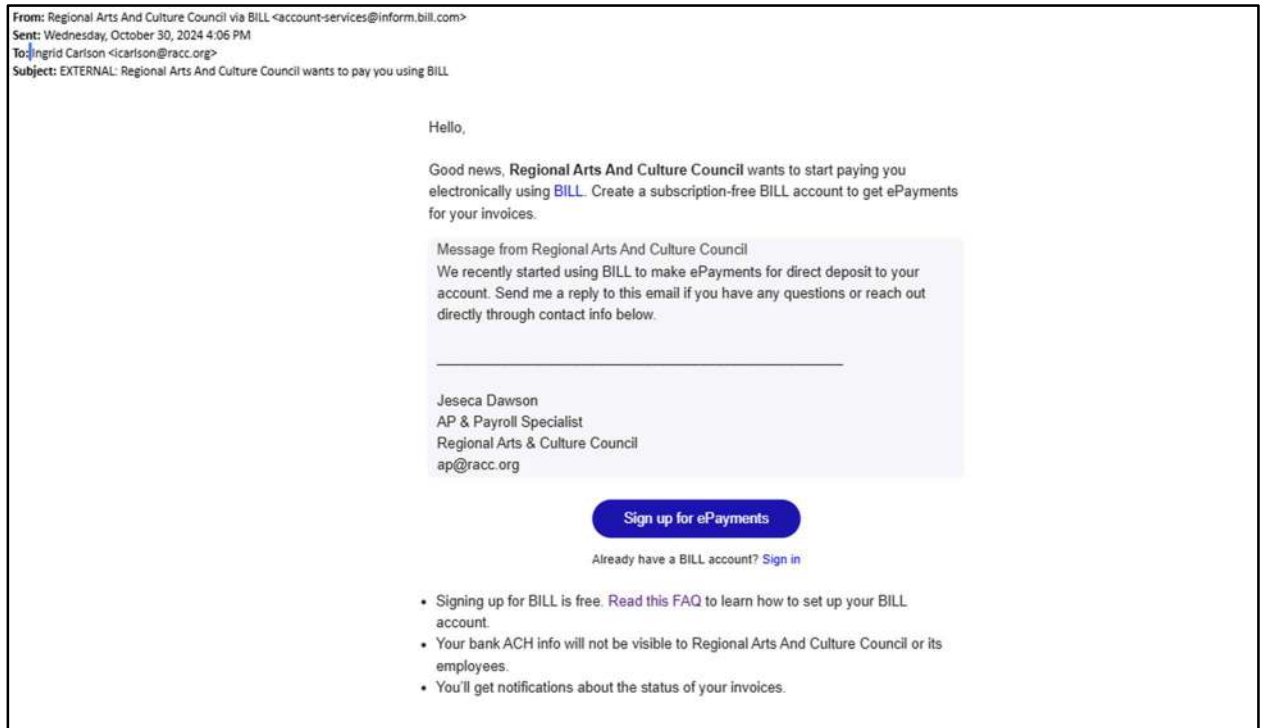




#### BILL.COM instructions:

1. Log into your account in the [RACC Opportunity Portal](#) and complete your **Grant Agreement**. Make sure you both complete the task and then **SUBMIT the Grant Agreement** by clicking the green button.
2. **Within 7-10 days you will receive an email invite to BILL.COM:**



The email sender will appear as “Regional Arts and Culture Council via BILL [account-services@inform.bill.com](mailto:account-services@inform.bill.com)”. Be sure to check your spam or promotions folders during this window.

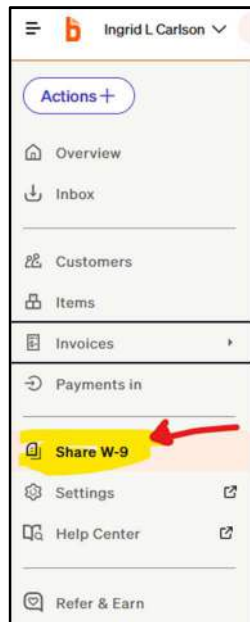
If you don’t have an account yet with BILL.COM, follow the directions in the email to create one by clicking the “**Sign up for ePayments**” button in the email and answering the prompts.

If you already have a BILL account, sign in to your existing account.

3. **Complete your financial info in BILL.COM:** Confirm or update your contact info, complete the W-9 form, and fill out your banking information for direct deposit.

**Be sure to SHARE your W-9 form with RACC.** To do this, follow the red arrow in the screengrabs below:

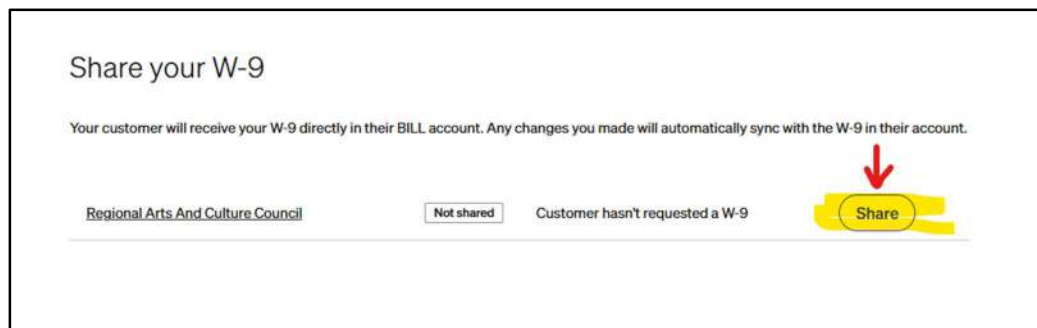
## STEP 1:



## STEP 2:



## STEP 3:



4. Once you have completed the BILL.COM steps, the grant payment will be deposited in your bank account in full **within approximately 14 days**. If you have selected the option for a paper check, it will be mailed within the same timeframe.