



How to Get Paid



We use [Bill.com](https://www.bill.com) to process your invoices and get you paid.





What To Know

- [Bill.com](https://www.bill.com) Paper Check and Direct Deposit (ACH) are NET30. This means we pay you within 30 days of receiving your invoice.



What You'll Need

- Your business' information.
 - Business Name, SSN or EIN, Email, Phone, etc...
- Your bank's Routing # and the Account # where you want your electronic checks deposited.



Create an account at bill.com.

A screenshot of the Bill.com sign-up page. On the left, the Bill.com logo is at the top. Below it, the text reads "Don't miss out on better bookkeeping." followed by "NO CREDIT CARD REQUIRED." and a list of four benefits: "Cut bill pay time by 50%", "Get paid up to 3x faster", "Eliminate double entry", and "Pay international and domestic vendors". On the right, a white sign-up form is shown with fields for "First Name*", "Last Name*", "Email*", and "Company Name*". Below these is a section "I'm with a:" with two radio button options: "Small or midsize business" (which is selected) and "Accounting firm". At the bottom of the form is a dropdown menu labeled "Select an Accounting Software*" and an orange "GET STARTED" button. A link at the bottom of the form reads "Sign up here if you were invited to be paid by a Bill.com customer."



Check for an email and click the “**Activate Your Account**” button.



Congratulations!

You're ready to pay and get paid faster and more efficiently.

Use the time you'll save with automated payments to focus on what really matters—growing your business.

- 1 Check your inbox for our activation email—you'll need this to access your account.
- 2 Click the “Activate Your Account Now” link.
- 3 Start paying and getting paid.

If you have any questions, visit our [support section](#).





Fill in the forms. Your Company Information comes first.

Add your company information

Let's start with the basics
Moving money requires that we get to know your business a little better.

COMPANY NAME *	PHONE NUMBER *
<input type="text" value="TestFreelancer LLC"/>	<input type="text" value="123-456-7890"/>
ADDRESS LINE 1 *	
<input type="text" value="123 Test Ave"/>	
ADDRESS LINE 2	
<input type="text"/>	
ZIP CODE *	CITY *
<input type="text" value="12345"/>	<input type="text" value="Testville"/>
STATE *	COUNTRY *
<input type="text" value="Colorado [CO]"/>	<input type="text" value="United States"/>

Use as your company's mailing address



At the bottom, check **“I was invited to be paid by one customer.”**

A few more details
This will help us finish setting up your account later on.

YOUR ACCOUNTING SOFTWARE *

I don't use accounting software

WHY DO YOU WANT TO USE BILL.COM? *

I want to send/receive payments (30 day trial)

I was invited to be paid by one customer (No charge)

[Continue](#)




Enter your business bank information (Bank, Routing# and Account#.)
You can often find this information on your checks, your statement, or from your bank.

Account setup

Progress indicator: 1. ACCOUNT SETUP (checked), 2. COMPANY INFO (checked), 3. BANK SETUP (active)

We use bank-level security to protect you and your account, and we'll never sell or share your information--ever.

ACCOUNT HOLDER NAME <input type="text"/>	ACCOUNT TYPE Business Checking
BANK NAME <input type="text"/>	ROUTING NUMBER (9 DIGITS) <input type="text"/>
ACCOUNT NUMBER (4 - 17 DIGITS) <input type="text"/>	Find the following numbers on your checks. 
RE-ENTER ACCOUNT NUMBER <input type="text"/>	

Buttons: Back, Finish



If you get an error, try refreshing the page.

Uh oh! Something went wrong



We've got our best
people on it!

We encountered an error. Sorry about that! [Please try again.](#)

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Be sure to fill out ALL information completely and accurately.

Tell us more about your company
We're required by financial regulations to collect this info—don't worry, we won't share it with anyone.

<p>COMPANY OWNER *</p> <input type="text"/> <small>Please enter the name of the company owner</small>	<p>BUSINESS TYPE * ⓘ</p> <input type="text" value="Individual / Sole Proprietor"/> <small>Individual / Sole Proprietor</small>
<p>INDUSTRY *</p> <input type="text" value="Media"/> <small>Media</small>	<p>YOUR ACCOUNTING SOFTWARE *</p> <input type="text" value="Other"/> <small>Other</small>
<p>TAX ID TYPE *</p> <input type="text" value="Please select..."/> <small>Please select a tax ID type</small>	<p>TAX ID (9 DIGITS) *</p> <input type="text"/> <small>Please enter a valid 9-digit tax ID</small>

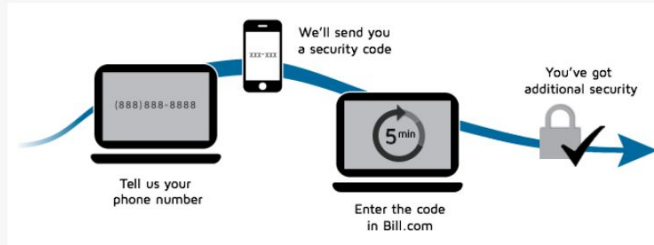
[Continue](#)



Follow any additional security prompts to protect your account.

Set Up Additional Security: Primary Phone

When something catches our attention, we'll send a security code to your phone, and prompt you to enter the security code in your Bill.com account (to make sure it's you). After that, you can continue working! Set up now:



[NEXT](#) [CANCEL](#)

AVLANCER

1 — 2 — 3
Set up Quick test Ready

Tell us where to send your security code

*PHONE

*MESSAGE BY

IMPORTANT: Your security code will expire shortly, please e

1 — 2 — 3
Set up Quick test Ready

Enter the code we sent to your phone

*SECURITY CODE

Didn't receive a code?
Check your phone number

Set Up Additional Security: Primary Phone

✓ Congratulations! Your security setup is complete.

1 — 2 — 3
Set up Quick test Ready

Your Bill.com account now has additional security.

As you view and use the sensitive information in this account, we'll occasionally send a security code (to make sure it's you).

If this account has other users, we'll step them through the additional security setup too.

FINISH



[Bill.com](https://www.bill.com) will send a small test transaction to your account.

Congratulations!



Nice work! Everything looks good.

Sit back and relax. We've sent a test transaction to make sure we can connect to your account.

[Let's go](#)



If you receive this message, **Email** us at ap@avlancer.com with your **Payment Network ID** (will be in the blanked space below) so we can connect you to our payment network.



You don't have any connections yet. Send your vendor or customer your Payment Network ID: , and ask them to connect with you. If you haven't finished setting up your account, you'll be able to finish once you are connected. [Learn more](#)



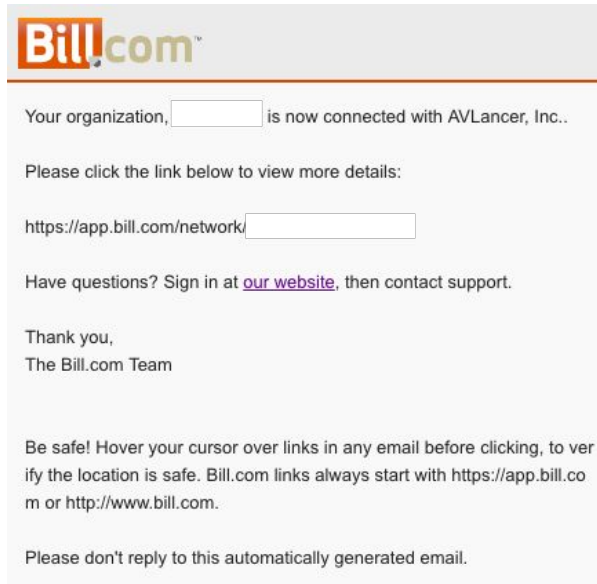
The **Payment Network ID** allows us to deposit checks directly into your account. Without it, you will only receive paper checks, and only if your address is accurate.



You don't have any connections yet. Send your vendor or customer your Payment Network ID: , and ask them to connect with you. If you haven't finished setting up your account, you'll be able to finish once you are connected. [Learn more](#)



Check your email for confirmation that your account has been connected.





CONGRATULATIONS!

You are setup and ready to receive payments!

The screenshot shows the Bill.com dashboard interface. On the left is a dark blue sidebar with the Bill.com logo at the top. Below the logo is an 'Actions' dropdown menu with options: 'Sync With Your Software', 'Recurring Invoices and Payments', 'Overview', 'Customers', 'Invoices', 'Payments in', and 'Support'. The main content area has a search bar at the top. Below it are three action buttons: 'See who you know on Bill.com' (with a download icon), 'Download the mobile app' (with a smartphone icon), and 'Add your team members' (with a plus and person icon). The dashboard displays two summary cards: 'OPEN INVOICES USD 0.00' and 'PAYMENTS IN USD 0.00'. Below the invoices card is a filter section with 'Filter' and buttons for 'Active x', 'Unpaid x', and 'Clear all'. At the bottom right, there is a blue icon of a document with a plus sign.



You can also be paid using [PayPal](#).





You still need a [Bill.com](https://www.bill.com) account for us to process your invoice.





What To Know

- [PayPal](#) pays **NET7**. This means we pay you within **7 days** of **receiving your invoice**.
- However, the cost of each payment received through PayPal is **2.9% plus US\$0.30** (paid out of YOUR receivables - your check.)



What You'll Need

- Your **Vendor Name** (the name under which you do business.)
- Your **PayPal Email** (the email associated with your PayPal account.)



Important!

- Your **PayPal Email** is NOT your “paypal.me” address. It should be the real email address you have associated with your PayPal account and should end in a domain like the following :
 - @gmail.com
 - @yahoo.com
 - @mybusiness.com



How to Set Up PayPal

Once you have a PayPal account setup, go to the following address...

<https://avlancer.com/rapidpay/>

...then enter your **Vendor Name** and **PayPal Email**. That's it!



CONGRATULATIONS!

You are ready to receive your payments through [PayPal](#)!

