

If you're creating a payee account for **yourself**...

If you're creating a payee account for **your test site**...

1 Create an Individual Account

1 Create a Test Site Account

- Go to www.bill.com/network/0112709180556679 and click the **Get Paid** button.
- On the resulting screen, make sure that the "Get paid by ERB..." checkbox towards the top of the page remains checked.

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Get paid by ERB. Create and send eInvoices.

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- Enter your first name, last name, and email address where prompted. In the required Company Name field, **re-enter your first and last name (no middle name)**. **Do not enter your school or test site's name.**
- In the next section, enter your home address and your preferred phone number. Select or deselect the included checkbox to input a different mailing address.
- Next, select I am "An independent contractor" and select "I do not use accounting software."

- Enter the first name, last name, and email address of the individual who will manage your Bill.com account where prompted. This is usually someone who handles billing and payment responsibilities for your test site. In the required Company Name field, enter the full name of your school or testing company.
- In the next section, enter your test site's preferred address and phone number. Select or deselect the included checkbox to input a different mailing address.
- Next, select I am "A business," and select "I do not use accounting software."

I am A business
 An independent contractor
 An employee or individual

Accounting Software

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- Finally, review and accept the General Terms of Service and click the **Get Started** button.

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2 Confirm Email Address

After clicking the **Get Started** button, you will receive a confirmation email from Bill.com at the email address provided. Open this email and click the included link to activate your account and proceed with the setup process.

3 Add Banking Details

Next, add your banking details, including:

- Bank Account Holder's Name
- Account Type (selected from the drop-down menu)
- Bank Name
- Routing Number (9-digit bank identifier code)
- Account Number

4 Send Test Deposit

After entering your bank information, click **Continue**. Bill.com will send you a test deposit of \$0.01 (one penny) to verify that your account is able to receive payments.

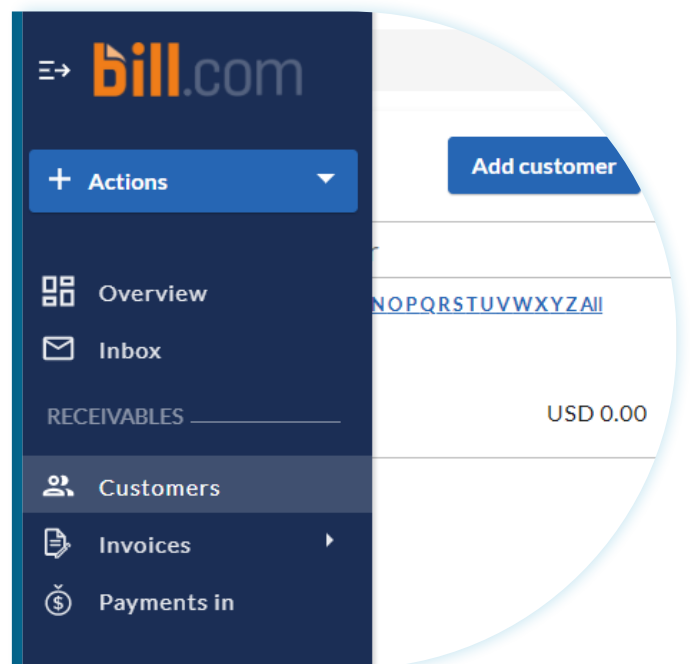
You should receive your test deposit within 2-3 business days. If your test deposit fails, Bill.com will email you instructions to resolve the issue. If you have any questions about your test deposit, please contact Bill.com for support.

5 Select Free Account Option

Next, you will see a screen with the header "Select a product below to start using Bill.com." Please select "**Continue with free account only.**" Bill.com will ask you why you are not interested in the Premium account. Please check the **Other** box and click the **Submit** button.

6 Connect to ERB

You will now see your Bill.com account home screen. To connect with ERB, expand the left-hand navigation menu and click **Customers**. You should see "ERB" listed. Click **ERB** to send us an invitation or "connection request" to "link" our Bill.com account to your own Bill.com account. Once you click on ERB, you will see the invitation status at the top of the screen.



That's it! Your free Bill.com account is ready to receive payments from ERB.