

# Bill.com Instructions for Nonprofit Grantees

The Community Foundation for Greater Atlanta recently adopted Bill.com as our grant payment tool. Here's a quick overview of how to sign up as a vendor in Bill.com to receive your payment.

## 1 BILL.COM INVITATION

You'll receive an email from Bill.com notifying you that the Community Foundation for Greater Atlanta wants to pay you using Bill. **Click the Sign up for ePayments** button in this email to begin setting up your Bill.com profile.

**Note:** If you don't see the Bill.com invitation in your main inbox, double check your spam or junk folder.

## 2 CREATING YOUR PROFILE

The email invitation will direct you through a Bill.com workflow to create your profile. You'll need to enter your name, create a unique password, and set up two-factor authentication using your cell phone number.

**Note:** Please save your password in a secure manner! The Community Foundation does not have access to Bill.com user passwords for those experiencing login issues.

If you are asked if you are interested in a guest payment, please select **No, skip this**.

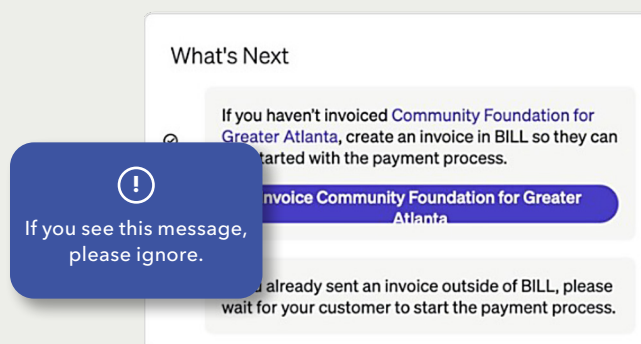
Next, you'll answer a few more questions about yourself and your business, including bank account information to receive payment. You can choose how quickly you'd like to receive your payment.

**Note:** If you choose the instant transfer option, this also means you are opting to incur the non-reimbursable 1% transfer fee charged by Bill.com.

## 3 ALL SET WITH SETUP

After this, setup is complete! There's nothing else you need to do except wait for your payment information (payment amount and date) to become available.

**If you see the message pictured below** in your profile, please ignore it. An invoice is not needed to receive payment from the Community Foundation. Once you've completed your Bill.com account setup, you don't need to take any additional steps.



**If you see a notification that you have an open invoice in the system**, this means CFGA has started the payment process—no action from you is needed. Do NOT mark this open invoice as received, otherwise your payment will be delayed.

Once CFGA has scheduled your payment, a notice will appear on your Bill.com home screen. You can click **View Payment Details** for more information about your payment.

### FOR QUESTIONS & SUPPORT

For status updates (e.g., expected payment date, payment method), please contact CFGA at [shareservices@cfgreateratlanta.org](mailto:shareservices@cfgreateratlanta.org).

For technical support with Bill.com (e.g., selecting or changing payment methods), contact Bill.com Support directly.