

## Set up your Bill.com account in 12 easy steps!



At Jyve, we use a secure third party payment company called Bill.com to handle all Jyver payments (your weekly payments from Jyve for the work you have completed). Your information is confidential and Jyve does not have access to your account information. As a new Jyver, you will receive an email invitation from Bill.com to set up your account. Be sure to check your spam box as sometimes it may be filtered.

**(NOTE: Please do not create your own Bill.com account without the invitation email.)**







## Step 1.

Check your inbox for an invite from Bill.com and accept the invitation:

Invitation from Jyve Corporation is waiting for your response Inbox x  

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### Jyve Corporation

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Hi Bill3 Jyve,

Jyve Corporation has invited you to receive electronic payments directly in your bank account. Over 1,000,000 of our members automate payments to boost efficiency, save time, and improve business relationships.

Accepting the invitation from Jyve Corporation lets you:

- Receive payments 2x–3x faster than paper checks
- Send electronic invoices directly to your trading partners
- Manage all of your invoices and payment history—from anywhere

Ready to change the way you receive payments? Click below to claim your free account!

**ACCEPT INVITATION** 

If the button above doesn't work, copy and paste the following link into your web browser: <https://app.bill.com/InviteSignup?invite=vin01JWYNGZUBWA1hpxg>.


Thank you,

Camara Bergen

Be safe! Hover your cursor over links in any email before clicking, to verify the location is safe. Bill.com links always start with <https://app.bill.com> or <http://www.bill.com>.

Please do not respond to this email. This e-mail was sent from a notification-only e-mail address.

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OTID0091 

## Step 2.

Start creating your account. Enter you first and last name as well as choose a password.

### Sign up for your free account

Already have a Bill.com account? [Sign in here](#)

FIRST NAME *
Your First Name
LAST NAME *
Your Last Name
EMAIL *
Your Email
PASSWORD *
●●●●●●●●

**By clicking Sign up, you agree to the Bill.com General Terms of Service**

**Sign up**

### Step 3.

Under *Account Type* make sure to select that you are an **Independent Contractor** and for *Your Accounting Software* make sure to choose 'I don't use accounting software.'









ACCOUNT TYPE *	
I'm an independent contractor	
▼	
<b>Let's start with the basics</b>	
Moving money requires that we get to know your business a little better.	
COMPANY NAME *	PHONE NUMBER *
Your First and Last Name	1234567890
ADDRESS LINE 1 *	ADDRESS LINE 2
Your Address	--
CITY *	STATE / PROVINCE *
Portland	Oregon [OR]
▼	
ZIP / POSTAL CODE *	
97005	
YOUR ACCOUNTING SOFTWARE *	
I don't use accounting software	
▼	

## Step 4.

Select “**Get paid by Jyve Corporation,**” or the top left box. Do not choose any of the other options.

### How can we help your business?

In order to set up your account, please tell us which of these you might need to do:

 Get paid by Jyve Corporation	 Manage my bills in one place	 Pay my vendors electronically	 Send invoices
 Manage my expenses	 Get paid by any customer	 International wire transfers	 Delegate to my team

Other  
Please specify \_\_\_\_\_

[I don't want to do any of these things](#) Continue

## Step 5.

Verify your phone number for security purposes. You may choose between a call or text message.

**Set up an extra layer of security**

When you (or anyone else) tries to pay bills or access sensitive info, we'll confirm your identity with a security code.

YOUR MOBILE NUMBER \*

1234567890

RECEIVE CODES BY\*

Text  Phone Call

Re-send code

**Almost done! Enter the code we sent you below**

We sent a security code to the number you provided. It may take a few minutes to arrive.

ENTER YOUR CODE \*

841-001

Submit

## Step 6.

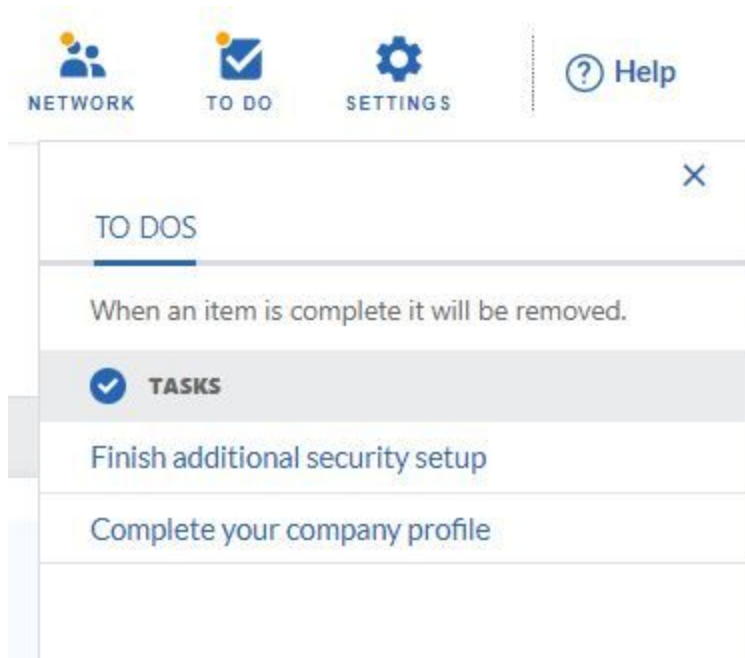
- Enter your bank information including your Bank Account Number and Routing Number.
- Under *Additional Information*:
  - For *Business Type* choose **Individual/Sole Proprietor**
  - For *Industry* choose **General Service Based Business**
- For *Tax ID Type*, choose **SSN** and enter your SSN (Social Security Number) under **Business Tax ID**.
- After you are done filling out all of your information you will be taken to your profile.

ENTER BANK DETAILS		ENCRYPTED
Which account would you like to pay bills with?		
BANK ACCOUNT HOLDER'S NAME *	ACCOUNT TYPE *	
Your First and Last Name	Personal Checking	
BANK NAME *	ROUTING NUMBER (9 DIGITS) *	
Wells Fargo	234567890	
ACCOUNT NUMBER (4 - 17 DIGITS) *	RE-ENTER ACCOUNT NUMBER *	
098765432	098765432	
ADDITIONAL INFORMATION		
To be in compliance with federal laws, we need to collect some information about your business. We won't use it for a credit check.		
COMPANY OWNER *		
Your First and Last Name		
BUSINESS TYPE *	INDUSTRY *	
Individual / Sole Proprietor	General Service Based Business	
OWNER DATE OF BIRTH *		
11/14/89		
TAX ID TYPE*	BUSINESS TAX ID (9 DIGITS) *	
<input type="radio"/> EIN <input checked="" type="radio"/> SSN	604000000	

## Step 7.

Welcome to your Bill.com Profile!

- Go to **To Dos** to view remaining required Tasks listed. Choose **Complete your company profile**.



## Step 8.

You will be routed to a page that will verify your profile. You will receive this code on your phone.

Enter the Code We Sent to Your Primary Phone \*\*\*\*\*5264

You've set up additional security for using this Bill.com account. As you view and use sensitive information, we occasionally send a security code (to make sure it's you). Now is one of those times.

\*SECURITY CODE

Enter code that you most recently received.

[Having trouble with your code?](#)

TRUST THIS COMPUTER  We'll send a security code less often

NAME THIS COMPUTER

Such as "My iPad" or "Work Laptop"



## Step 9.

Once your computer is verified you will be taken to your Company Profile Page.

- Under *Company Name, Display Name and Company Owner* please enter **your Full name First and Last name**.
  - Please do not use any nicknames.
- For *Company Location* please enter **your home address**. Click Save after you are done.

### Company Profile

#### Settings

Control your network profile visibility. [Learn more](#)

**Public [Recommended]**  
Your profile will be shareable with anyone outside of the Bill.com Network. Checks issued by you through Bill.com will contain a link to your profile, where your vendors can sign up to get paid by you electronically.

**Limited**  
Other logged-in Bill.com members will be able to search for you, eliminating the need for others to invite you via email or Payment Network ID.

**Private**  
Your profile can only be seen by Bill.com members who know your Payment Network ID, which you provide.

#### Company Information

Provide information about your company.

Visible outside Bill.com

\* COMPANY NAME

\* DISPLAY NAME

\* COMPANY OWNER

\* TAX ID

\* TAX ID TYPE  EIN (Employer Identification Number)  
 SSN (Social Security Number)

\* PHONE

URL

COMPANY LOGO [Add a logo](#)

ABOUT

Company Location □

\* COUNTRY United States

\* ADDRESS

\* CITY

\* STATE / PROVINCE

\* ZIP / POSTAL CODE

Use as your company's mailing address

Other Info

INDUSTRY

BUSINESS TYPE Individual / Sole Proprietor (Business Use) – If you wish to update this please contact support

NUMBER OF EMPLOYEES

TIMEZONE

PAYMENT NETWORK ID

\* OWNER DATE OF BIRTH

## Step 10.

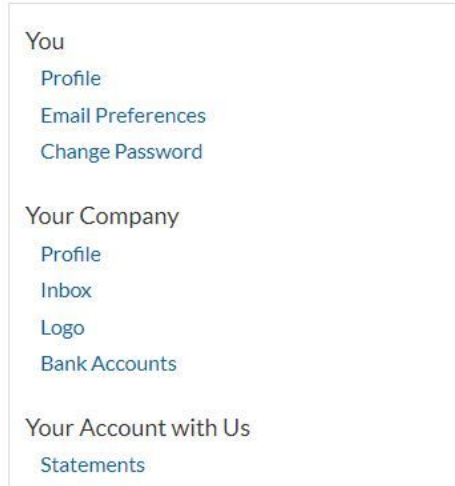
For this next step please choose Settings in the top right hand corner.



## Step 11.

Under **Your Company** please choose **Bank Accounts**.

Settings



## Step 12.

Ensure that under *Verification Status* is says **Verified** and *Default to Get Paid* is says **Yes**. If *Verification Status* does not show Verified click on your **Account Number \*\*\*\*5552** and correct your banking information.

Bank Accounts

SET UP NEW BANK

To make changes, click an Account Number.

ACCOUNT NUMBER	BANK NAME	AVAILABLE TO PAY	DEFAULT TO PAY	AVAILABLE TO GET PAID	DEFAULT TO GET PAID	VERIFICATION STATUS	ACTIVE?
*****5552	Wells Fargo	Bill.com verified vendors	Yes	Bill.com verified customers	Yes	Verified	Active

Show Inactive Bank Accounts

You're done! Please contact us at [jyve.com/support](https://www.bill.com/support) or call us at 855-JYVE-777 if you need further assistance. You may also contact bill.com for any questions you have <https://www.bill.com/contact-us/>.