How to set up direct deposit through bill.com

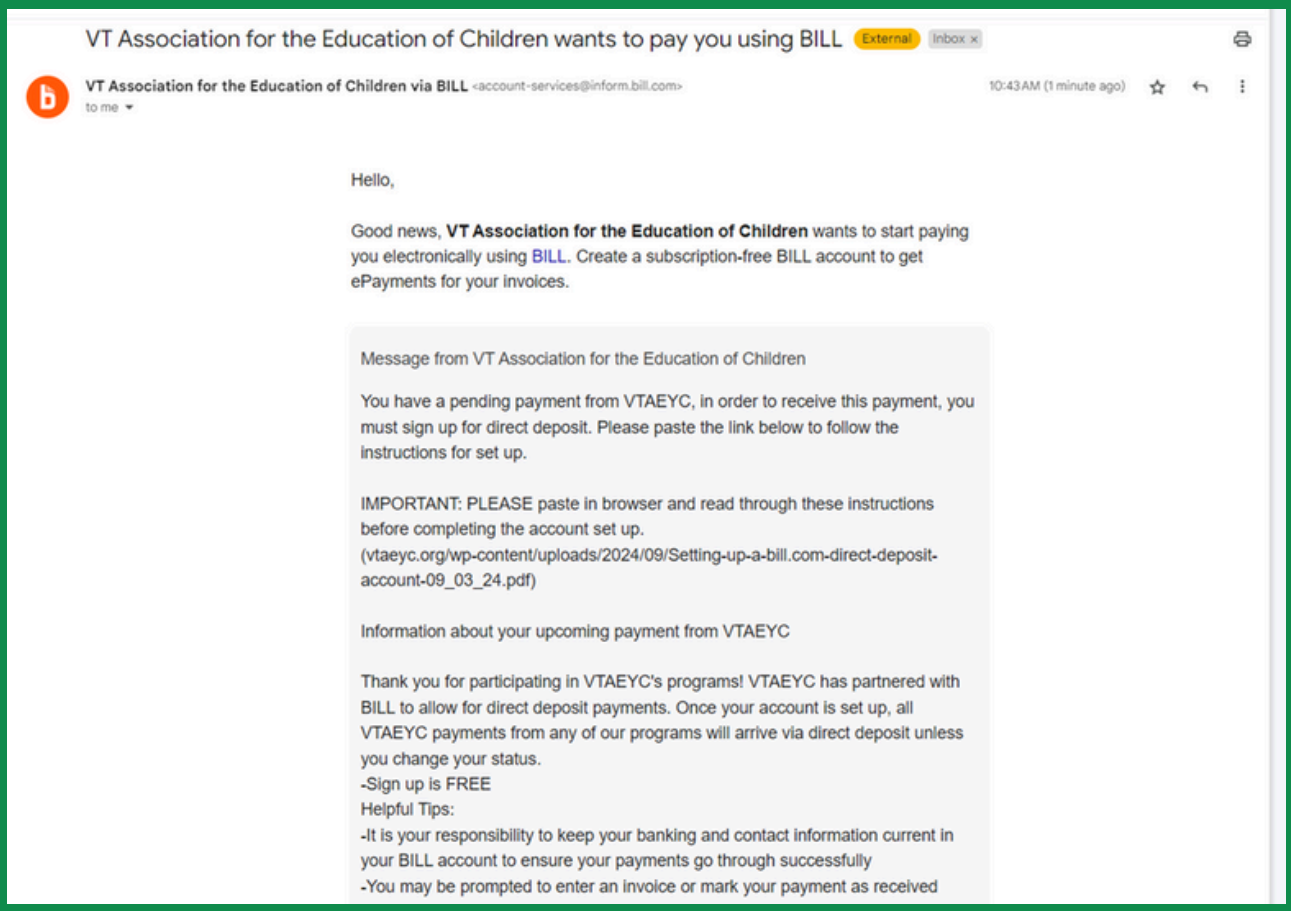
VTAEYC issues payments via direct deposit through Bill.com to help ensure smooth delivery of payments. Your account is connected to your email address. Since only 1 email is allotted per account, separate emails will be required for personal payments and payments issued to businesses.

To ensure proper set up of your bill.com account, please read through this document.

This process works best when done on a desktop or laptop

DO NOT ATTEMPT TO SET UP YOUR ACCOUNT IN BILL.COM UNTIL YOU RECEIVE AN EMAIL INVITE FROM VTAEYC.

When VTAEYC Invites you to set up your account, you will get an email that looks like this



VT Association for the Education of Children wants to pay you using BILL External Inbox ×

VT Association for the Education of Children via BILL <account-services@inform.bill.com>
to me

10:43 AM (1 minute ago)

Hello,

Good news, **VT Association for the Education of Children** wants to start paying you electronically using BILL. Create a subscription-free BILL account to get ePayments for your invoices.

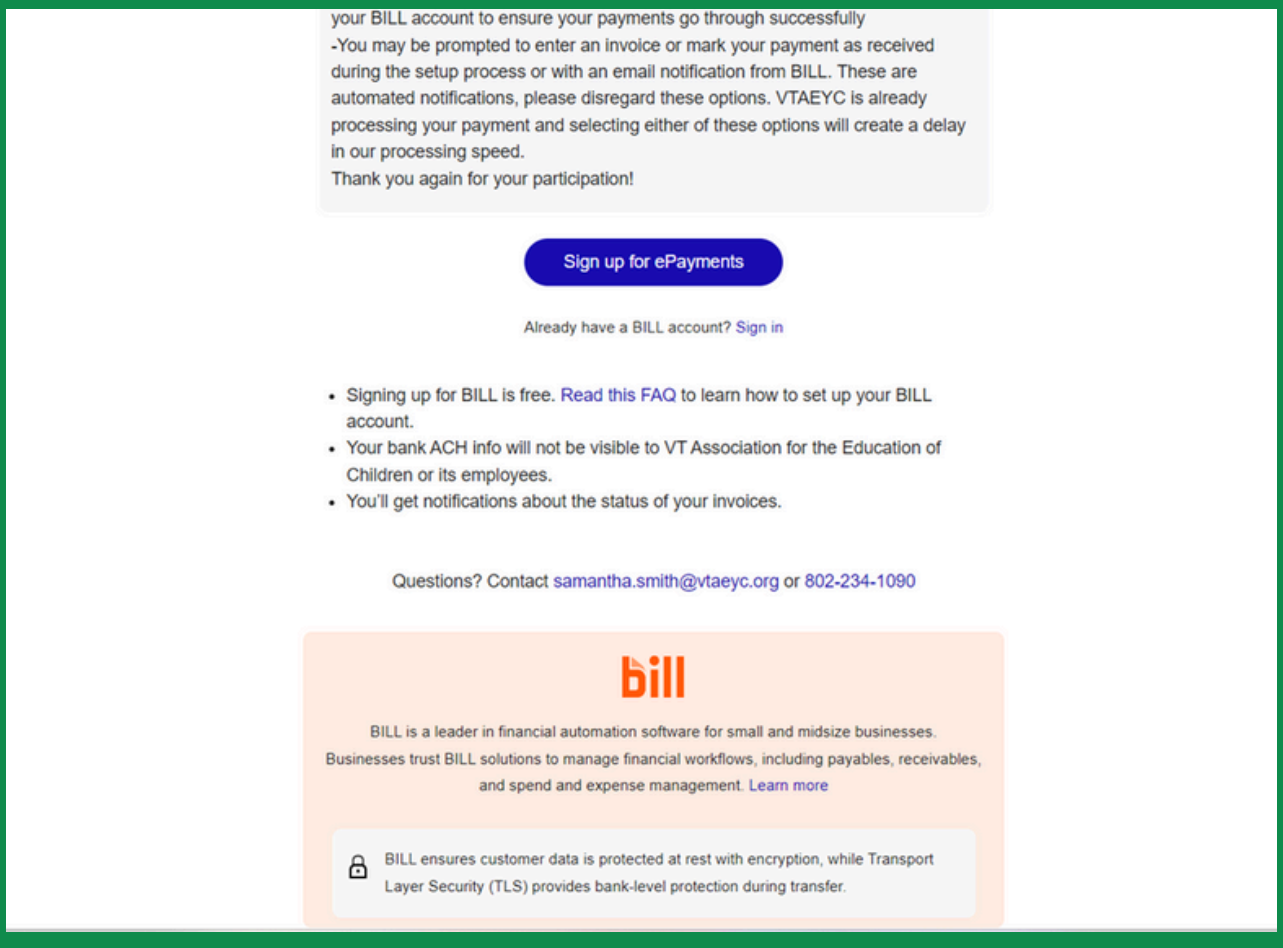
Message from VT Association for the Education of Children

You have a pending payment from VTAEYC, in order to receive this payment, you must sign up for direct deposit. Please paste the link below to follow the instructions for set up.

IMPORTANT: PLEASE paste in browser and read through these instructions before completing the account set up.
(vtaeyc.org/wp-content/uploads/2024/09/Setting-up-a-bill.com-direct-deposit-account-09_03_24.pdf)

Information about your upcoming payment from VTAEYC

Thank you for participating in VTAEYC's programs! VTAEYC has partnered with BILL to allow for direct deposit payments. Once your account is set up, all VTAEYC payments from any of our programs will arrive via direct deposit unless you change your status.
-Sign up is FREE
Helpful Tips:
-It is your responsibility to keep your banking and contact information current in your BILL account to ensure your payments go through successfully
-You may be prompted to enter an invoice or mark your payment as received



your BILL account to ensure your payments go through successfully
-You may be prompted to enter an invoice or mark your payment as received during the setup process or with an email notification from BILL. These are automated notifications, please disregard these options. VTAEYC is already processing your payment and selecting either of these options will create a delay in our processing speed.
Thank you again for your participation!

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 VT Association for the Education of Children or its employees.
- You'll get notifications about the status of your invoices.

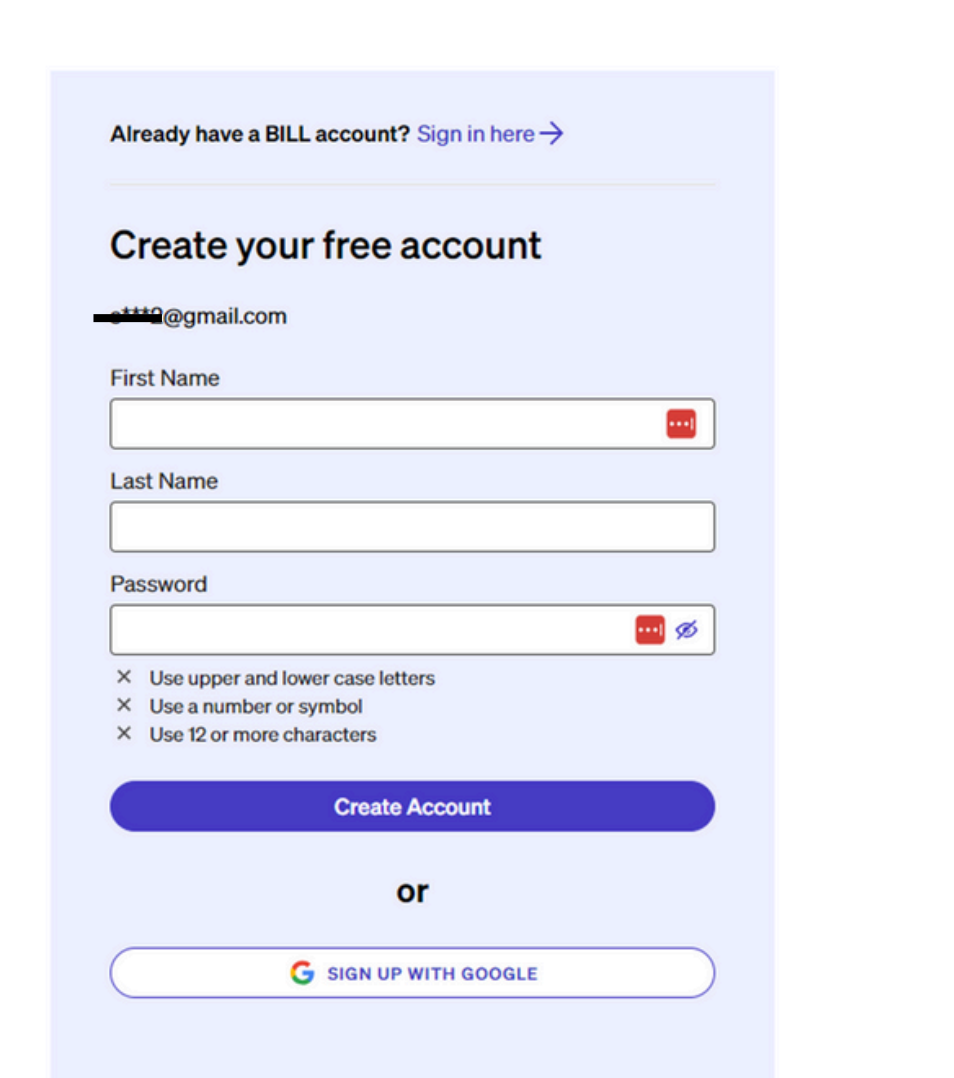
Questions? Contact samantha.smith@vtaeyc.org or 802-234-1090

bill

BILL is a leader in financial automation software for small and midsize businesses. Businesses trust BILL solutions to manage financial workflows, including payables, receivables, and spend and expense management. Learn more

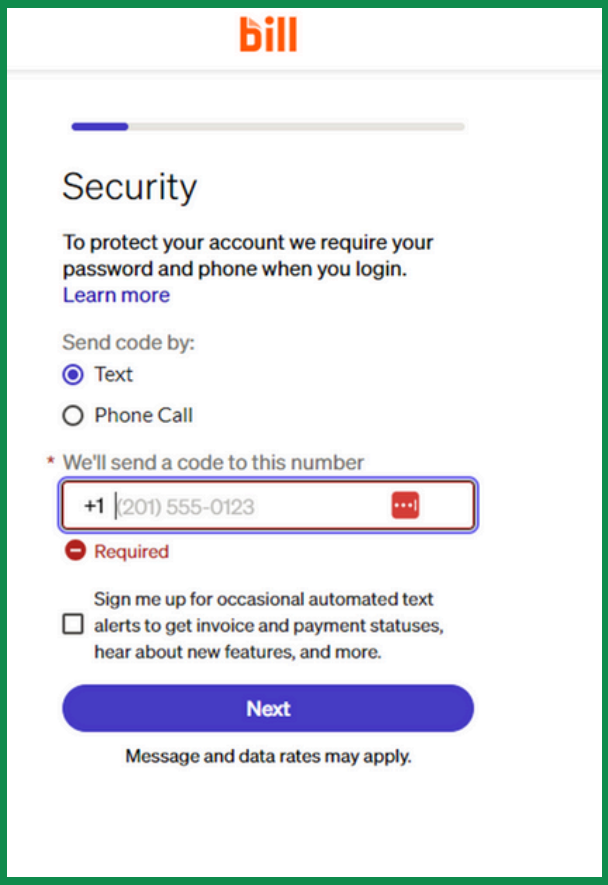
BILL ensures customer data is protected at rest with encryption, while Transport Layer Security (TLS) provides bank-level protection during transfer.

Once you click: “Sign up for Epayments”
You will be taken to a page that looks like this



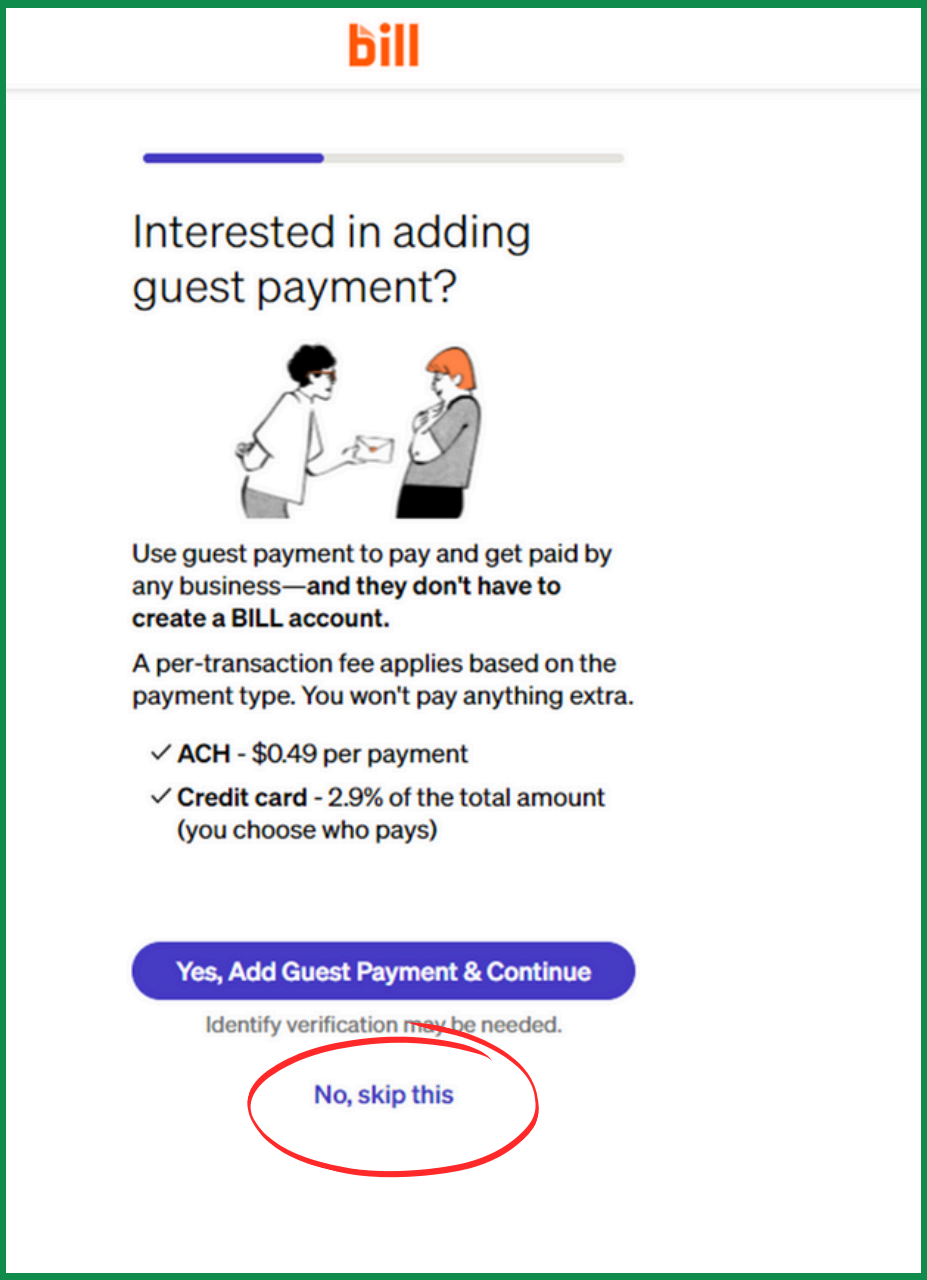
You will want to create your account using your email and a PW

Once you sign in, you will be prompted to send a text or call to your phone as an extra security measure



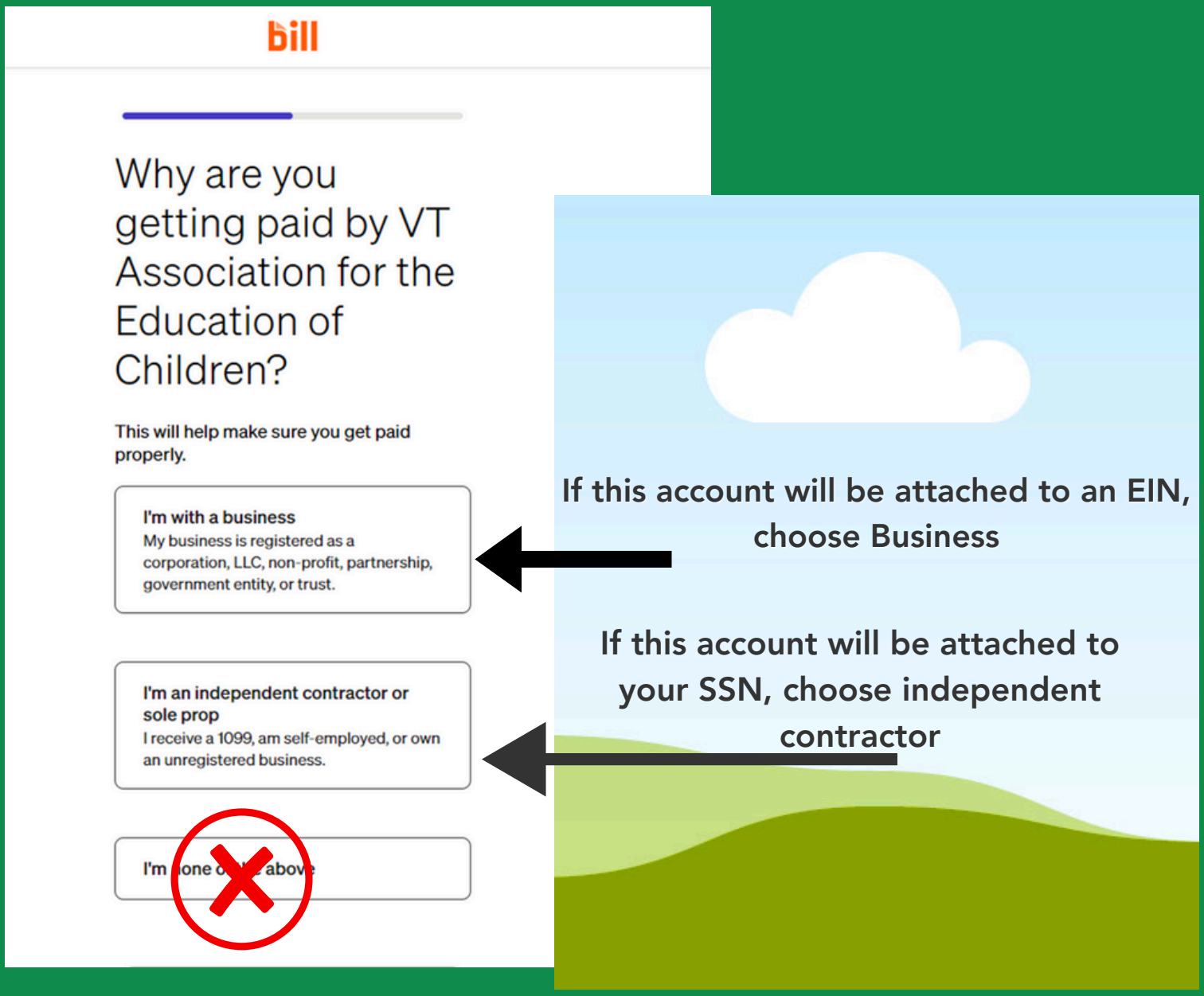
Enter the code you receive and click “submit”

The next window that will pop up looks like this

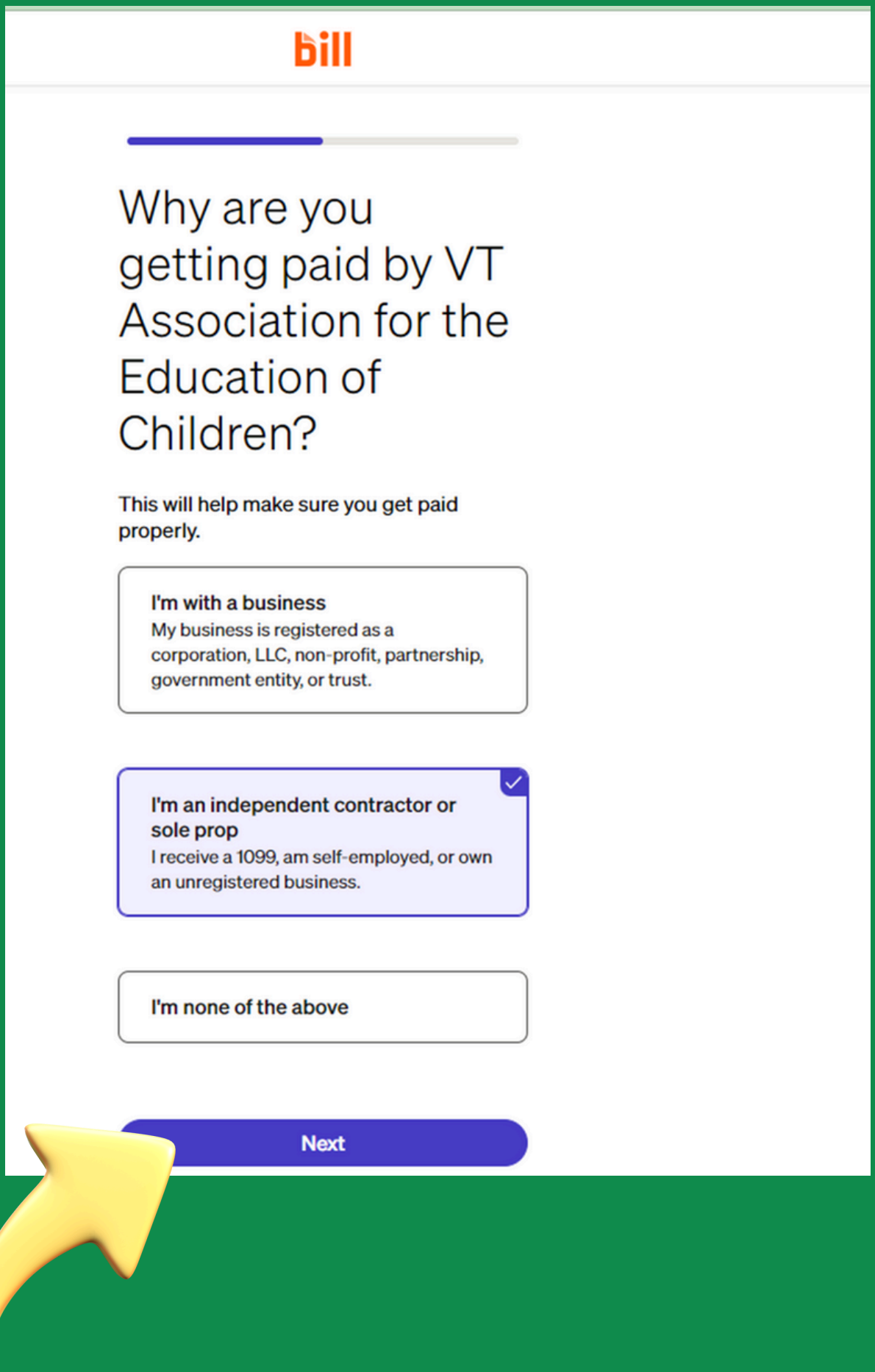


Please choose “NO, Skip this”

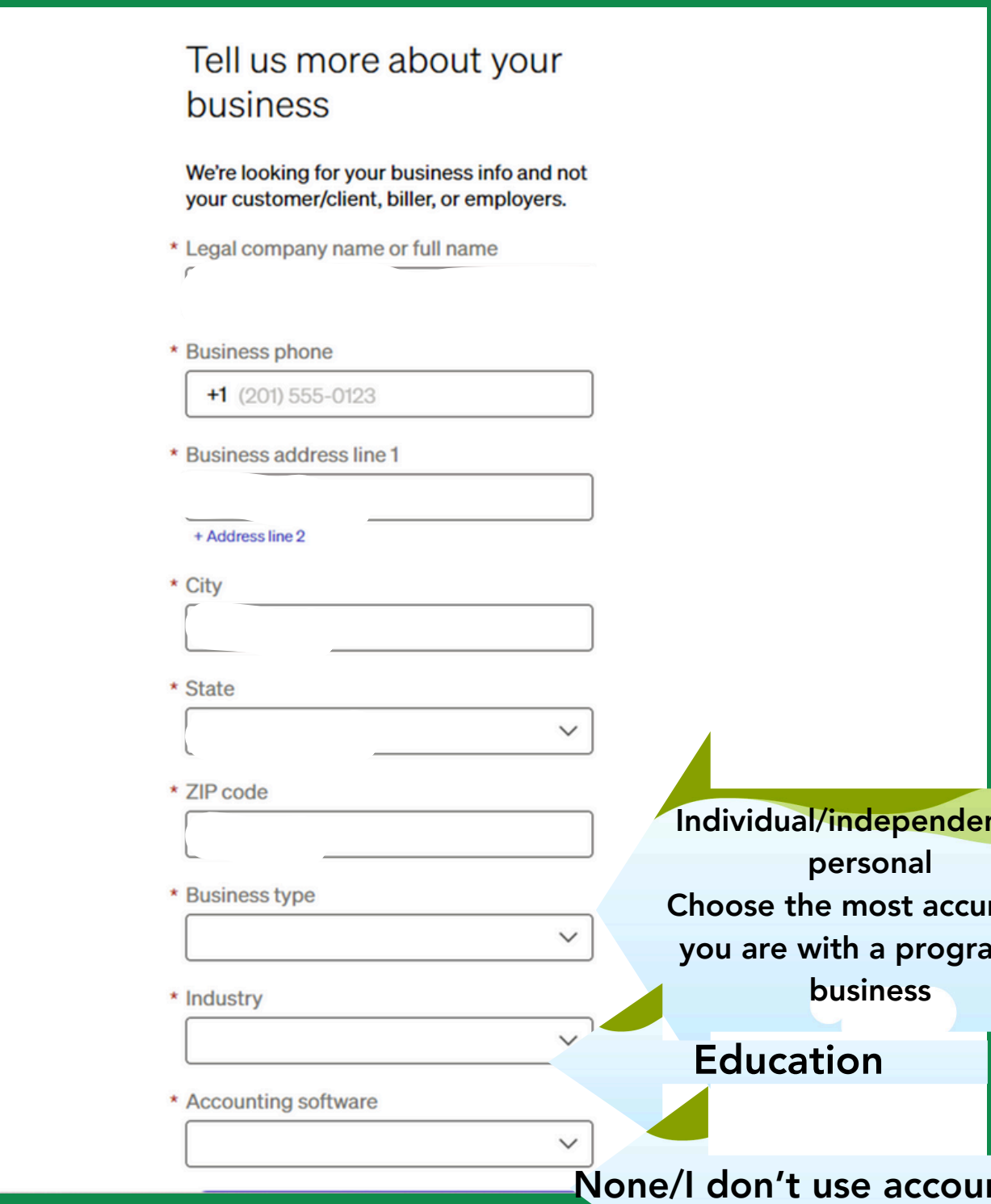
The next question will be...



Once you have selected either “Business” or “Independent Contractor” click next



It will ask you for “Business” information. If you are signing up for your personal account, your
“business name” is your name (Example: John Smith)
Enter your address
Use the text on the arrows below as your guide for answers to the last 3 boxes

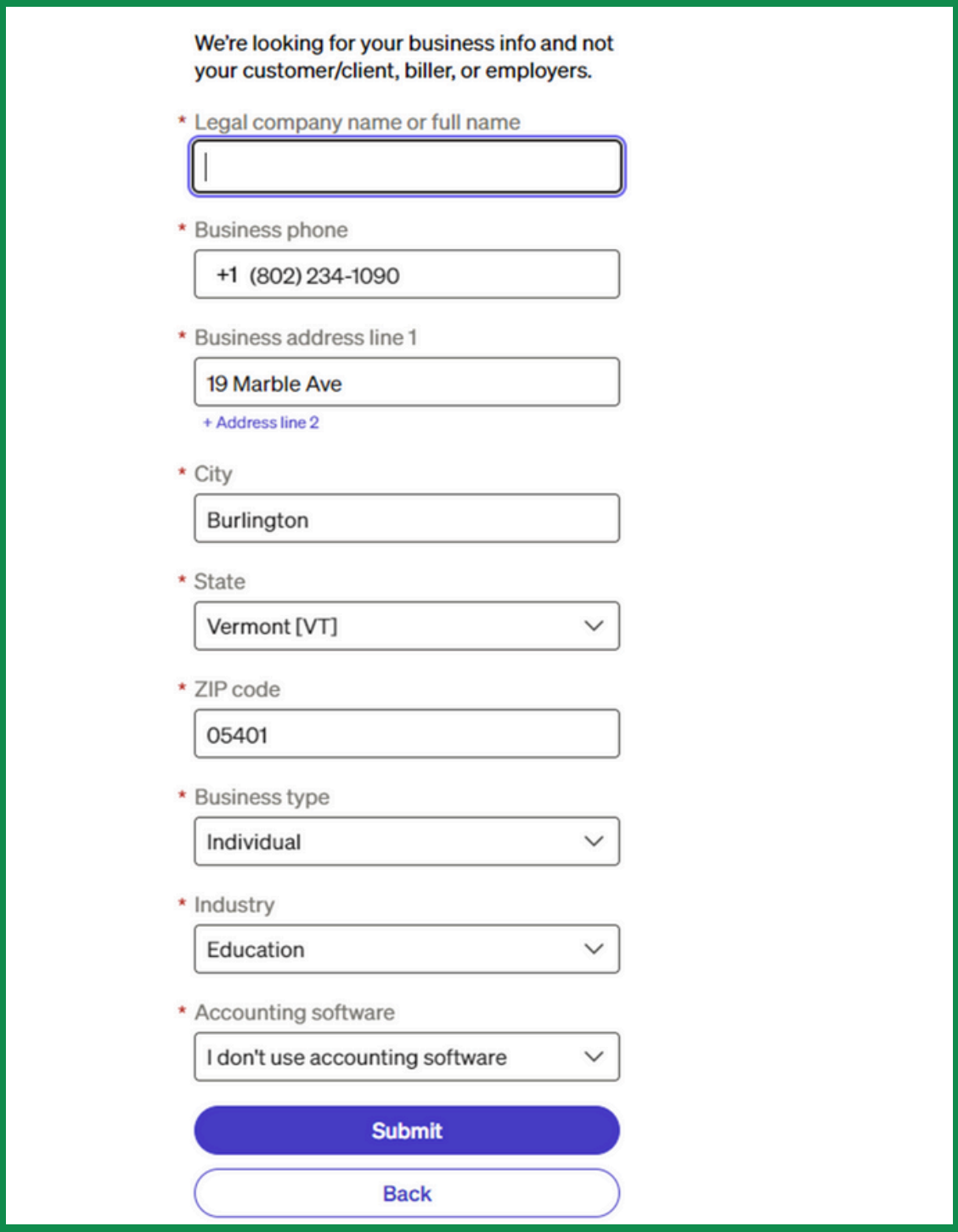


Individual/independent for personal
Choose the most accurate if you are with a program or business

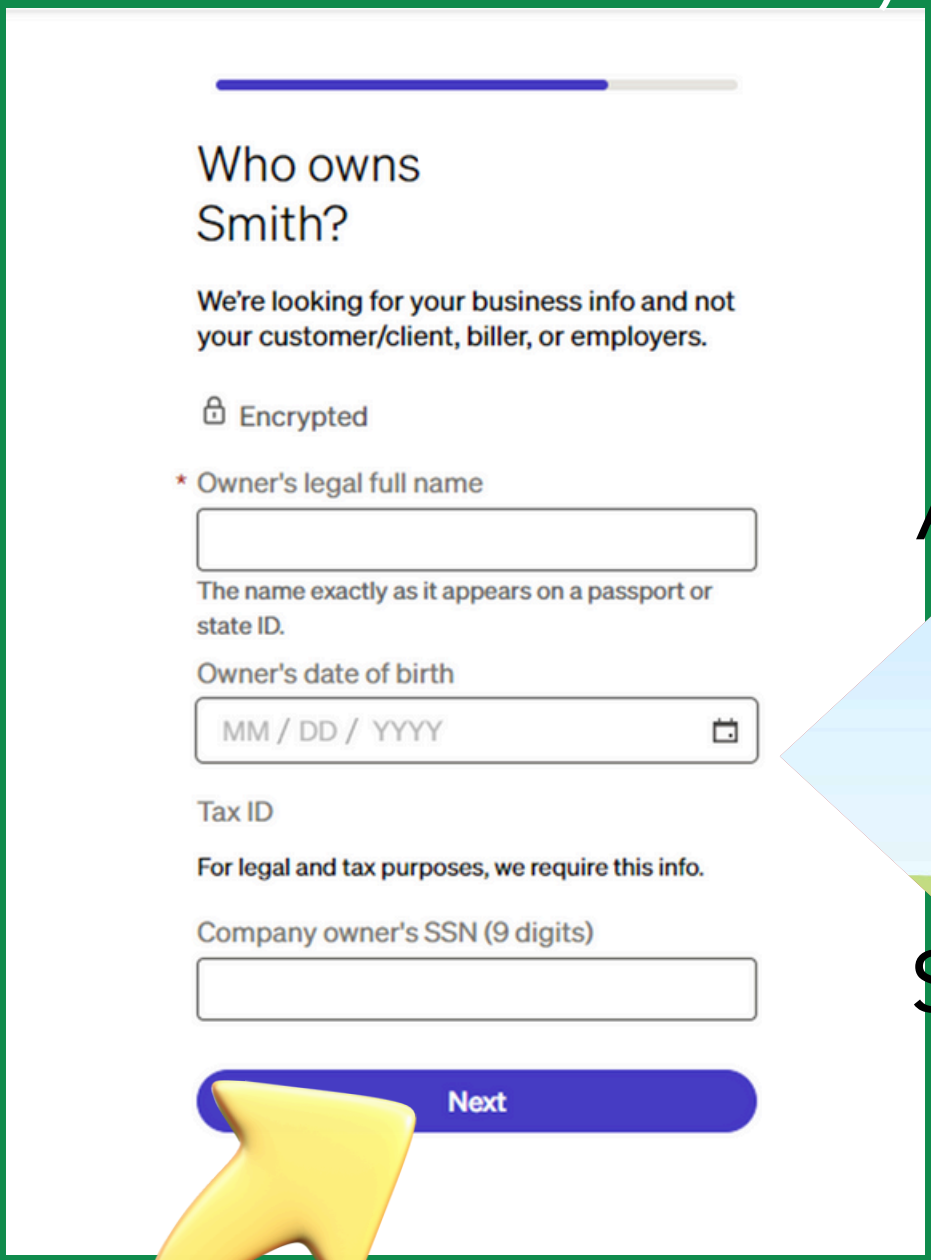
Education

None/I don’t use accounting software

It should look something like this when you are done with that page, but with your information filled in.
(VTAEYC info used for this example)



Next it will ask who owns your business, if you are signing up for yourself it will be *your* name. If you're signing up for a business/program it will have the program name (example: ABC Care Center)



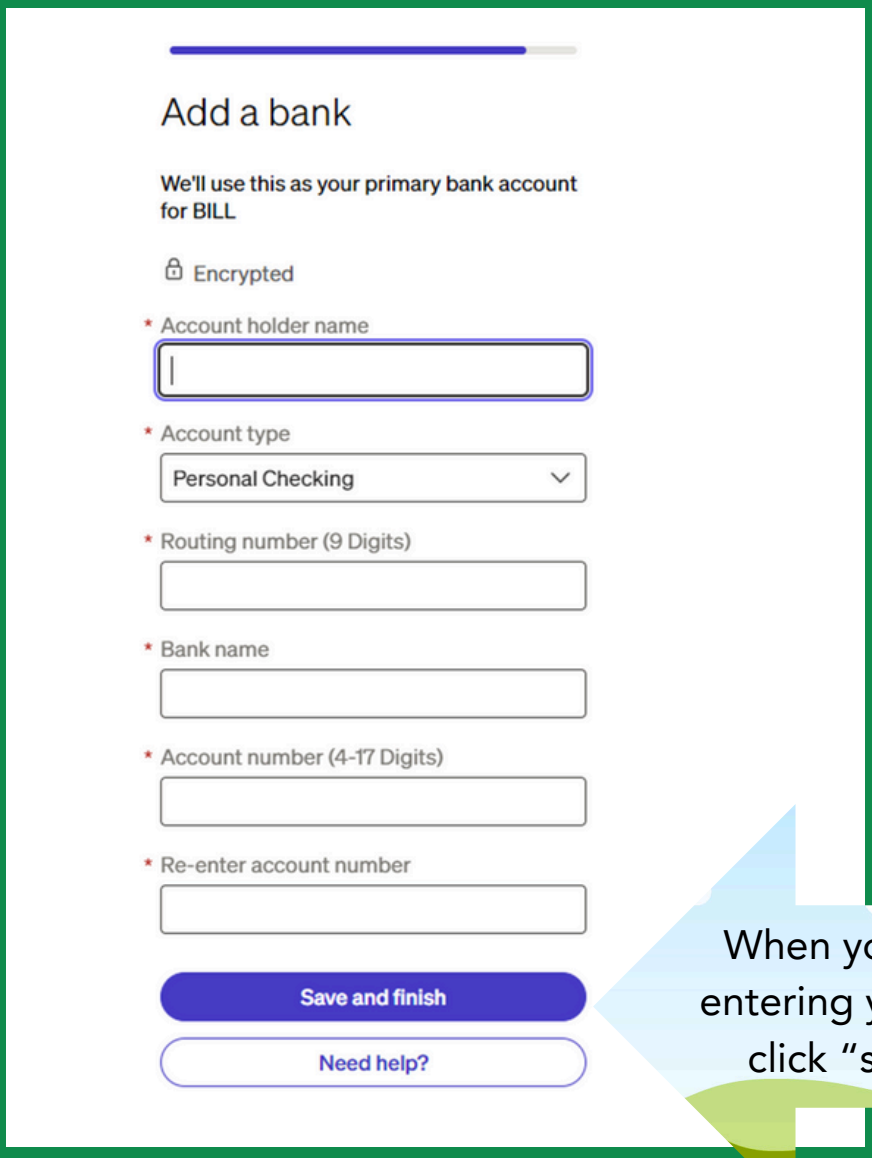
Add Name

DOB

SSN or EIN

Then, click Next

The last step in the set up process is adding banking info. You will want to use personal banking account for individual sign ups, and business banking account for a business/program



Please note: VTAEYC has **no** access to your banking information

Troubleshooting

The only changes you will ever need to make on your account are if your address or banking information changes. VTAEYC cannot access your banking info and cannot make changes to any information except name, address, or email address.

- For basic questions, you can reach out to info@vtaeyc.org

-For more complicated questions, or troubleshooting, bill.com has a really good help desk https://help.bill.com/ and has a "chat with us" feature.

Read through our FAQs page for questions about receiving payments once you are all set up with direct deposit