

bill

Creating Your Bill Account

Signing Up for the Community Foundation's New ePayment System

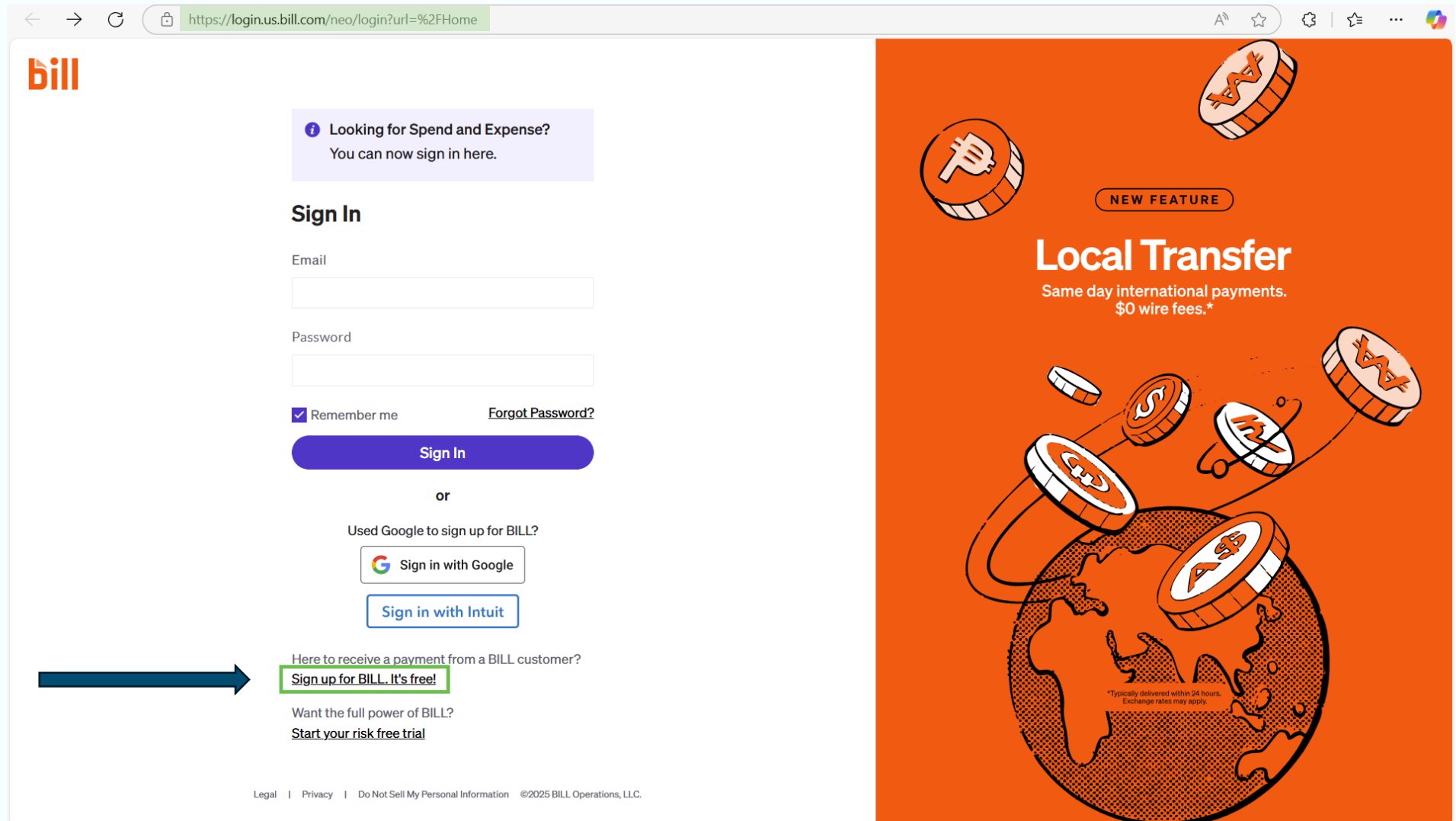


COMMUNITY FOUNDATION
OF WESTERN MASSACHUSETTS

Creating a free account

Step 1

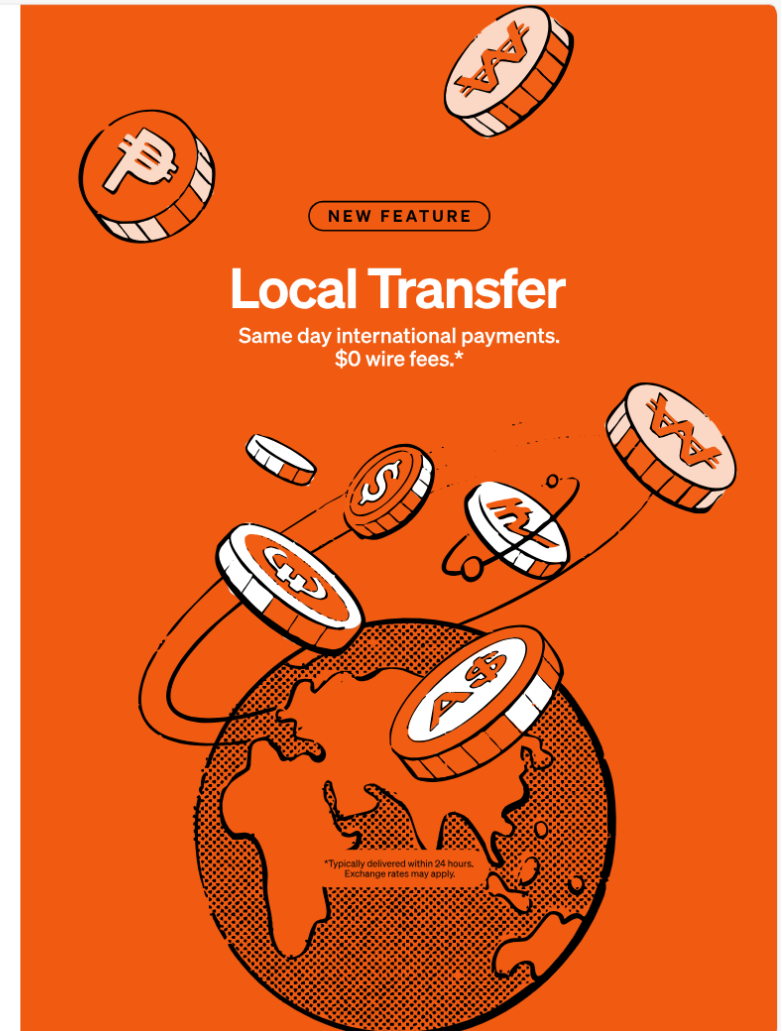
- Sign up for BILL at login.us.bill.com



The screenshot shows the BILL login page in a web browser. The address bar displays <https://login.us.bill.com/neo/login?url=%2FHome>. The BILL logo is in the top left. A purple box contains the text: "Looking for Spend and Expense? You can now sign in here." Below this is the "Sign In" section with fields for "Email" and "Password", a "Remember me" checkbox, and a "Forgot Password?" link. A blue "Sign In" button is present. Below the button is the text "or" and "Used Google to sign up for BILL?". There are two buttons: "Sign in with Google" and "Sign in with Intuit". A blue arrow points to a green-bordered link that says "Sign up for BILL. It's free!". Below this link is the text "Want the full power of BILL? Start your risk free trial". The footer contains links for "Legal", "Privacy", and "Do Not Sell My Personal Information", along with the copyright notice "©2025 BILL Operations, LLC.".

[Here to receive a payment from a BILL customer?](#)
[Sign up for BILL. It's free!](#)
Want the full power of BILL?
[Start your risk free trial](#)

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Creating a free account

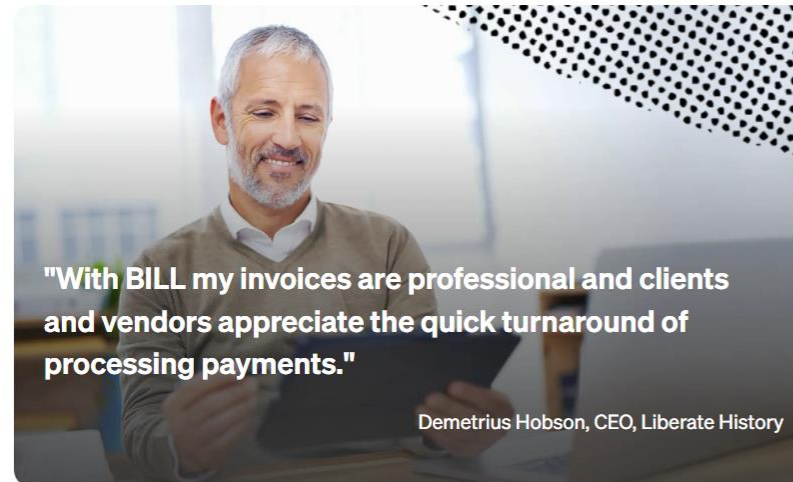
Step 2

- Provide your name, email and select next



Signing up for BILL is free

Sign up with BILL and start getting paid the easy way.



Already have a BILL account? [Sign in here →](#)

Create your free account

Email

First Name

Last Name

Next

By continuing, you agree to the [BILL General Terms of Service](#), and [Privacy Notice](#).

Activate your account

Step 3

- An email will be sent to the account provided.
- Click to “Activate your account.”

Activate your BILL account - Message (HTML)


File Message Help Acrobat

Share to Teams All Apps Newsletters Mark Unread Find Zoom Viva Insights

Activate your BILL account

BILL <account-services@inform.bill.com>
To: Michaela Mendygral

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hi Michaela,

Thank you for signing up for your BILL account.
Please click the button below to finish the account activation process:

[Activate your account](#)

If the button above doesn't work, copy and paste the following link into your web browser:

https://app02.us.bill.com/Confirm?emailenc=&passwordenc=&token=%21aqySGYPf3VLyJU1m5oCpcqdlftlkRy61ku%2BZyxKKOoMDSZfPlyrp6aNs%2BtatQvof876LgKBMlelk3mV00DicG7xyXOUaie7zUgCu8XAnkQQaJPwKxqW0QfE%2BqZw26jR%2B8k5%2F3kor%2FAPHg53WZ0C9csJ%2FbbivlrFexEVHlms%2Bc6kVIDWccylqDhVeEOJ0baW%2FpHvHnHD5Yw6J71qV01oqcOcBd306%2FnJVUajJsQuiHVIZwJd5UqJrFi5f9rlnhfePgSqvKpphSifxfsxQCq3209UXAln92c%2BZK64AgOszfZAhwFdp%2BzaonYz2Whw5wM3LP3zGuhTvwKjlsi6Asrse26wd5pej4GQHplB1YP0N8BT%2F4SGmhvOyHB5Ak3GoP5Vk8iUbyZMNArGC16qYs57yWQ20OQjq5z%2FNq1JSqLXVpitQMzthUOjoipm1sGt5vmtWgbJDYml9lj8W3jlbkKEfle%2BD9cmkx%2FzKTA9bADqxPCQDGtpo%2F%2BJqtp9GXu%2BouQHSwJKaZtxqCvaDcrFilRz4YN1B%2B2qqT5tl5XZJ2f5F1CuY6QLG0HUUFzYUWrahjT%2BENmL64JZNJtfWm2x%2FBwdQH9J1ZVG9YXznhsF6T6%2BOLsYIS5ZDxZ1%2FzliCJuDxl3pMq9WRiVT2mQ6hd0u48elZQdTWoSxVl%2BgkXYEoOlqJla8VM%2Fqgn3ot%2FNKI%2BaNQip4DX2W%2BIVfEXhXemqQ%3D%3D&e=1&save=1&hasDemo=&signUpChannel=BR_DIRECT&pni=&legacy=1

Have questions or would like assistance?
Email sales@hq.bill.com
Thank you,
The BILL Team

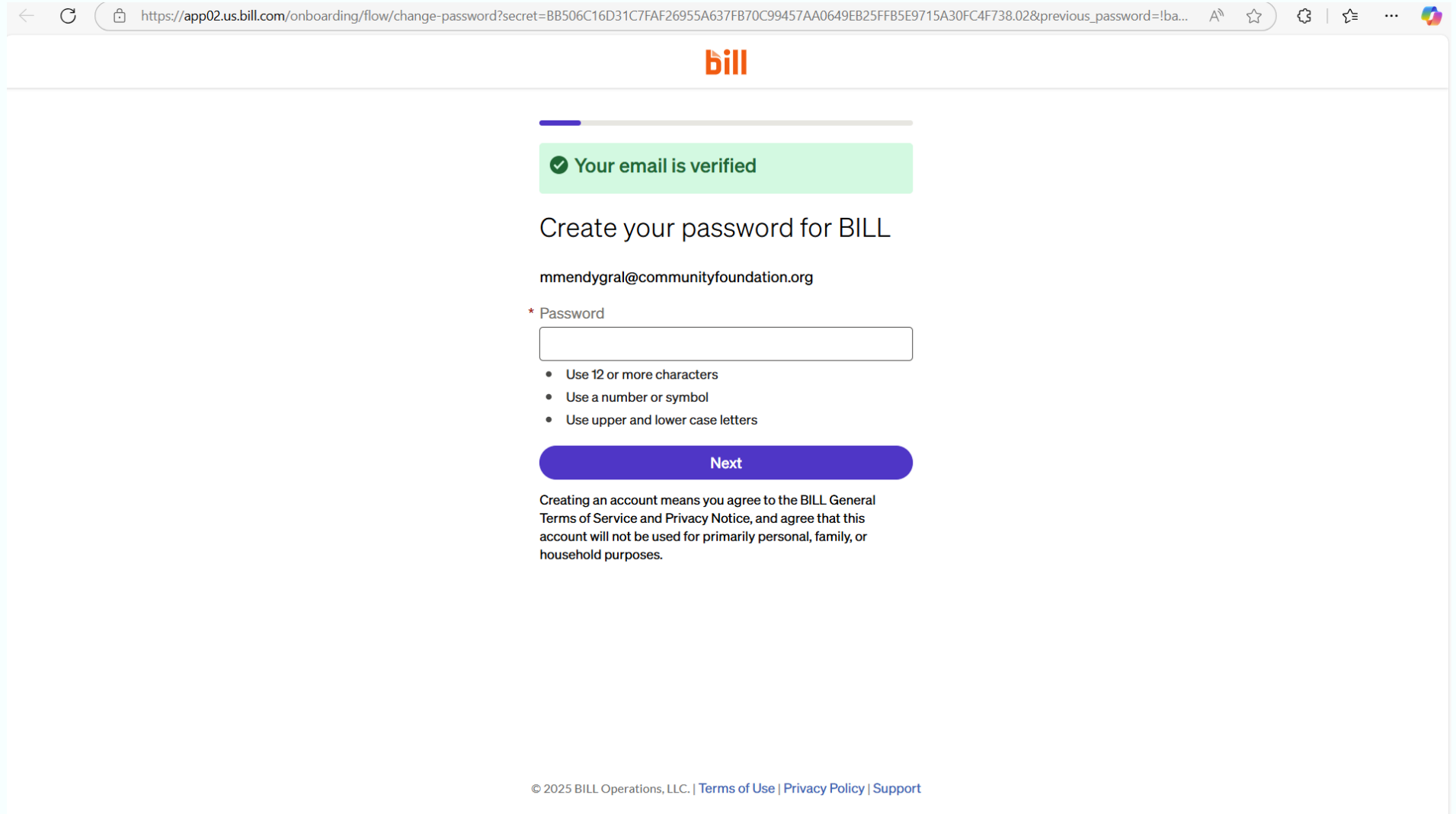
<https://www.bill.com/security>

Please don't reply to this automated email

Setting up a password

Step 4

- You'll then be prompted to create a password.



The screenshot shows a web browser window with the URL `https://app02.us.bill.com/onboarding/flow/change-password?secret=BB506C16D31C7FAF26955A637FB70C99457AA0649EB25FFB5E9715A30FC4F738.02&previous_password=!ba...`. The page features the BILL logo at the top center. Below the logo is a progress bar with the first segment highlighted in purple. A green notification box with a checkmark icon contains the text "Your email is verified". The main heading is "Create your password for BILL". Below this, the email address "mmendygral@communityfoundation.org" is displayed. A label "* Password" is positioned above a text input field. To the right of the input field is a list of password requirements: "Use 12 or more characters", "Use a number or symbol", and "Use upper and lower case letters". A purple "Next" button is located below the input field. At the bottom of the page, a disclaimer states: "Creating an account means you agree to the BILL General Terms of Service and Privacy Notice, and agree that this account will not be used for primarily personal, family, or household purposes." The footer contains the copyright notice "© 2025 BILL Operations, LLC." and links to "Terms of Use", "Privacy Policy", and "Support".

bill

✓ Your email is verified

Create your password for BILL

mmendygral@communityfoundation.org

* Password

Use 12 or more characters

Use a number or symbol

Use upper and lower case letters

Next

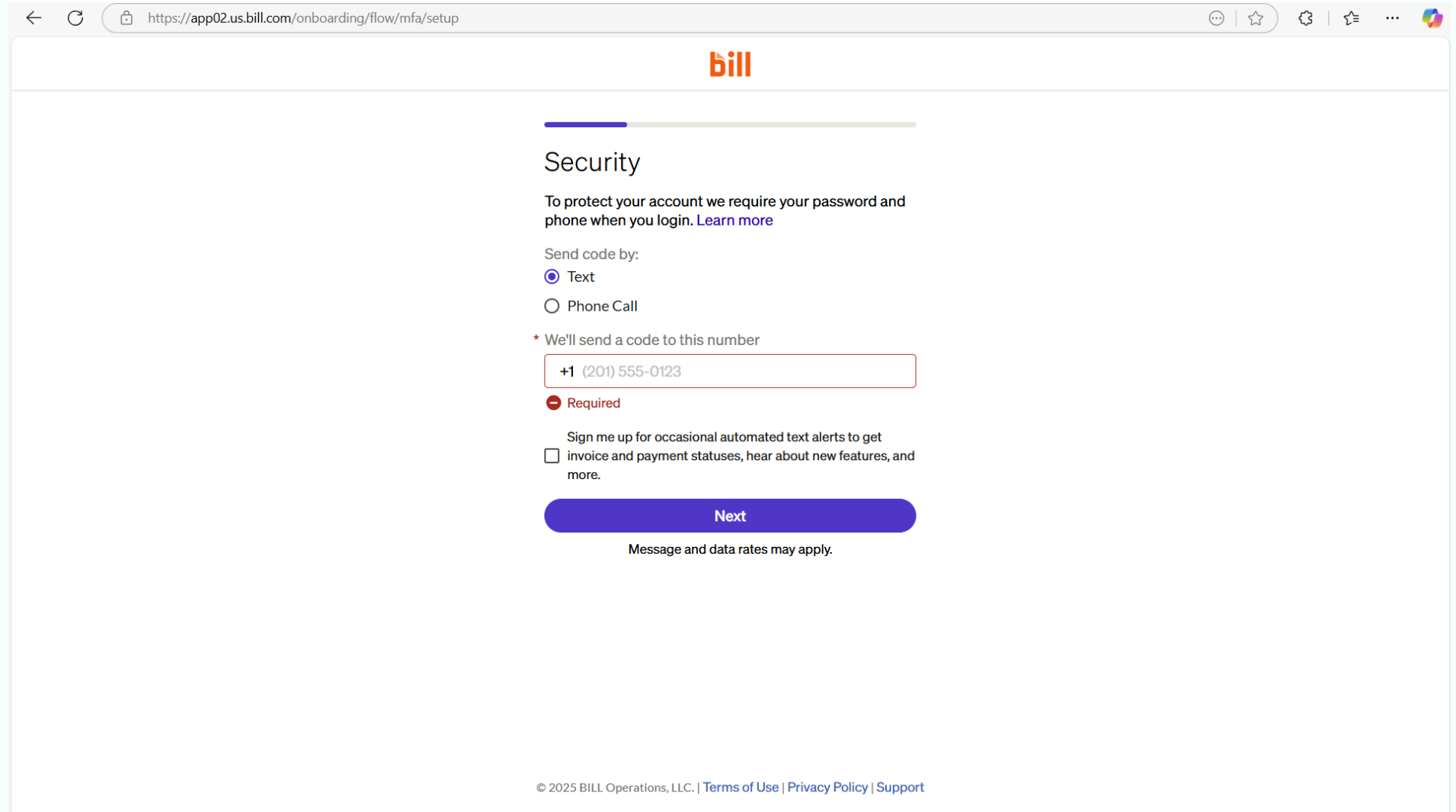
Creating an account means you agree to the BILL General Terms of Service and Privacy Notice, and agree that this account will not be used for primarily personal, family, or household purposes.

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Enter a phone number

Step 5

- A phone number is required to set up the account.



The screenshot shows a web browser window with the URL `https://app02.us.bill.com/onboarding/flow/mfa/setup`. The page features the BILL logo at the top center. Below the logo is a progress bar with the first segment highlighted in blue. The main heading is "Security". The text below reads: "To protect your account we require your password and phone when you login. [Learn more](#)". Under "Send code by:", there are two radio buttons: "Text" (selected) and "Phone Call". A red asterisk indicates a required field: "* We'll send a code to this number". Below this is a text input field containing "+1 (201) 555-0123". A red error message "Required" is shown below the input field. At the bottom, there is a checkbox for "Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more." and a large blue "Next" button. Below the button, it says "Message and data rates may apply." The footer contains copyright information: "© 2025 BILL Operations, LLC. | [Terms of Use](#) | [Privacy Policy](#) | [Support](#)".

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Security

To protect your account we require your password and phone when you login. [Learn more](#)

Send code by:

☒ Text

☐ Phone Call

* We'll send a code to this number

+1 (201) 555-0123

Required

☐ Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more.

Next

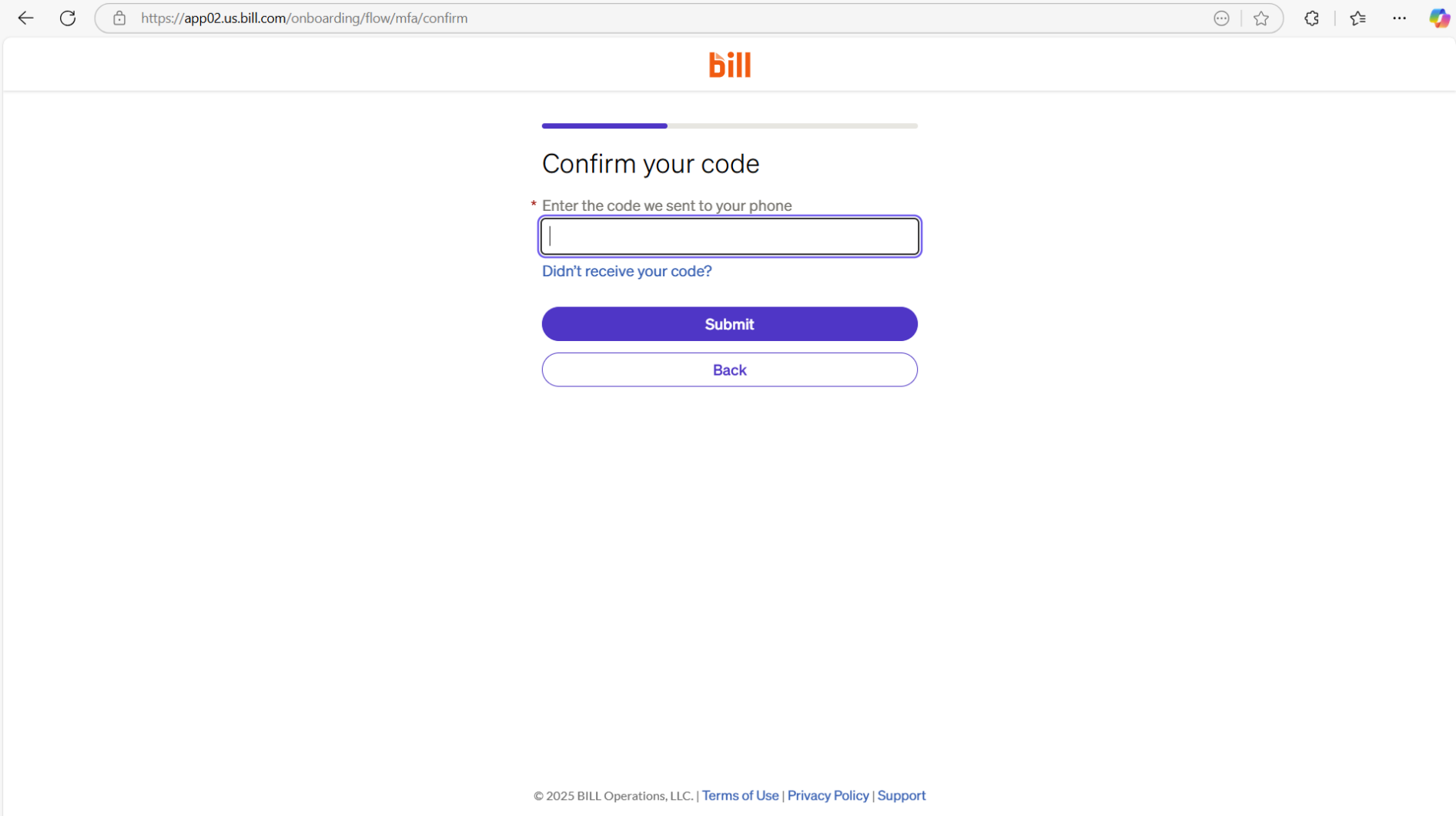
Message and data rates may apply.

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Complete the Two-factor Authentication

Step 6

- Enter the code shared with you via text or call.



The screenshot shows a web browser window with the URL `https://app02.us.bill.com/onboarding/flow/mfa/confirm`. The page features the **bill** logo at the top center. Below the logo is a progress bar with the first segment highlighted in purple. The main heading is "Confirm your code". A red asterisk is followed by the text "Enter the code we sent to your phone". Below this is a text input field with a vertical cursor. Under the input field is a link that says "Didn't receive your code?". At the bottom of the form are two buttons: a solid purple "Submit" button and a white "Back" button with a purple border. The footer contains the text "© 2025 BILL Operations, LLC. | [Terms of Use](#) | [Privacy Policy](#) | [Support](#)".

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Confirm your code

* Enter the code we sent to your phone

[Didn't receive your code?](#)

Submit

Back

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Guest Payment


Step 7

- You'll be given the option to pay or be paid by others with an additional fee. If you'd like to keep the account free of charge, **select 'No, skip this.'**

← ↻ <https://app02.us.bill.com/onboarding/flow/org-intent> ⋮ ☆ ⚙ ☆ ⋮

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Interested in adding guest payment?



Use guest payment to pay and get paid by **any** business —and they don't have to create a **BILL** account.

A per-transaction fee applies based on the payment type. You won't pay anything extra.

- ✓ **ACH** - \$0.59 per payment
- ✓ **Credit card** - 2.9% of the total amount (you choose who pays)

Yes, Add Guest Payment & Continue

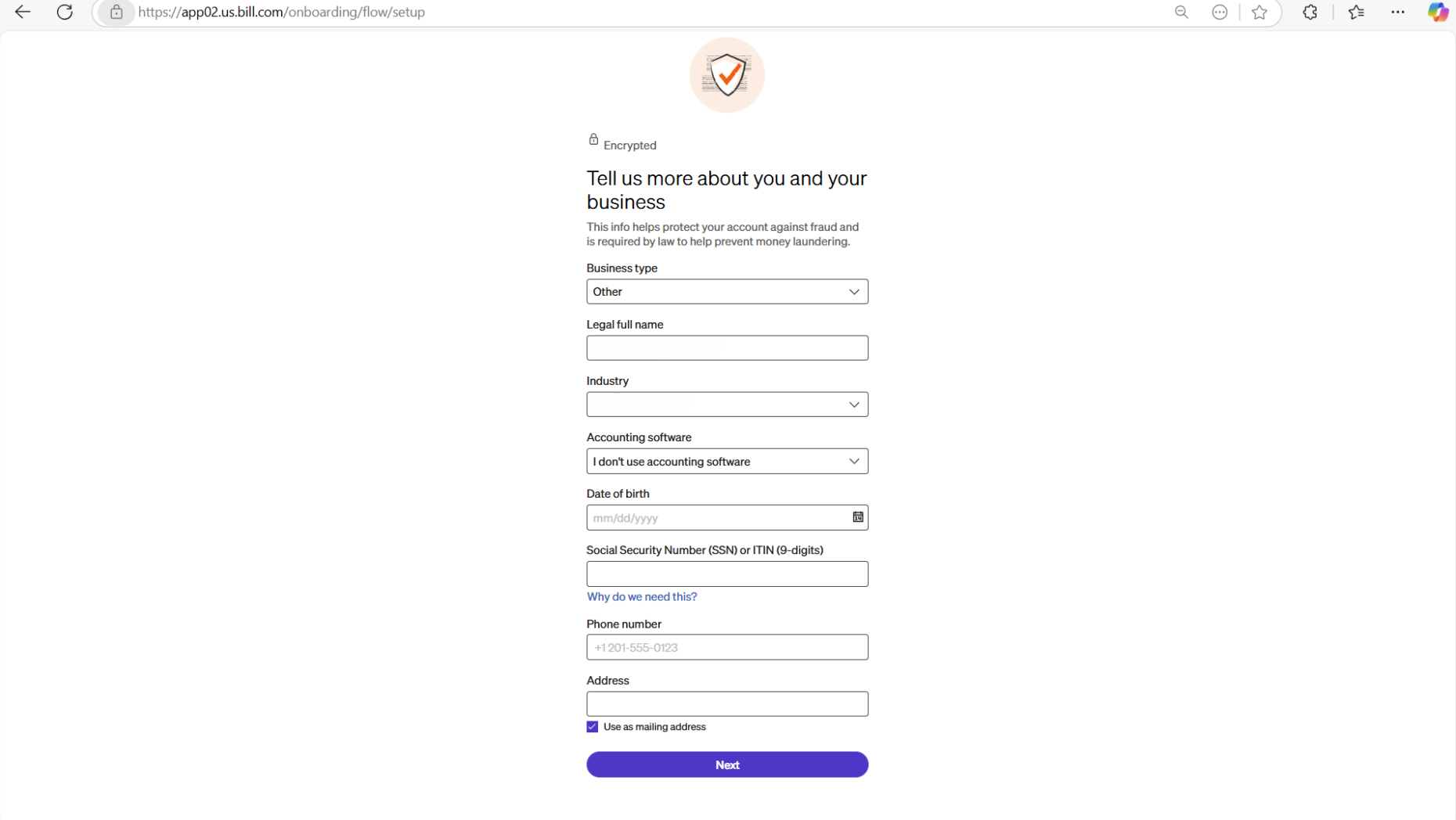
Identify verification may be needed.

➡ **No, skip this**

Share Your Information

Step 8

- You will then be prompted to provide more information



The screenshot shows a web browser window with the address bar displaying `https://app02.us.bill.com/onboarding/flow/setup`. The page features a circular logo with a shield and a checkmark. Below the logo, the text "Encrypted" is visible. The main heading is "Tell us more about you and your business", followed by a subtext: "This info helps protect your account against fraud and is required by law to help prevent money laundering." The form contains several fields: "Business type" (a dropdown menu with "Other" selected), "Legal full name" (a text input field), "Industry" (a dropdown menu), "Accounting software" (a dropdown menu with "I don't use accounting software" selected), "Date of birth" (a date input field with a calendar icon), "Social Security Number (SSN) or ITIN (9-digits)" (a text input field), "Phone number" (a text input field with "+1 201-555-0123" entered), and "Address" (a text input field). Below the address field, there is a checkbox labeled "Use as mailing address" which is checked. At the bottom of the form is a blue button labeled "Next".

Encrypted

Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type

Other

Legal full name

Industry

Accounting software

I don't use accounting software

Date of birth

mm/dd/yyyy

Social Security Number (SSN) or ITIN (9-digits)

[Why do we need this?](#)

Phone number

+1 201-555-0123

Address

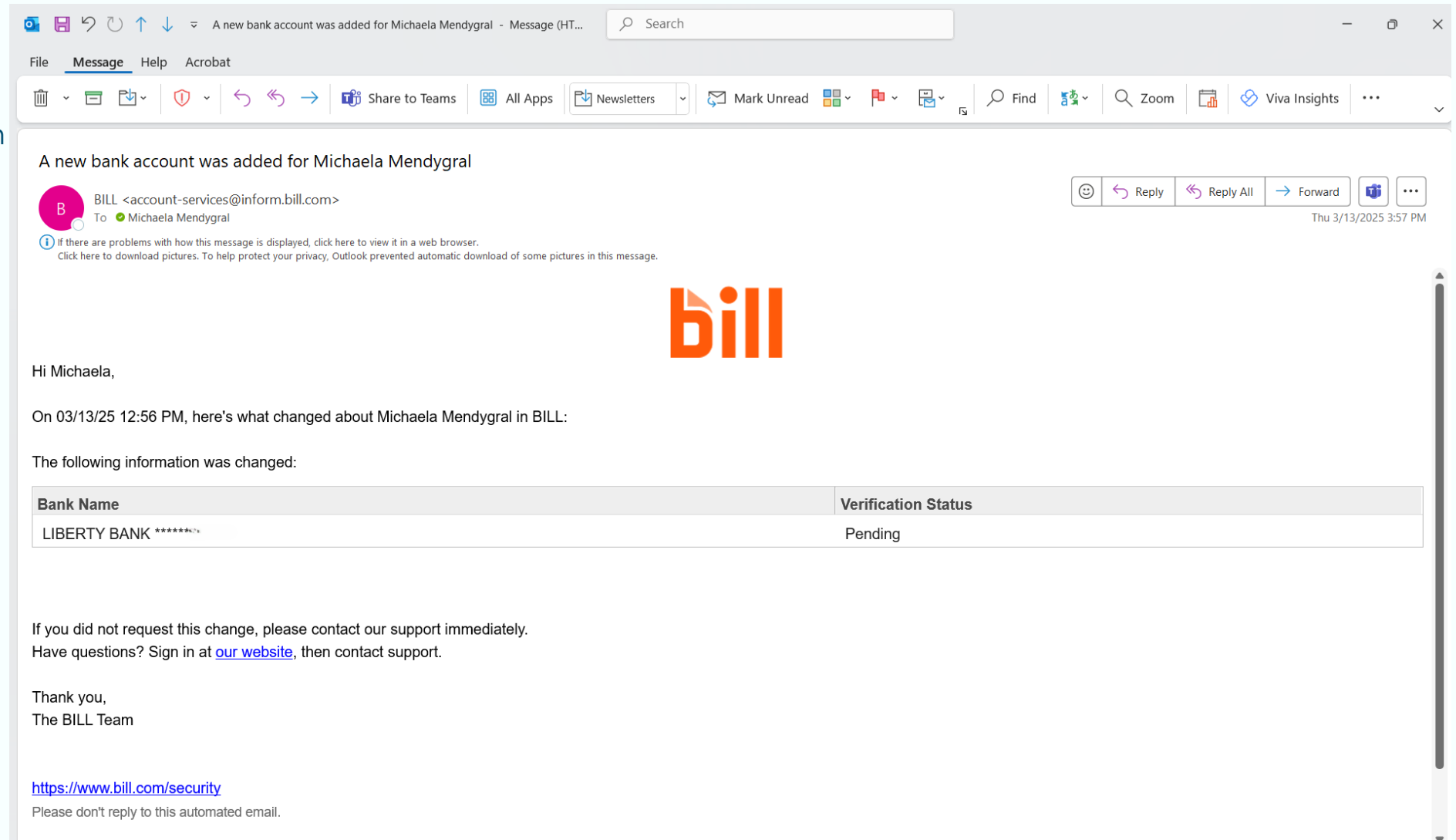
☒ Use as mailing address

Next

Confirmation Email

Step 9

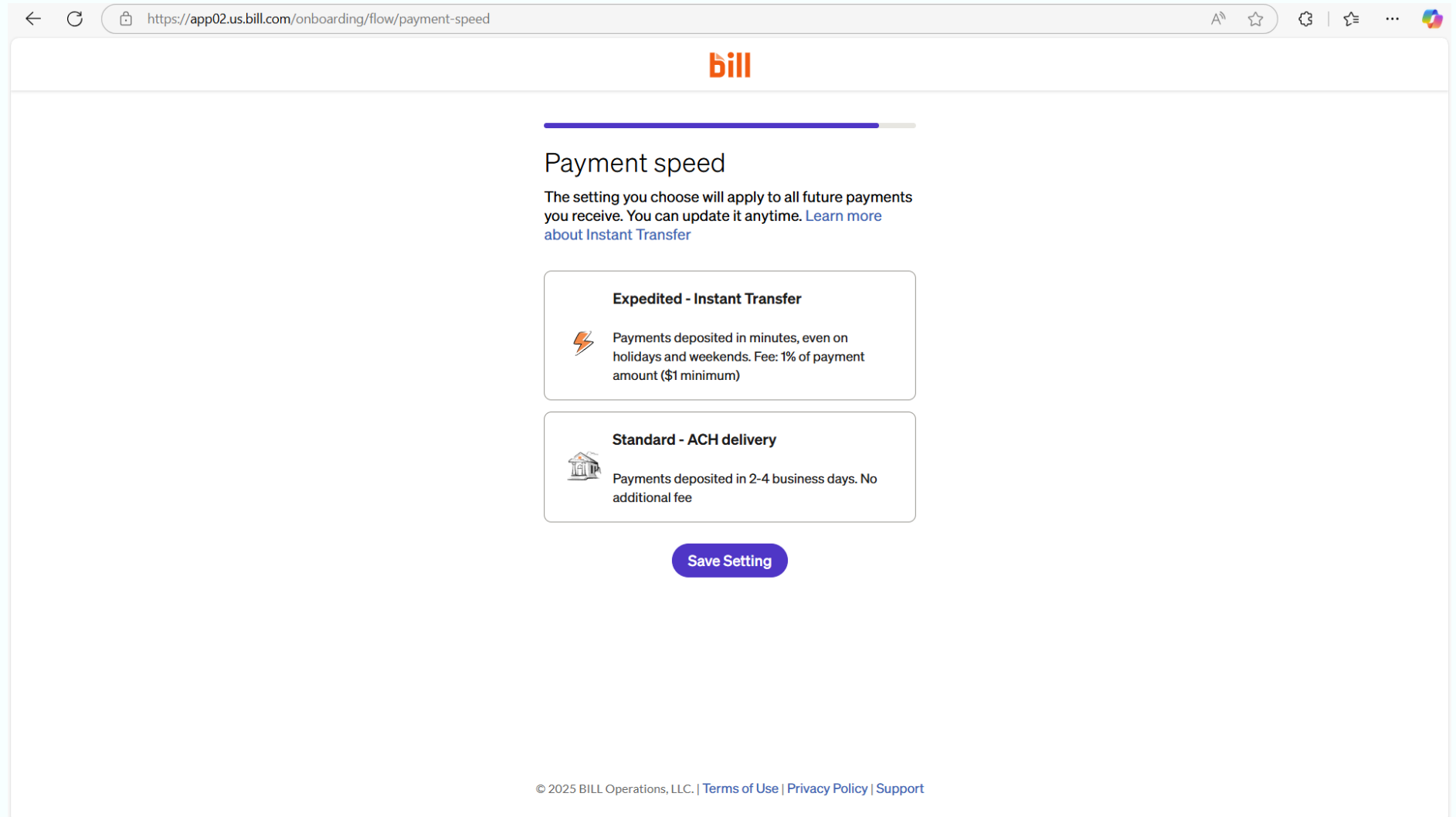
- A confirmation that your bank account information was received will be emailed to you.



Payment Options

Step 10

- Select how you'd like to receive payments. To keep this process free of charge, select "Standard - ACH delivery."



The screenshot shows a web browser window with the URL `https://app02.us.bill.com/onboarding/flow/payment-speed`. The page features the BILL logo at the top. Below the logo is a progress bar and the heading "Payment speed". A subtext explains that the chosen setting will apply to all future payments and provides a link to "Learn more about Instant Transfer". Two options are presented in rounded rectangular boxes: "Expedited - Instant Transfer" with a lightning bolt icon and details about minutes of deposit and a 1% fee, and "Standard - ACH delivery" with a bank icon and details about 2-4 business days and no fee. A purple "Save Setting" button is located below the options. The footer contains copyright information and links to Terms of Use, Privacy Policy, and Support.


← ↻ 🔒 `https://app02.us.bill.com/onboarding/flow/payment-speed` 🔍 ⭐ ⚙️ | ⭐ ⋮ 🌐

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Payment speed

The setting you choose will apply to all future payments you receive. You can update it anytime. [Learn more about Instant Transfer](#)

Expedited - Instant Transfer

 Payments deposited in minutes, even on holidays and weekends. Fee: 1% of payment amount (\$1 minimum)

Standard - ACH delivery

 Payments deposited in 2-4 business days. No additional fee

Save Setting

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Your Dashboard

Step 11

- You'll then be taken to your dashboard.

The screenshot shows the BILL dashboard for user Michaela Mendygral. The browser address bar displays `https://app02.us.bill.com/neo/frame/basic-get-started`. The top navigation bar includes a hamburger menu, the user's name, tabs for "Payables & Receivables" (active) and "Spend & Expense", a search bar labeled "Search AP & AR", and icons for "Recent", "Network", "Tasks", and a profile icon labeled "MM".

The left sidebar contains the following menu items: "Actions +", "Upgrade", "Get started" (highlighted), "Overview", "Inbox", "Customers", "Items", "Estimates", "Invoices", "Payments in", "Share W-9", "Settings", "Help Center", and "Refer & Earn".

The main content area features a "Welcome, Michaela!" message with the instruction "Connect with your customer or start exploring." Below this is a purple informational box stating: "Get connected first before transacting. You can not get paid without first connecting with your customer. Please [search](#) or [email](#) your customer to get connected."

There are two primary action cards:

- Let's get you connected:** Includes an illustration of a person with a hose, the text "To get paid, first connect with your customer in BILL. Search for them in our network or email them directly.", and two buttons: "Find customer" and "Email customer".
- Learn about your subscription-free BILL account:** Includes the text "Get paid by inviting customers, send invoices, and more." and a "Tell Me More" button with an external link icon.

At the bottom, a section titled "Get the most from your BILL account" contains four tiles with right-pointing chevrons:

- Create your W-9:** "We'll help you securely share your W-9 with your customers."
- Get paid as soon as the next business day with cards:** "Set up secure card payments. 2.9% fee per payment applies."
- Create an invoice in BILL in just a few steps**
- Download mobile app**