



## Vendor Payment Process (Bill.com)

Thank you for your services to The Purpose Church! Below, you will find instructions and steps for setting your account up in our payment system to be paid via check or direct deposit. To ensure payment in the quickest manner, e payment is preferred. Your church representative will submit a check request to our bookkeeper no later than the Sunday night following your services, and you will receive further instructions or notification of payment processing by that following Monday.

### Payment via Check

- Ensure that your Church representative has your valid physical address. Once they've submitted a check request form on your behalf by the Sunday of that payment week, the check will be in the mail the following Monday

### Payment via Direct Deposit

1. **Create an account with Bill.com:** The first step for the vendor is to create an account with Bill.com is to accept the invite emailed to the email address you provided to your church representative. Once you receive the invite, sign into bill.com. It will prompt you to provide basic information such as your name, email address, and company details (note: you will need to provide the EIN of your company. If you do not have a company or if you are an individual contractor, please select individual). You can expect this email on the Monday following your services. Note: If you don't finish setting up your account or add bank info, the payment will automatically be created as a physical check.
2. **Verify the account:** Once the vendor has created an account, you will receive a verification email from Bill.com. The vendor will need to follow the instructions in the email to verify their account.
3. **Confirm the connection:** After your email has been input into our Bill.com account, you will receive a confirmation email. Confirm the connection to ensure that they can receive payments via Bill.com.
4. **Payment processing:** Once the invoice has been approved, the payment will be processed via Bill.com. You will receive an email notification once the payment has been processed, and they can track the payment status via their Bill.com account.
5. **Payment received:** Finally, you will receive the payment. You are able to log in to their Bill.com account to view the payment details and confirm that the payment has been received.

If you have any questions, please contact: [finance@thepurposechurch.com](mailto:finance@thepurposechurch.com)