

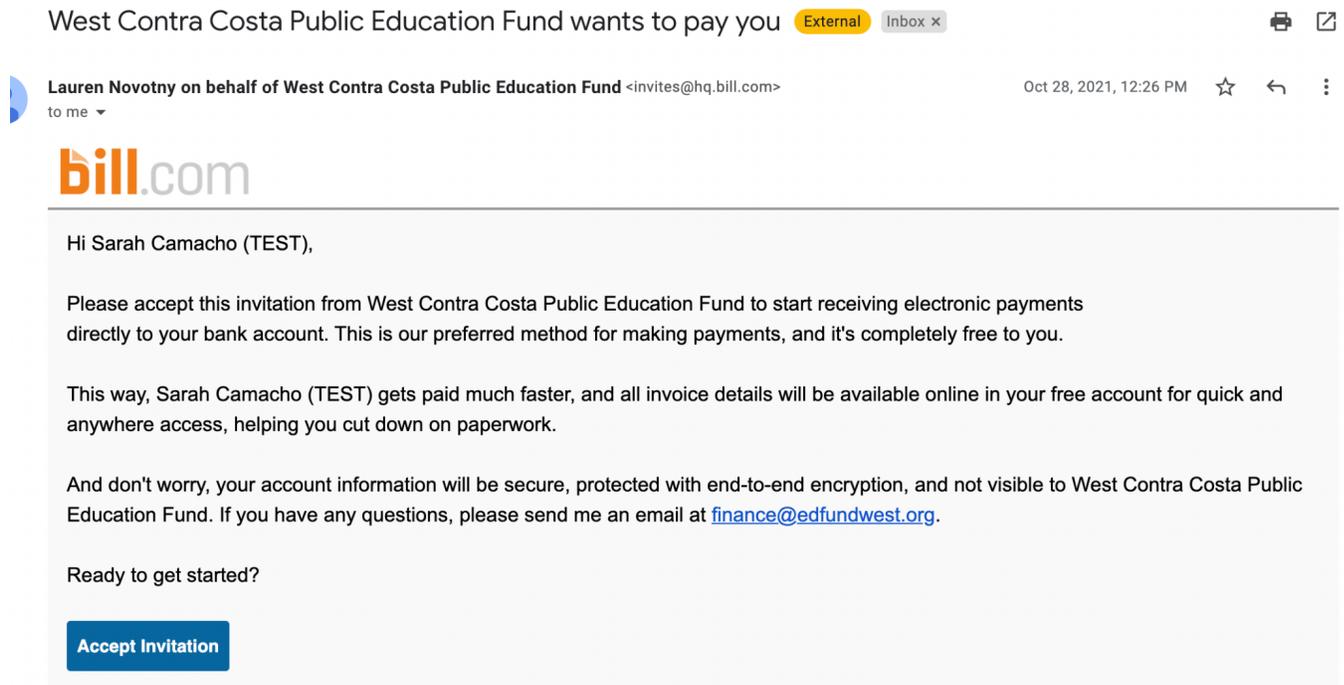


WEST CONTRA COSTA PUBLIC EDUCATION FUND

Bill.com Instructions

(for any Bill.com questions, please contact Lauren Novotny at finance@edfundwest.org)

1. Lauren will invite you to create an account through Bill.com. The email should look like this:



2. Click "Accept Invitation"
 - a. You will be prompted to a new window.
3. Fill out your First Name, Last Name, and create a Password.



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- a. Click “Create Account”

The screenshot shows the Bill.com account creation interface. On the left, a blue banner contains the Bill.com logo and the text "West Contra Costa Public Education Fund has invited you to receive payment". Below this is an illustration of a computer monitor displaying a dollar sign and a lightning bolt, with a card icon labeled "ACH GC" and a document icon. On the right, the "Create an account to get paid" section includes a link for existing users, input fields for "First name" and "Last name", an "Email" field with the address "spcamacho@ucdavis.edu", and a "Password" field with a strength indicator. A list of password requirements is provided: "Use upper and lower case letters", "Use a number or symbol", and "Use 8 or more characters". At the bottom, there is a "Create Account" button and a disclaimer: "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."

4. You will be prompted to verify/protect your account. Please type in your phone number and “Send Code” to your phone.
- a. Once you have received the code, type it out/ copy and paste it on the “Confirm Your Code” page and click “Submit”
5. What is your relationship with the Ed Fund?
- a. Select you are an Independent Contractor (don't worry, this grant is not counted as income, you will not receive a 1099).
- b. Click “Next”



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What's your relationship to West Contra Costa Public Education Fund?

This will help make sure you get paid properly.

I'm with a business

- You are a separate business getting paid by West Contra Costa Public Education Fund.

I'm an independent contractor

- You are a 1099 or similar being paid by West Contra Costa Public Education Fund.

I'm an employee

- You are a W-2 employee of West Contra Costa Public Education Fund.

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

[Next](#)



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6. Fill out the following page with YOUR contact information



What is your basic company information?

So your customer and Bill.com know where to contact you.

Company name *

Phone *

Address line 1 *

+ Address line 2

City *

State *

Zip *

Business type *

Industry *

Accounting software *

Next

7. Who owns _____?

- a. Primary Company Owner: YOUR name
- b. Your Date of Birth
- c. Your SSN or Employer ID #
- d. Click "Next"

8. Type in your bank account information

- a. Routing #
- b. Account #
- c. Account holder name
- d. Account type
- e. Click "Save and finish"
- f. This allows you to receive payments directly to your bank account.

9. Select your preferred payment method