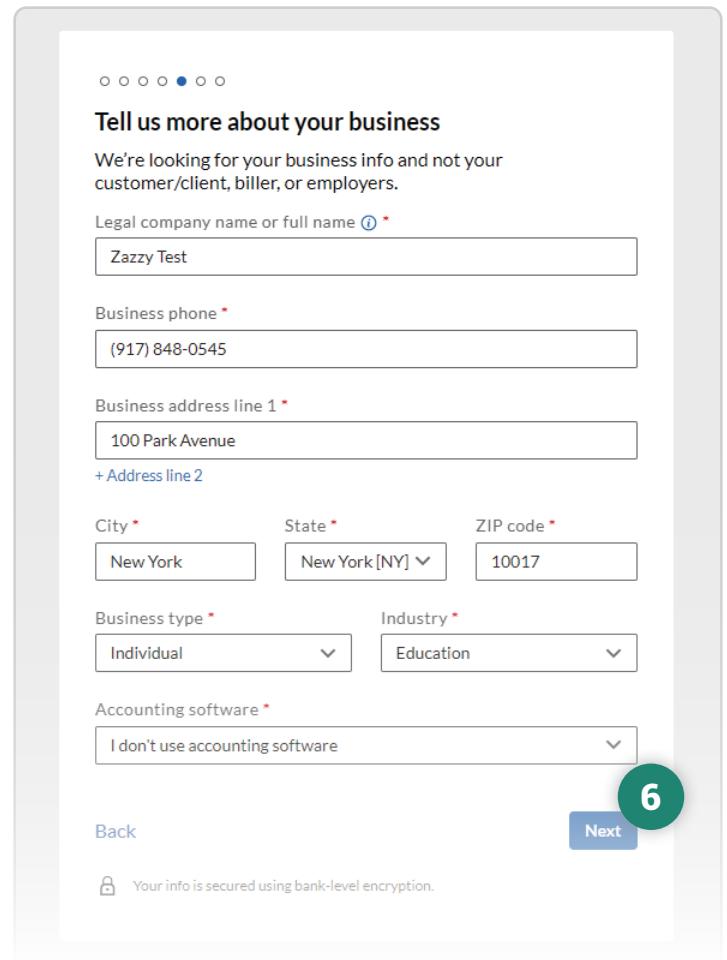
☒ I'm an independent contractor
You are a 1099 or similar being paid by this company.

☐ I'm an employee
You are a W-2 employee of this company.

[I'm none of the above](#)

[Next](#)

5



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 [?]

Zazzy Test

Business phone ^{*}

(917) 848-0545

Business address line 1 ^{*}

100 Park Avenue

+ Address line 2

City ^{*} State ^{*} ZIP code ^{*}

New York New York [NY] 10017


Business type ^{*} Industry ^{*}

Individual Education

Accounting software ^{*}

I don't use accounting software

[Back](#) [Next](#)

 Your info is secured using bank-level encryption.

6

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.

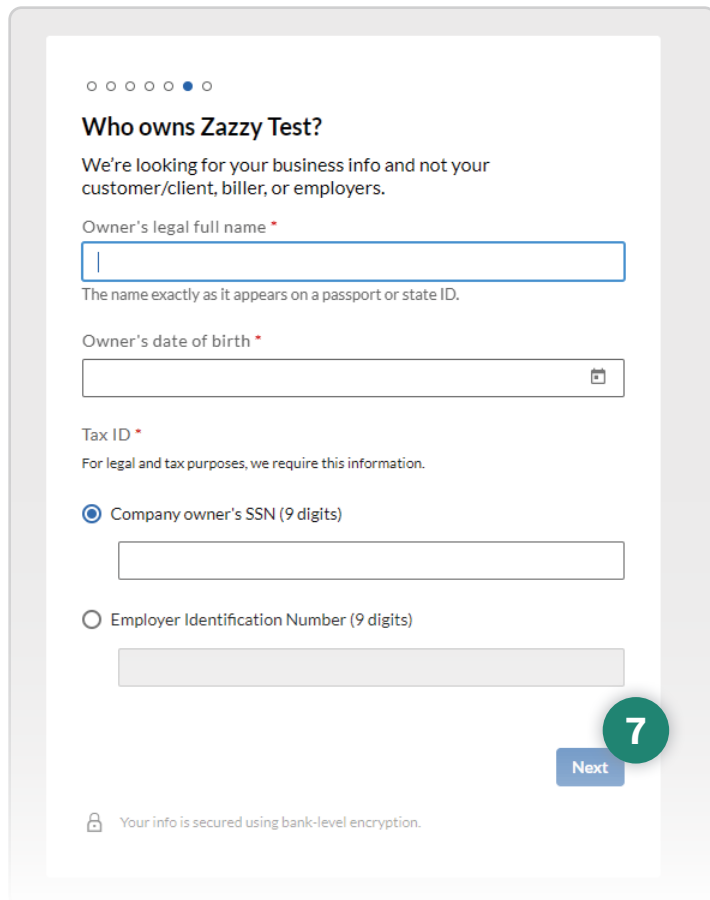
6 Enter Your Information

If you are a test proctor, enter your own first and last name in the company field as well as your own phone number and mailing address. **Do not enter your school's name.** You must enter your own information here if you are being paid directly by ERB. Next, 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, enter your school's name and other required information. Click "Next" to proceed.



Bill.Com Account Setup



Who owns Zazzy Test?

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

Owner's legal full name *

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

Owner's date of birth *

Tax ID *

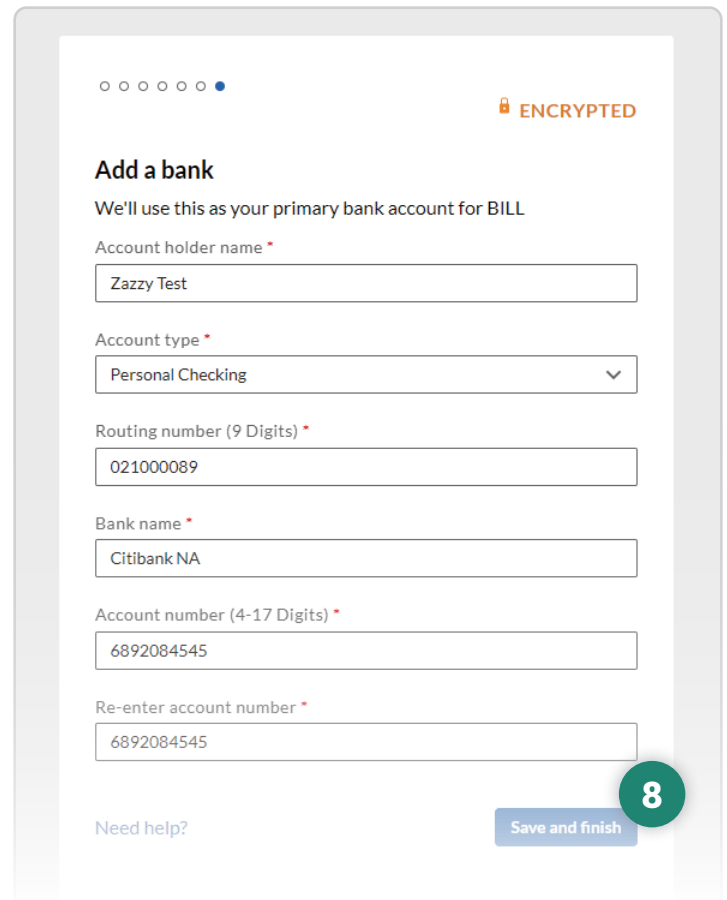
For legal and tax purposes, we require this information.

☒ Company owner's SSN (9 digits)

☐ Employer Identification Number (9 digits)

Next

Your info is secured using bank-level encryption.



ENCRIPTED

Add a bank

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

Account holder name *

Zazzy Test

Account type *

Personal Checking

Routing number (9 Digits) *

021000089

Bank name *

Citibank NA

Account number (4-17 Digits) *

6892084545

Re-enter account number *

6892084545

Save and finish

Need help?

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.

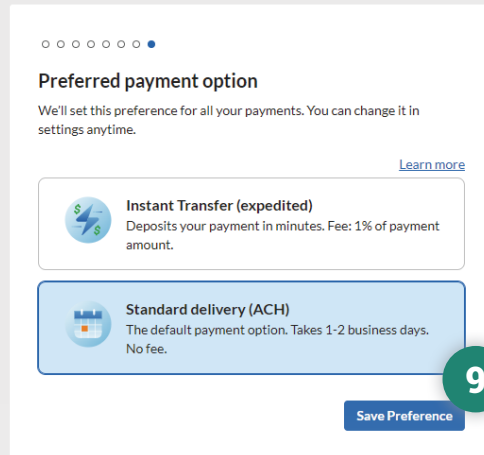
If you represent a test site and you want ERB to pay your test site directly, enter the applicable Company Name and Employer Identification Number (EIN).

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.



Bill.Com Account Setup



Preferred payment option

We'll set this preference for all your payments. You can change it in settings anytime.

[Learn more](#)

Instant Transfer (expedited)
Deposits your payment in minutes. Fee: 1% of payment amount.

Standard delivery (ACH)
The default payment option. Takes 1-2 business days. No fee.

[Save Preference](#)

9 Select Payment Option

Next, select your preferred payment option. We suggest the "Standard delivery (ACH)" to avoid fees. Click "Save Preference" and you will be taken to your bill.com account homepage.

You are now all set to receive direct deposits from ERB.

