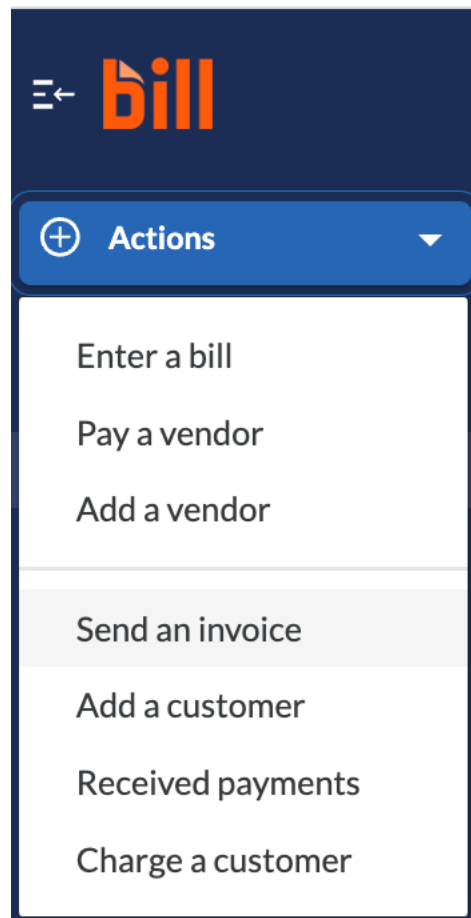


1. If you already have a Bill.com account, you can email your invoice to: facesandvoicesofrecovery1@bill.com. Proceed to step 4 for instructions on how to submit.
2. If you do not have a Bill.com account, let us know and we will send you an email notification inviting you to connect to Bill.com.
3. Once you receive the email from Bill.com, Click the link inside the invite email to be guided through easy account set-up, which will then allow you to submit an invoice
4. To submit an invoice:
 - In the upper left corner of the screen, directly below the orange Bill logo:
 - Click the blue Actions drop-down arrow
 - After the menu appears, click "Send an Invoice"



- This will take you to the Invoice page.
 - NOTE: *Make sure the page is blank with the "Use detailed invoices" feature at the bottom toggled OFF (grayed out)*

INVOICE

Customer name *

Search or add a new customer

Invoice Number *

Amount *

Enter Amount

Due Date *

04/17/23



[Add an attachment](#)

Description

What was this invoice for?



Use detailed invoices (invoice date, payment terms, tax, and more)

Total

USD 0.00

[Terms of Service](#) [Privacy Notice](#)

- Now it is time to create the invoice:
 - If you have previously submitted an invoice to Faces & Voices using bill.com, click inside the Customer name box and begin typing "Faces" which should bring Faces & Voices of Recovery into your list to select
 - If this is your first time submitting a bill to Faces & Voices, you will need to Click the blue **Add new customer** at the bottom of the screen

INVOICE

Customer name *

CUSTOMER LIST

1 Voice Inc.

1voicedearborncounty@gmail.com

1 Voice Recovery

12-24 Club, Inc.

hfoy@1224club.org

1Voice Recovery

tirzaholden@facesandvoicesofrecovery.org

217 Recovery

4D Recovery

tony.vezina@4drecovery.org

 [Add new customer](#)

- Enter the following information:
 - Customer Name: Faces and Voices of Recovery
 - Customer email address:facesandvoicesofrecovery1@bill.com

INVOICE

Customer Name *

Customer email address *

Cancel
Add Customer

Enter Amount

Due Date *

[Add an attachment](#)

Description

☐ Use detailed invoices (invoice date, payment terms, tax, and more)

Total

USD 0.00

- Now that the Customer name is in place, you will fill out the following:
 - **Invoice Number:** You will create this, or if first time it will default to last one used.
 - **Amount:** Total amount for payment.
 - **Due Date:** Set to first of the month.
 - *Note: F & V payment terms are Net 30.*
 - **Attachments:** To upload receipts, you will need to add an attachment
 - Click on the blue **Add an attachment** link directly above the Description box to upload and attach receipts
 - **Description:** Name and Date of Event/Workshop/Etc.
 - **Reminder:** Keep the "Use detailed invoices" feature at the bottom toggled OFF (grayed out)
- Click the blue Preview & send button in the upper right corner.
- Review for any edits and submit.

INVOICE

Customer name *

Faces and Voices of Recovery

Invoice Number *

1

Amount *

USD 1,000.00

Due Date *

04/17/23



[Add an attachment](#)

Description

2023 RLS Travel Reimbursement



Use detailed invoices (invoice date, payment terms, tax, and more)

Total

USD 1,000.00