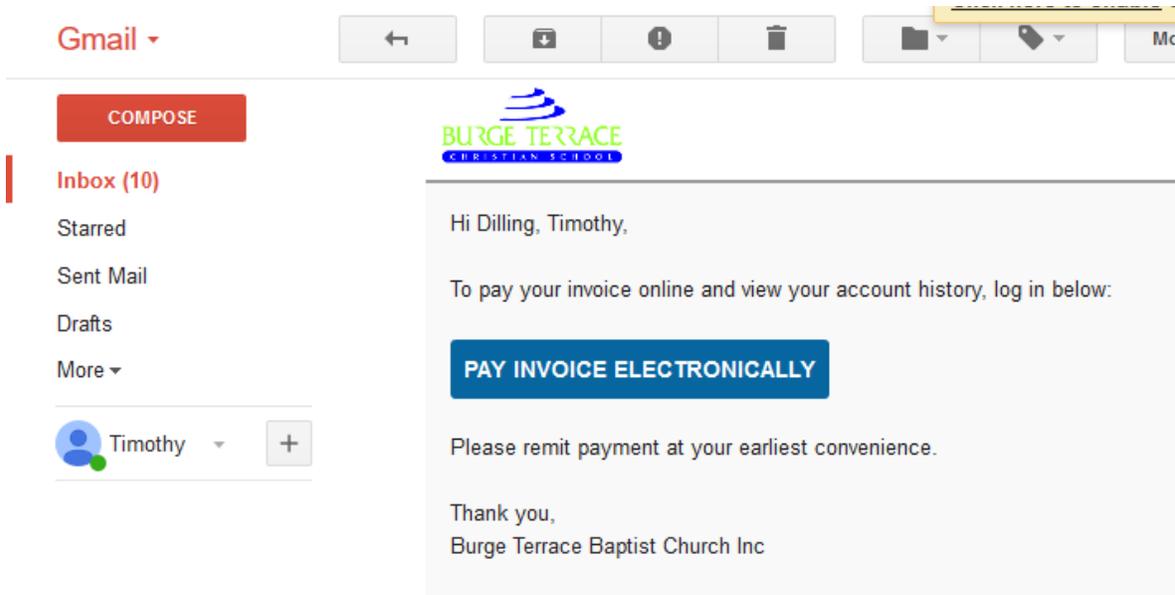


# HOW TO LOGIN TO BILL.COM TO VIEW/PAY BILLS

## Logging In

You will receive an email each time a new invoice is created. Click on the "Pay Invoice Electronically" button or visit [app.bill.com/p/burgeterrace](http://app.bill.com/p/burgeterrace). (The [www.bill.com](http://www.bill.com) homepage login does not work for paying invoices)



The login page has a header with the Burge Terrace Christian School logo. Below the header is the 'Login' section. It contains a form with the following elements: 'Email' field with 'tdilling@burgeterrace.org', 'Password' field, a 'Forgot password?' link, a red 'Invalid Login' error message, a 'Don't have an account?' link, and a 'Login' button.

\*\*\*If this is your first time to login to bill.com click on the "Don't have an account?" link.

\*\*\*If you forgot your password, click the "Forgot password?" link and you will received a password reset email.

## Account Summary

On the Account Summary page you can see the total of outstanding invoices as well as any scheduled payments.



## Welcome to our Payments Portal

HOME    **BILLS**

### Summary

<b>Current Balance</b>	<b>\$550.00</b>
<b>Total Scheduled Payments</b>	<b>\$0.00</b>
<b>Open Balance</b>	<b>\$550.00</b>

[PAY OUTSTANDING BILLS](#)    [Auto Pay your bills](#)

### Bills

<b>Outstanding Bills</b>	<b>1</b>
<b>Unpaid Bills</b>	<b>1</b>
<b>Partially Paid Bills</b>	<b>0</b>
<b>Bills Scheduled to be Paid</b>	<b>0</b>

# Paying Outstanding Invoices

To see a list of invoice that are still outstanding click on the "Unpaid Bills" or ""Partially Paid" link. Here you have a list of outstanding invoices.To view the specific details of the invoice click on the invoice number.



Welcome to our Payments Portal



Dilling, Timothy  
Burge Terrace Baptist Churc...

HOME **BILLS**

PAY **VIEW BILLS** VIEW PAYMENTS

DUE DATE  TO  PAYMENT STATUS Unpaid

INVOICE #	DUE DATE ^	AMOUNT	AMOUNT DUE	PAYMENT STATUS
61490	02/05/18	\$550.00	\$550.00	Unpaid

To view the specific details of the invoice click on the invoice number. Now you are able to view the invoices details as well as make payment via ACH (payments are also accepted in the school office with cash or check).

Bill # 61490

Notes

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<b>Pay From:</b> <input type="button" value="Bank Account"/>	<b>Choose Account:</b> <input type="button" value="ADD BANK ACCOUNT"/> <b>Pay On:</b> <input type="text" value="01/12/18"/> <input type="button" value="21"/>	<b>Amount Due:</b> \$550.00 <b>Credits To Apply:</b> \$0.00 <b>Total Payment:</b> <input type="text" value="550"/>
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[Download Invoice](#)

This bill has not been paid.

Page 1 of 1

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<b>Burge Terrace Baptist Church Inc</b> 9345 Brookville Rd Indianapolis, IN 46239 3178626109	<h2>INVOICE</h2>	
		<b>Invoice #</b> 61490 <b>Invoice Date</b> 01/11/18 <b>Amount Due:</b> \$550.00

If you wish to pay multiple outstanding invoices at once, from the Account Summary page click the “Pay Outstanding Invoices” button. Then select the “Pay In Full” box on the left for all outstanding invoices you wish to pay.

**BURGE TERRACE** | Welcome to our Payments Portal | **Dilling, Timothy**  
Burge Terrace Baptist Chur...

HOME | **BILLS**

PAY | VIEW BILLS | VIEW PAYMENTS

Select the bills you want to pay in full, then click Pay. To view details or make partial payments, click the Invoice Number. Select: [ All | None ]

INVOICE #	DUE DATE	BILL AMOUNT	PREVIOUS PAYMENTS	PAYMENT AMOUNT	PAYMENT STATUS	PAY IN FULL
61490	02/05/18	\$550.00	\$0.00	\$550.00	Unpaid	<input type="checkbox"/>
61491	03/05/18	\$550.00	\$0.00	\$550.00	Unpaid	<input type="checkbox"/>

**Pay From:**  
Bank Account

**Choose Account:** [ADD BANK ACCOUNT](#)

**Pay On:** 01/12/18

**Amount Due:** \$0.00

**Credits To Apply:** \$0.00 of \$0.00

**Total Payment:** \$0.00

To set up a payment bank account click the “Add Bank Account” button from the Invoice Payment screen. You will need your bank routing number as well as your account number (both can be found on a check from that account). Enter all the requested information and click “Done.”

**Bank Account Information**

- \* NAME ON ACCOUNT: Timothy Dilling
- \* BANK ACCOUNT TYPE: Business Checking
- \* ROUTING NUMBER: 123456789
- \* ACCOUNT NUMBER: 987654321
- \* RE-ENTER ACCOUNT NUMBER: 987654321
- PRIVATE?

**Billing Address and Phone**

- \* BILLING ADDRESS: Timothy Dilling  
9345 Brookville Rd
- \* CITY: Indianapolis
- \* COUNTRY: United States
- \* STATE: Indiana [IN]
- \* ZIP: 46239
- YOUR PHONE NUMBER: 317-862-6109

[SAVE](#) [CANCEL](#)

# Auto Pay

If you would like to set up your bills to be automatically paid then just click the "Auto Pay your bills" link on the summary page.

Here you will be able to specify how many days in advance of the due date you wish the bill to be paid.

\*\*\*Please note, this Auto Payment will be applied to all invoices, including past due invoices and periodic invoices such as lunch and after school care charges for anyone not on the full time plan.

Welcome to our Payments PortalDilling, Timothy  
Burge Terrace Baptist Churc...

HOME BILLS

BANK ACCOUNTS PROFILE AUTO PAY

Bills from Burge Terrace Baptist Church Inc

AUTOMATICALLY PAY BILLS

\*MAXIMUM PAYMENT AMOUNT

PAY FROM

PAY  business days before  invoice is due

CANCEL

Pay your invoices online! Add your [bank account](#).