

BILL.COM instructions:

- Log into your account in the <u>RACC Opportunity Portal</u> and complete your Grant Agreement. Make sure you both complete the task and then <u>SUBMIT the Grant Agreement by</u> clicking the green button.
- 2. Within 7-10 days you will receive an email invite to BILL.COM:

From: Regional Arts And Culture Council via BILL <account-services@inforn Sent: Wednesday, October 30, 2024 4:06 PM To_Ingrid Carlson <icarlson@racc.org> Subject: EYTERNAL: Regional Arts And Culture Council wants to pay you us</icarlson@racc.org></account-services@inforn 	
wagees conclude. Regional Arts And Collure Council Walls to pay you us	ing one
	Hello,
	Good news, Regional Arts And Culture Council wants to start paying you electronically using BILL. Create a subscription-free BILL account to get ePayments for your invoices.
	Message from Regional Arts And Culture Council We recently started using BILL to make ePayments for direct deposit to your account. Send me a reply to this email if you have any questions or reach out directly through contact info below.
	Jeseca Dawson AP & Payroll Specialist Regional Arts & Culture Council ap@aca.corg
	Sign up for ePayments
	Already have a BILL account? Sign in
	 Signing up for BILL is free. Read this FAQ to learn how to set up your BILL account.
	 Your bank ACH info will not be visible to Regional Arts And Culture Council or its employees.
	You'll get notifications about the status of your invoices.

The email sender will appear as "Regional Arts and Culture Council via BILL <u>account-</u> <u>services@inform.bill.com</u>". 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:

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22	Customers	
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	Settings	ß
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0	Refer & Earn	

STEP 2:

Tax management	
Review current W9 Updated on April 1, 2025 by Ingrid Carlson	Edit W-9 🏠 Share
Please confirm your info is accurate:	W9_File_04-01-2025_34t:34.pdf Q Q O Download
Name (as shown on the tax document) Ingrid L Carlson	Am W-9 Request for Taxpayer Methods for the request for taxpayer and Certification and the file
Business name	1 Notes to Plane or por Encoded States and provided they are a segmed or the fee, the of land the fee flant. Ingoid L. Carbon 8 Bound model and the encoded and they area.

STEP 3:

our customer will receive your W-9 directly in	their BILL account. Any	changes you made will automatically syn	nc with the W-9 in their account.
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Regional Arts And Culture Council	Not shared	Customer hasn't requested a W-9	Share

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.