



Setting up your Bill.com

Step by step directions on setting up your account to receive payments from TripShock.

Here is a video we created to also walk you through the process:

<https://go.screenpal.com/watch/cOebD2nZNjV>

There is no cost to set up and receive payments from TripShock using [bill.com](https://go.screenpal.com/watch/cOebD2nZNjV). If you are offered an option for receiving payment that incurs a fee please be aware this is a [bill.com](https://go.screenpal.com/watch/cOebD2nZNjV) product and is not affiliated with or charged by TripShock.

We will send you an email, to start click the “Sign up for ePayments” button

Hello,

Good news, **TS Tours LLC** wants to start paying you electronically using [BILL](#).
Create a subscription-free BILL account to get ePayments for your invoices.

Message from TS Tours LLC

We use BILL (bill.com) to collect W-9s and pay your invoices. You can set up your account for FREE in order to receive payments from us. Please be sure to set up the bank account you want your payments sent to. Please reach out to TripShock directly for any questions or for additional information.

Thanks!

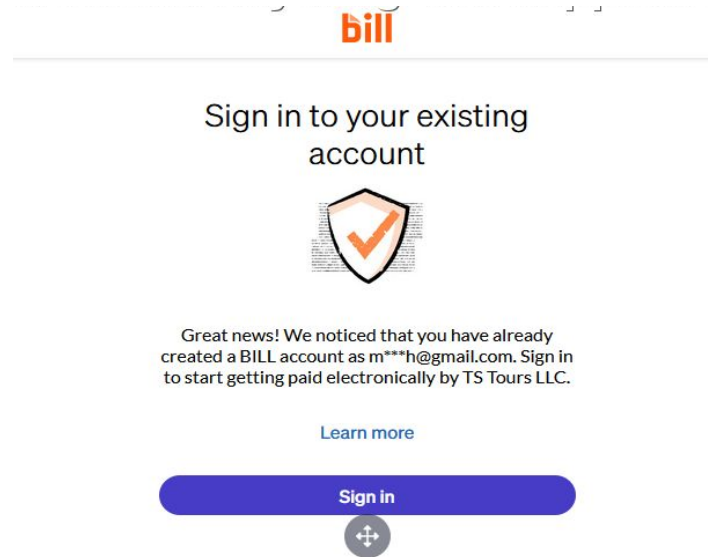
[Sign up for ePayments](#)

Already have a BILL account? [Sign in](#)

- Signing up for BILL is free. [Read this FAQ](#) to learn how to set up your BILL account.
- Your bank ACH info will not be visible to TS Tours LLC or its employees.
- You'll get notifications about the status of your invoices.

Questions? Contact accounting@tripshock.com or 850-424-5125

If you already have a bill.com account it will ask you to sign in



If not, it will bring you here. Add your first and last name. Then click “Next.”



TS Tours LLC has invited you to
receive payment

Already have a BILL account? [Sign in here](#)

Create your free account

s***a@tripshock.com

First name

Last name

Next

or

 Sign up with Google

By continuing, you agree to the [Terms of Service](#) and [Privacy Notice](#).

"With BILL my invoices are professional and clients and vendors appreciate the quick turnaround of processing payments."



Demetrius Hobson
CEO, Liberate History

Create a password. Then click “Next.”



Welcome sarah

Add a password to get started

Create Password



- Use 12 or more characters.
- Use at least one number or symbol.
- Use both uppercase and lowercase letters.

Next

I confirm this account is for a US business and will be used for business purposes.

"With BILL my invoices are professional and clients and vendors appreciate the quick turnaround of processing payments."



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Enter your cell phone number. A security code will be texted to you.



Help keep your account safe

We use 2-step verification for extra login security.

We will send a code to this number

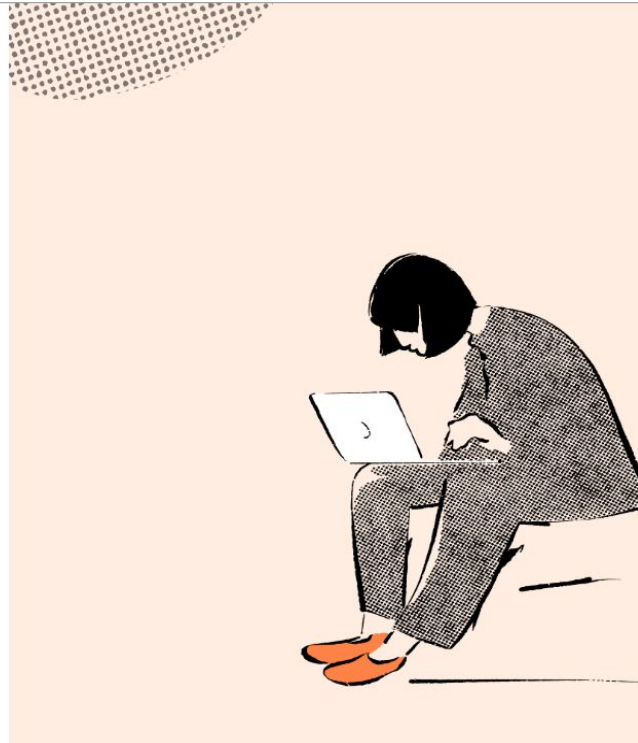
 +1 201-555-0123

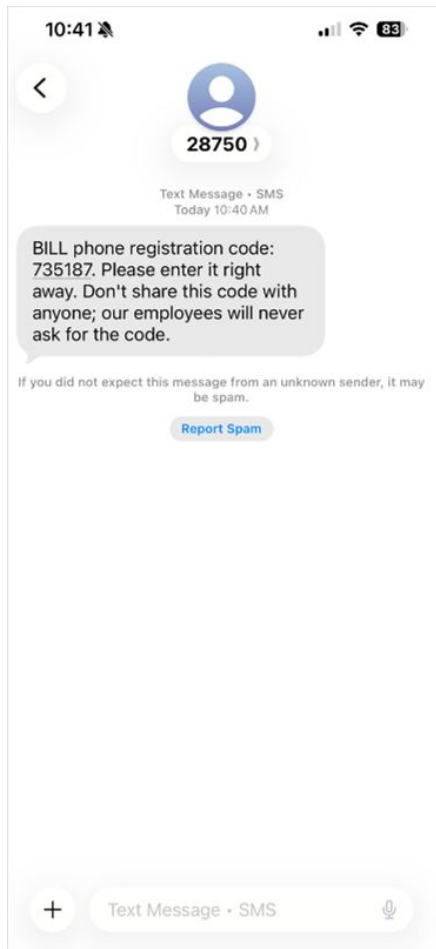
Send code by:

- ☒ Text
☐ Phone call

☐ Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more.

Send code





Security code texts will look like this.

Please click “No, skip this.”

Guest payments are an option offered by bill.com. This is unnecessary to connect to and be paid by TripShock via bill.com.

bill

Interested in adding guest payment?



Use guest payment to pay and get paid by **any** business
—and they don't have to create a **BILL** account.

A per-transaction fee applies based on the payment type. You won't pay anything extra.

- ✓ **ACH** - \$0.59 per payment.
- ✓ **Credit card** - 2.9% of the total amount (you choose who pays)

Yes, Add Guest Payment & Continue

Identity verification may be needed.

No, skip this



Now use the dropdown box to fill out information about your business.

bill



 Encrypted

Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type

If you receive a 1099, are self-employed, or own an unregistered business, select "I'm an independent contractor."

Fill in all fields marked with a red * as they are required.

bill



Encrypted

Tell us more about you and your business

This info helps protect your account against fraud and is required by law to help prevent money laundering.

Business type

LLC or partnership

* Legal company name or full name

Sarah - Simon

* Business phone

+1 201-555-0123

* Business address

☒ Use as mailing address

* Industry

* Accounting software

* Business owner's legal full name

sarah simon

Exactly as it appears on a passport or state ID

* EIN (9-digit Employer Identification Number)

Next

Please select “No, Use Bank Transfers.”

Virtual cards are an option offered by bill.com. Your payment is loaded onto a virtual MC or Visa and you then can use that to pay your bills. While you can get your money faster there may be fees and your money isn't as easily accessible as if it were in your bank account. You can choose virtual cards if you wish. Keep in mind this is an additional service from bill.com and not associated with TripShock. We always send money to you for free using standard ACH payments. If you choose virtual cards and then decide to change it this will require you to reach out to bill.com as you are unable to do so yourself.

bill

Do you want to accept virtual card payments?

Get paid faster without sharing your bank account or personal info.



Benefits

- ✓ Get your money up to 3 days faster than ACH.
- ✓ Protected with 24/7 fraud monitoring, powered by Mastercard or Visa.
- ✓ Access invoice and customer info to reconcile accurately.

How it works

1. Once enrolled, you will receive virtual cards as your primary form of payment.
2. You get paid with a virtual Mastercard or Visa card that works like a regular credit card. ⓘ
3. Look out for an email with single-use credit card number.
4. To process the virtual card, enter the card info into your **card payment terminal** (Required). ⓘ

Yes, Accept Virtual Cards

No, Use Bank Transfers

Here is where you will add your banking information.

This should be the bank account you wish to receive your TripShock payments. You can change it any time in settings.



 Encrypted

Add a bank

We'll use this as your primary bank account for BILL.

* Account holder name

Sarah - Simon

* Account type

Business Checking

* Routing number (9 Digits) ⓘ

* Bank name

* Account number (4-17 Digits) ⓘ

* Re-enter account number

Save and finish

[Need help?](#)

After setting up banking info it will ask payment speed. We recommend using standard ACH because there is no cost. You can choose the expedited transfer if you wish. Keep in mind this is an additional service from bill.com and not associated with TripShock. We always send money to you for free using standard ACH payments.

bill

Payment speed

Your selection applies to all future payments you receive. Change it any time. [Learn more](#)



Expedited—Instant Transfer

Deposited in minutes, available 24/7.

Fee: 1.49% of payment amount (\$1 minimum)



Standard—ACH delivery

Deposited in 2-4 business days.

No additional fee

Save payment speed

Welcome! This is your main dashboard.

 A1 Charters 

Payables & Receivables

Spend & Expense FREE

 Search AP & AR

 Recent

 Network

 Sync

 Assistant

 Tasks



Actions 

Upgrade

Get started

Overview

Inbox

Customers

Items

Invoices

Payments in

Vendors

Bills

Payments out

Help Center



You have 1 payment delivered.

View Payment Details

Learn about your subscription-free BILL account

Get paid by inviting customers, send invoices, and more.

Tell Me More 



Get the most from your BILL account



Create an invoice in BILL in just a few steps

Request payments from anyone, even those without a BILL account.



Download mobile app

Track status on the go, receive push notifications not emails.



Add team members

Invite colleagues to your workflow with multiple roles to choose from.

Legal

Privacy

Security

Support

Leave Feedback

Cobrowse

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To view your payment details, click here. This will be in the Payables & Receivables tab.

The screenshot shows the BILL Payables & Receivables dashboard. The top navigation bar includes the BILL logo, a dropdown menu for 'A1 Charters', and tabs for 'Payables & Receivables' (active), 'Spend & Expense', and 'FREE'. A search bar on the right is labeled 'Search AP & AR'. The left sidebar contains a list of navigation items: 'Actions +', 'Upgrade', 'Get started' (highlighted), 'Overview', 'Inbox', 'Customers', 'Items', 'Estimates' (with an up arrow), 'Invoices', 'Payments in', 'Vendors', 'Bills', 'Payments out', 'Share W-9', 'Settings', and 'Help Center'. The main content area features a 'Welcome, sarah!' message with the text 'Use BILL to pay and get paid by anyone'. Below this is a large blue button labeled 'View Payment Details', which is pointed to by a red arrow. To the right of the button is a card titled 'Learn about your subscription-free BILL account' with a 'Tell Me More' link and an illustration of a person reading a document. At the bottom, a section titled 'Get the most from your BILL account' contains three cards: 'Create an invoice in BILL in just a few steps', 'Download mobile app', and 'Add team members'. The footer includes links for 'Legal', 'Privacy', 'Security', 'Support', 'Leave Feedback', and 'Cobrowse'.

Payables & Receivables Spend & Expense FREE

Search AP & AR

Recent Net

Actions +

Upgrade

Get started

Overview

Inbox

Customers

Items

Estimates ↑

Invoices

Payments in

Vendors

Bills

Payments out

Share W-9

Settings

Help Center

Welcome, sarah!

Use BILL to pay and get paid by anyone

You have 1 payment delivered.

View Payment Details

Learn about your subscription-free BILL account

Get paid by inviting customers, send invoices, and more.

Tell Me More

Get the most from your BILL account

Create an invoice in BILL in just a few steps

Request payments from anyone, even those without a BILL account.

Download mobile app

Track status on the go, receive push notifications not emails.

Add team members

Invite colleagues to your workflow with multiple roles to choose from.

Legal Privacy Security Support Leave Feedback Cobrowse

When you click Payment Details you can see when Tripshock has paid you and the amount.

The amount paid is determined by the invoices created within the TripShock platform. These are paid out each month after the activity has taken place. You can review the invoice details by logging into the platform

A1 Charters

Payables & Receivables

Spend & Expense FREE

Q Search AP & AR

Recent

Network

Sync

Assistant

Tasks

SS

Actions +

Upgrade

Get started

Overview

Inbox

Customers

Items

Estimates

Invoices

Payments in

Vendors

Bills

Payments out

Share W-9

Settings

Help Center

←

Payment details

Audit trail

Paid

USD 400.00

From **TS Tours LLC**

Other delivered on May 22, 2018 ⓘ

TRANSACTION DETAILS

Reference No: P18051601 - 5525295

TOTAL VENDOR CREDITS

USD 0.00

CUSTOMER INFO

[TS Tours LLC](#)

3999 Commons Drive W

Suite N

Destin, FL 32541

Ph: (850) 424-5125

MEMO

Inv #N/A

Invoices paid with this transaction

Invoice #	Due date	Amount	Status
N/A	05/11/18	USD 400.00	Paid

Legal

Privacy

Security

Support

Leave Feedback

Cobrowse

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If you need to change banking information, go to “Settings” in the action panel

The screenshot displays the BILL software interface. At the top, the navigation bar includes the BILL logo, a dropdown menu for 'A1 Charters', and tabs for 'Payables & Receivables' (highlighted), 'Spend & Expense', and 'FREE'. A search bar on the right is labeled 'Search AP & AR'. Below the navigation bar, the left-hand 'Actions' panel is highlighted with a red border. It contains a list of options: 'Actions +', 'Upgrade', 'Get started', 'Overview' (highlighted with an orange bar), 'Inbox', 'Customers', 'Items', 'Estimates' (with an upward arrow), 'Invoices', 'Payments in', 'Vendors', 'Bills', 'Payments out', 'Share W-9', 'Settings' (with a gear icon and a red arrow pointing to it), and 'Help Center' (with a magnifying glass icon). The main content area shows a 'Complete a few quick steps to set up your premium account.' section with a 'Bank account added' status and a 'Verify your identity' step. Below this, there are two cards: 'Open Invoices' (with a 'Create Invoice' button) and 'Bills to Pay' (with a 'Create bill' button). The footer contains links for 'Legal', 'Privacy', 'Security', 'Support', 'Leave Feedback', and 'Cobrowse', along with the copyright notice '© 2026 BILL Operations, LLC.'

From Settings, you can change your bank account information, user account info and information about your company.

< Exit

bill | A1 Charters

Audit Trail Sign out

Settings Profile

Your account

Profile

Email preferences

Security

Accounting

Import & export

Receivables settings

Sync & integrations

Bank & payment accounts

Billing & subscription

Company profile

Users & roles

Name and email Edit

ss sarah simon sara@triphshock.com

Timezone Edit

Pacific Time (GMT-8)

Password Edit

To keep your account protected, we recommend creating a strong password and setting up 2-step verification.

Permissions

Role: Administrator

Authorized funding methods: None

Connection manager: No

The connection manager is the only user allowed to approve or deny network invitations. Make connection manager

Inbox

Choose how you want documents added to your inbox.

Add email content as a separate document. No

When uploading documents:

Attach only the first page

Attach all pages

Legal Privacy Security Support

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Links and Videos

If you need additional instruction, please click this link and it will take you to the Help Center for Bill.com: <https://help.bill.com/direct/s/article/115005387243>

Here is a video we created to also walk you through the process:

<https://go.screenpal.com/watch/cOebD2nZNjV>

Here is a link to the Tripshock platform if you need to login and see details about your invoices: <https://partnerapp.tripshock.com/login>