

## 1. Nyob haum daim ntawm caw, taum mus rau Txais (accept invitation)

Adams Building Co. xav them rau koj

Inbox X


X Print Share

John Adams sawv cev ntawm Adamw Building Co

<invites@hq.bill.com>

2:52 PM (1 hour ago) ☆ ↶ ⋮

Txog:



Nyob zoo Brix

Thov caw lees txais qhov no los ntawm Tsev Adams Co. kom pib tau txais cov nyiaj them ua pev them nyiaj rau hauv koj lub txhab nyiaj. Nov yog peb txoj kev zoo tshaj plaws rau kev them nyiaj, thiab nws yog ib tsob ntoo uas zoo rau koj.

Txoj kev. Qhov pib ntawm Brix tau txais nyiaj them sai dua, thiab cov ntawv qhia them nqi yuav yog tias nyob hauv koj tus account pub dawb rau kev nkag tau sai thiab txhua qhov chaw, pab koj txiav cov ntawv ua hauj lwm.

Thiab tsis txhob sib ntaus sib tua, koj cov ntaub ntawv nyob hauv vim tias yuav muaj kev ruaj ntseg, tiv thaiv nrog kawg-rau-kawg cov hauj lwm thiab tsis muaj kev siab xyuas rau Adams Building Co. Yog tias koj muaj lus nug, thov xa email rau ntawm

Npaj yuav pib lawm?

Txais kev caw

Yog tias lub pob saum toj no tsis ua hauj lwm, theej thiab muab cov ntawv txuas rau hauv qab no rau hauv koj lub web browser:

<https://app.bill.com/invite/Signup?invite=347A30ADA2CBB254BB025BEFFFC06AE7449CC15D3674175B8DC8C252240D0A9E>

Siv cov ntawv sib txuas no wil kom ntseeg tau tias koj tus lej nyiaj tau tsim sai thiab raug. Qhov kev cai URL no yog tsim rau Basic Brix los ntawm Adams Building Co. thiab yuav txuas koj rau Adams Building Co.

Yog tias koj muaj lus nug txog kev them nyiaj hla Bill.com, thov hu rau Adams Building Co. ntawm

Ua tsaug


John Adarre ntawm behalf of Adama Building Co.

Rau koj qhov kev ruaj ntseg, doubie kos txhua email inks ua ntej txhaj lawv kom paub tseeb tias lawv muaj kev nyab xeeb. Peb cov txuas txuas alwnys pib nrog cov [Website link]


Thov tsis txhob teb rau tus email no.

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srvapp07.04.37 111465 OTD30099-0

## 2. Sau koj lub npe thiab lub xeeem tsim tus password (Create account)



Koj tus neeg muas zaub tau caw koj kom them pob nyiaj



Muaj npe Bill.com lawm? Nkag ntawm no

**Tsim ib lub npe txawm rau them nyiaj**

Npe  Xeeem

Email


Tus zauv

Kev siv laim tawv qias neeg thiab cov ntawv qias  
Siv lej los sis tus syerbel  
Siv 8 los sis ntau tus neeg muag tsheb

Tsim kev accauntwan yo hnub nyoog yog li bill.com  
General Terre ntawm Kev Pabcuam, Tsis Pub Leej Twg  
Paub Cov Tuam Txhab thiab Cov Kws Kho Mob

**Tsim Npe**

## 3. Ntaus koj tus zauv xov tooj rau haum multi-factor authentication (MFA) thiab tau rau send code



Kev Ruaj Ntseg

Txhawm rau tiv thaiv koj lub npepeb xav tau koj tus zauv thiab xov tooj thaum koj nkag mus. Moog kawm ntxiv

sim

Xov tooj

Lej xov tooj

**Xas mus**

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4. Ntau 6 tus zauv uas peb xa tuaj rau koj thiab taum rau submit

bill.com

Tshawb koj tus zauv  
Sau koj tus lej uas peb xa tuaj rau koj lub xov tooj  
Tus zauv

Rov qab [Submit](#)

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5. Xaiv sev koj tus account yog hom twg thiab taum rau next

bill.com

Dab tsi yog koj qhov kev sib raug zoo rau Caw Cov Neeg Siv Khoom?  
Qhov no yuav pab kom koj tau them nyiaj kom yog.

☐ **Kuv nrog kev lag luam**  
Koj yog tus lag luam cais tau txais kev them nyiaj los ntawm Caw Cov Neeg Siv Khoom.

☐ **Kuv yog tus neeg ua lag luam ua tus ywj pheej**  
Koj yog 1099 lossis zoo sib xws los them los ntawm Kev Qhua Cov Neeg Siv Khoom.

☐ **Kuv yog ib tug neeg ua hauj lwj**  
Koj yog W-2 tus neeg ua hauj lwj rau Caw Cov Neeg Siv Khoom.

[Kuv tsis muaj li cov saum no](#) [Next](#)

6. Ntau koj cov qhob moos (information):

- Yog tias koj yog cov neeg ua lag luam

**bill.com**

**Koj lub tuam txhab cov ntaub ntawv tseem ceeb yog dab tsi?**  
Yog liis koj cov neeg siv khoom thiab Bill.com paub qhov twg hu rau koj.

Npe tuam txhab

Lej xov tooj

Caw nyob 1

+Caw nyob 2  
nroog                      xeev                      zauv

Hom kev lag luam                      Kev lag luam

Npe software

Next

- Yog tias koj yog cov neeg ua hauj lwm

**bill.com**

**Koj cov ntaub ntawv tiv toj yog dab tsi?**  
Yog li koj cov tswv ntiav thiab Bill.com paub qhov twg hu rau koj.

Sua npe them

Lej xov tooj

Chaw nyob 1

+Caw nyob 2  
Nroog                      xeev                      zauv

Houston                      Texas [TX]                      77043

Next

## 7. Yog tias koj nrog cov ua lag luam (with a business)

- Cov qhob moos no ua raus li kev cai ntawm tsoom fwv loj (federal compliance)

bill.com

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Leej twg yog tus tswv rau kev lag luag piv txwv?  
Yuav kom ua tau raws li tsoom fwv cov cai, peb yuav tsum sau qee cov ntaub ntawv hais txog koj txoj kev lag luam.

Thawj tuam txhab awner

Tax ID

☐ Tus tswv lub tuam txhab SSN(9 tus lej)

☒ Tus tswv hauj lwm (9 tus lej)

Next

8. Ntau koj cov qhob moos txog bank uas koj yuav siv xa them nyiaj

- Peb yuav sim xa nyiaj nkag li \$0.01 (a penny) txhawm rau (verify the account)

bill.com

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NTXIV LUB TUAM TXHAB  
Peb yuav siv qhov no los ua koj tus account nyiaj rau k Bill.com

Tus Lej Nyob Rau Hauv

Lej account

Npe lej account

HOM account

Business Checking

Xav tau kev paub?

Kaws thiab tiav

Kev Ntaus bank Account:

VIDEO: <https://help.bill.com/hc/en-us/articles/360035752611-Video-Adding-bank-account-by-manual-entr>

The screenshot shows the Bill.com dashboard. At the top right, the 'SETTINGS' icon is highlighted with an orange arrow. The dashboard includes sections for 'Bills to Pay', 'Open Invoices', 'Bill Approvals', 'Payments In', and 'Payments Out'. A process bar at the bottom shows steps 1 through 9.

Overdue:	Due 7 Days:	Due 7+ Days:	Total to pay:
\$250 (2)	\$0 (0)	\$0 (0)	\$250 (2)
\$400 (8)	\$0 (0)	\$0 (0)	\$400 (8)

Overdue:	Due 7 Days:	Due 7+ Days:	Total owed:
\$3	\$0	\$0	\$3
3 INVOICES	0 INVOICES	0 INVOICES	3 INVOICES

APPROVER	ASSIGNED FOR:	0-5 DAYS	6-10 DAYS	10+ DAYS	TOTAL
Bill Com		0 BILLS	2 BILLS	0 BILLS	2 BILLS
Bill Dotcom		0 BILLS	2 BILLS	0 BILLS	2 BILLS

Today (0)	\$0
UPCOMING PAYMENTS	
Next 7 days (0)	\$0
Next 30 days (0)	\$0
PAST PAYMENTS	
Last 7 days (0)	\$0
Last 30 days (0)	\$0

Kev Txheeb Xyuas Tus Kheej (Identity verification)

The dialog box contains the following text:

Peb tsis tuaj yeem txheeb xyuas qhov tseeb ntawm koj tus kheej  
Koj tau dhau ntau tus neeg tau sim los txheeb koj tus kheej nrog cov ntau ntawm los ntawm cov  
ntawb ntawv ceev xwm txheej. Txhawm rau pab peb kom paub tseeb txog koj tus kheej, nco  
ntsoov koj muaj ib daim ntawv ntawm tus thawj daim ntawv qhia npe thiab ib daim ntawv ntawm  
kev qhia paub theem nrab npaj ua ntej mus txuas ntxiv.

**Thawj lub cim:**  
Daim npav tsav tsheb / ID  
Phau Ntawv hla teb chaws  
Kev Sau Npe

**Lub cim thib ob:**  
Cov tawv ntoo lus  
Daim ID los ntawm chaw ua hauj  
lwm Nqi hluav taws xob  
Cov khoom ntawm kev sib xyaw

Pib lawm