

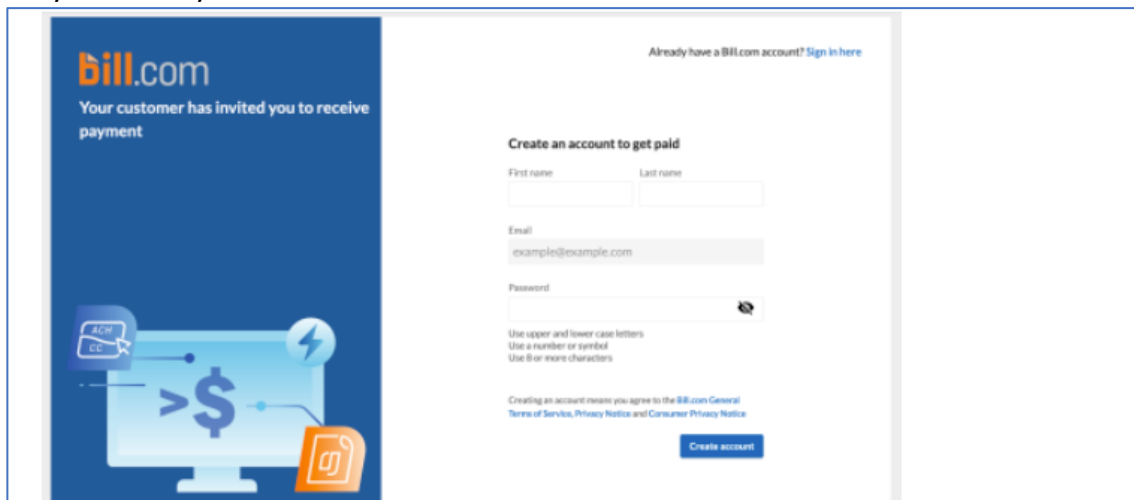
Bill.com E-pay Setup Instructions: Students

Below are instructions for setting up e-pay with Bill.com.

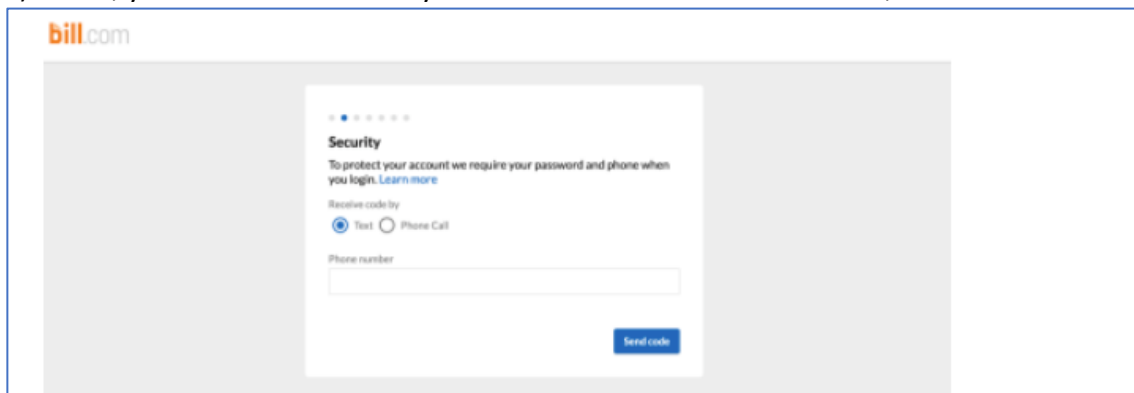
- 1) Bill.com will send you an email inviting you to setup e-pay. Click the **Accept Invitation** link in the email.



- 2) You will fill out some information about yourself and create a password. Some of this info may be pre-filled depending on if a reimbursement request has already been submitted for you. Then you will select **Create Account**.

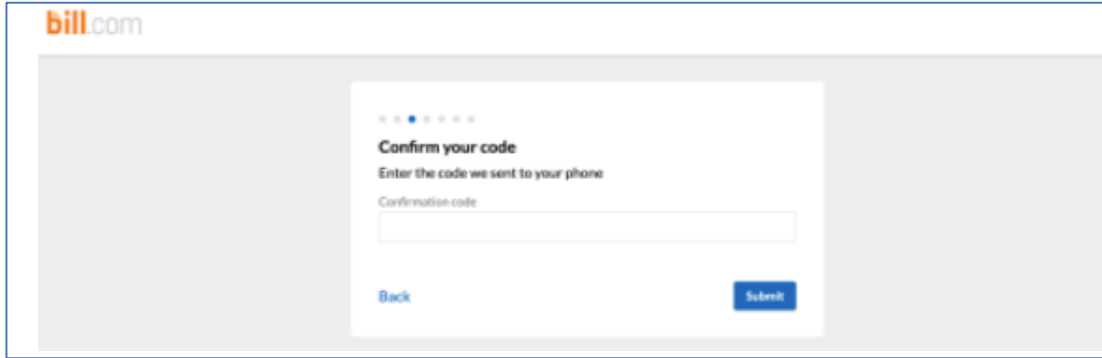


- 3) Next, you will need to enter your mobile number for verification, and click **Send Code**.

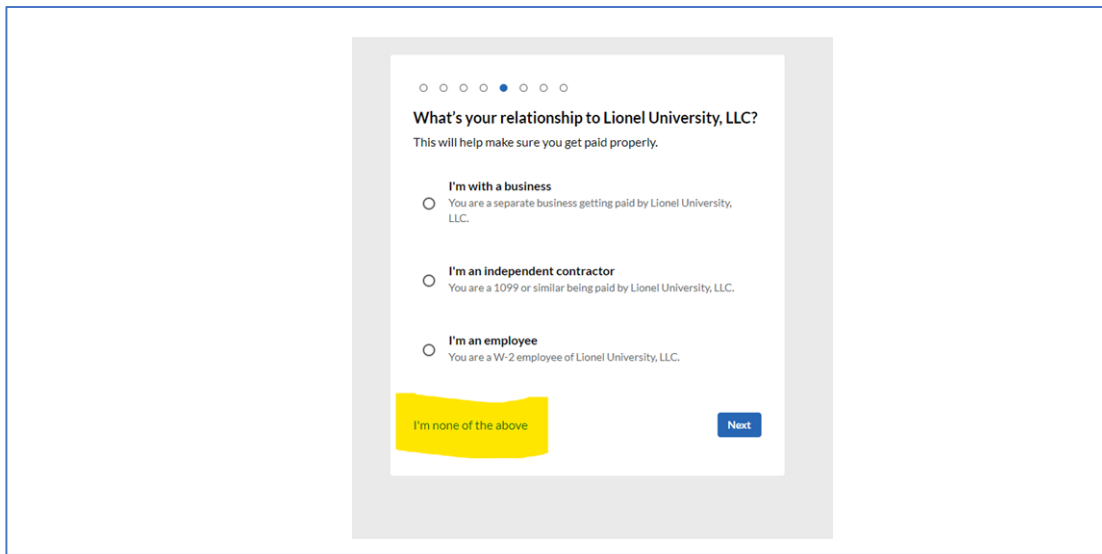


Bill.com E-pay Setup Instructions: Students

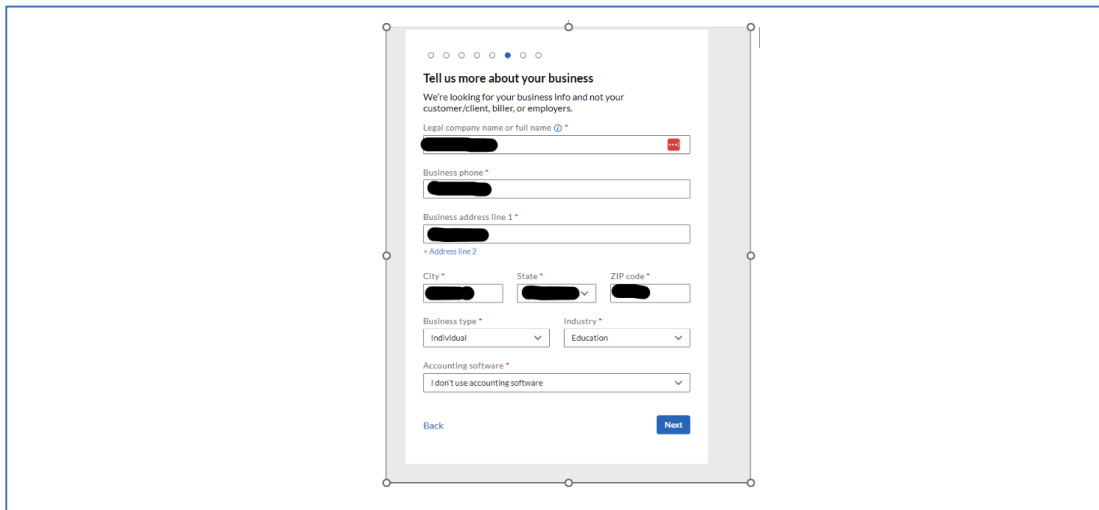
4) Enter the six-digit code you received in the text, then select **Submit**.



5) Next, select your account type. Students will select "I'm none of the above." Then click **Next**.

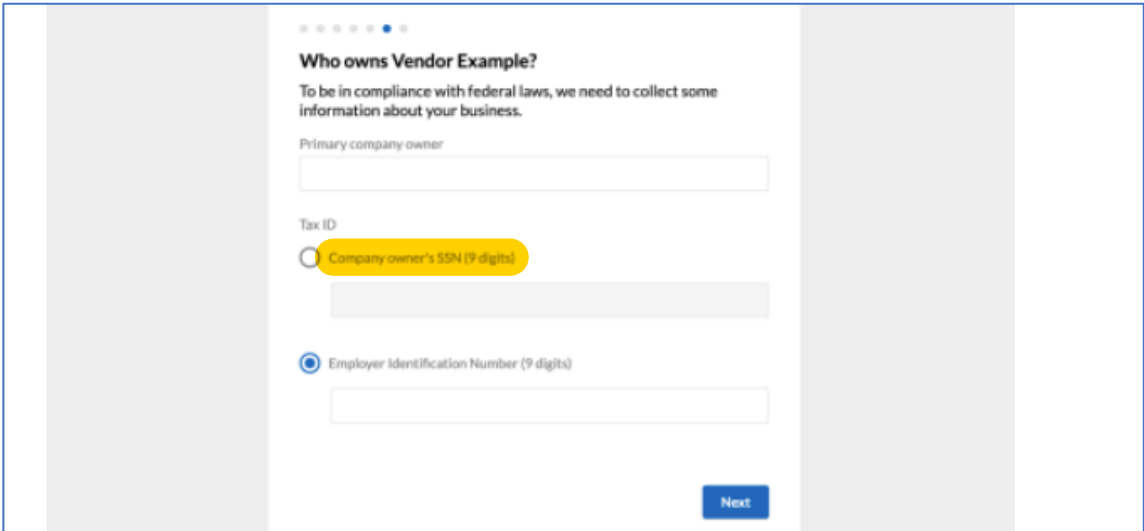


6) Enter your name, contact info, and address. For Business type, select "Individual". For Industry, select "Education". For Accounting software, select "I don't use accounting software". Select **Next** when complete.



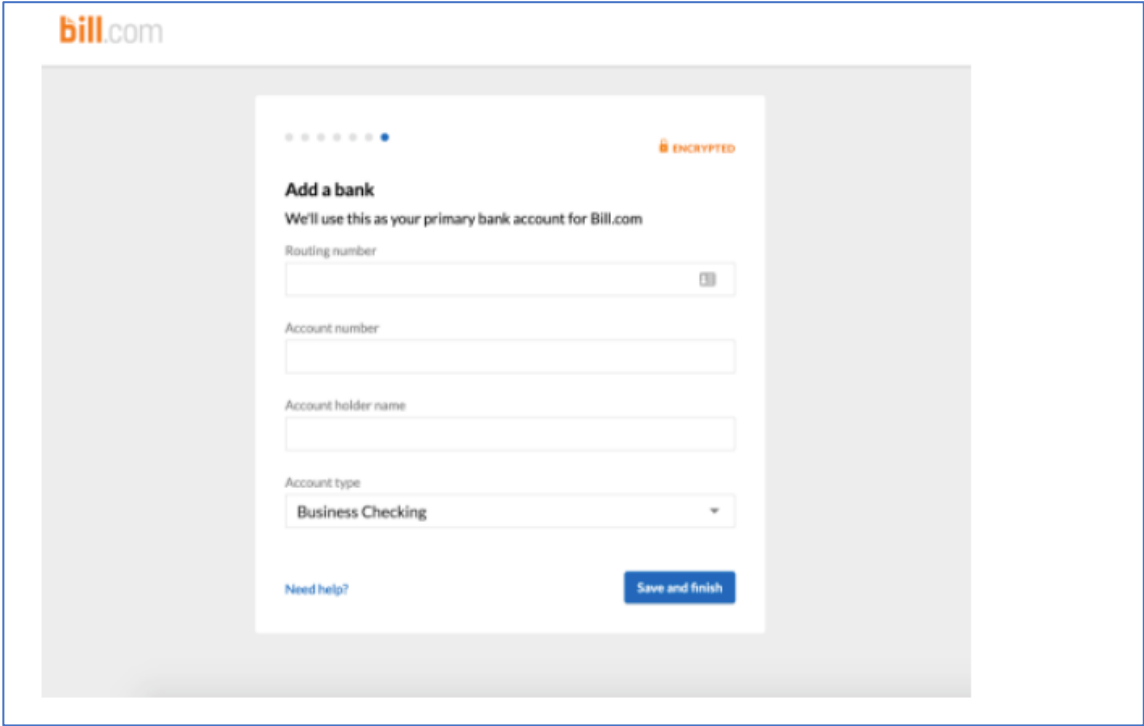
Bill.com E-pay Setup Instructions: Students

7) Bill.com categorizes anyone receiving payments as vendors and companies. On this screen, enter your name as the company owner, click the circle next to Company owner's SSN, and enter your social security number. Then click **Next**.



The screenshot shows a form titled "Who owns Vendor Example?". It includes a progress indicator at the top with five dots, the first of which is filled. The text reads: "To be in compliance with federal laws, we need to collect some information about your business." Below this, there is a text input field for "Primary company owner". Under the heading "Tax ID", there are two radio button options: "Company owner's SSN (9 digits)" (which is selected and highlighted in yellow) and "Employer Identification Number (9 digits)". There is a text input field for the selected option. A blue "Next" button is located at the bottom right of the form.

8) Next, enter your bank account info. Click Save and Finish. You should be good to go!



The screenshot shows the "Add a bank" form on the Bill.com website. The Bill.com logo is in the top left corner. The form is titled "Add a bank" and includes the text "We'll use this as your primary bank account for Bill.com". It features an "ENCRYPTED" label in the top right. The form contains several input fields: "Routing number", "Account number", and "Account holder name". Below these is a dropdown menu for "Account type" with "Business Checking" selected. At the bottom left, there is a "Need help?" link, and at the bottom right, there is a blue "Save and finish" button.