



HOW TO CREATE AN ACCOUNT FOR DIRECT DEPOSIT ON BILL.COM

For individuals receiving payments:

1. **Find the invitation email:** from the company paying you and click the provided link to start setting up your account.
2. **Enter your name and create a password:** on the Bill.com page.
3. **Provide your mobile number:** for 2-step verification, then enter the code you receive via text.
4. **Select your account type:** (e.g., Individual, or Basic Receivables to just receive payments) and enter the required details.
5. **Connect your bank account:** by entering your online banking credentials or manual bank details.