

2026 thinkLAX Payment Instructions via Bill.com

Setting Up Your Account

1. Receive Bill.com account via invitation from Michael Haight, Owner, thinkLAX
 - *IMPORTANT* in order for you to receive a BILL.COM payment invite we must have your email on file.
 - Email Sender: comes from BILL (account-services@hq.bill.com)
 - Email Subject: “thinkLAX, LLC want to pay you using BILL”
 - Click: the “Accept Invite” button in the email
2. Create your Free Bill.com Account (Create an account to get paid)
 - Creating your account is a one-time process. After your account is set up on Bill.com you can login with your account email and password going forward.
 - Enter first name, last name and set a password.
 - Enter your phone number
 - Country Code = 1
 - You will receive and text with the code to enter into Bill.com
3. Completing Initial Account Set-Up [*Let’s start by telling is if you plan on using BILL for anything else*]
 - Click ‘Skip this step’
4. Completing Initial Account Set-Up [*What’s your relationship to this company?*]
 - Select “I’m an independent contractor”
5. Completing Initial Account Set-Up [*Tell us more about your business*]
 - Add your name, phone number, address
 - BUSINESS TYPE: **Individual**
 - INDUSTRY: **Recreation**
 - ACCOUNTING SOFTWARE: I don’t use accounting software (unless you do then select as desired)
6. Completing Initial Account Set-Up [*Who owns YOUR NAME*]
 - Input your name, DOB, SSN
 - If you are NOT 18 – either a parent can fill it out or you can put 18
7. Add required bank account details – if you choose not to enter bank – bill.com will send you a check
- 8. YOU MUST COMPLETE THE ONLINE W-9 REQUEST BEFORE ANY PAYMENTS ARE MADE**

General Info

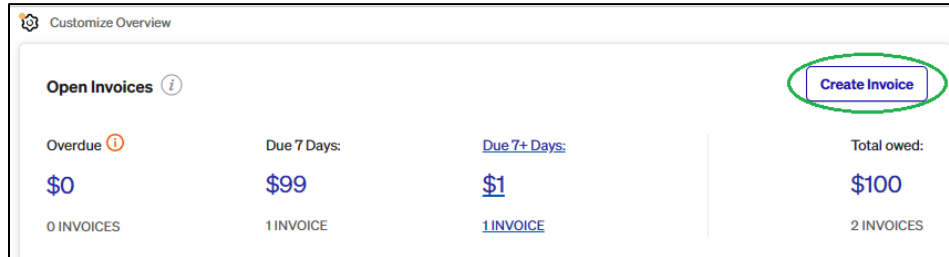
- Tracking Your Hours
 - You Must fill out this form, and the amount of hours worked
 - <https://docs.google.com/spreadsheets/d/1mJIatwQ4swP3kJ4rf8o0Mg1Fk-3LJKuki-ihkjLFfrY/edit?usp=sharing>
- Payment Schedule
 - We want to pay at the end of each month of the season!

Submitting Payment Request Invoice (online or in app)

1. Method (both online or in app): Login to your Bill.com account

ONLINE (via laptop/desktop) *not using the App*

- Step 1 (method: online) – Click Create Invoice



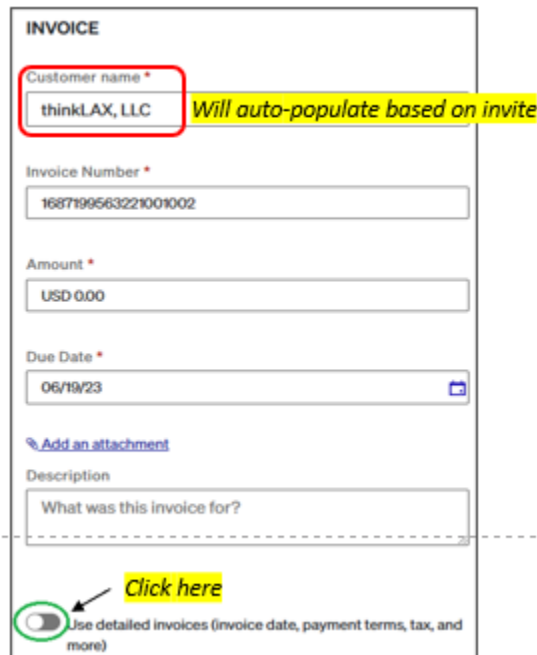
Customize Overview

Open Invoices ⓘ

Overdue ⓘ	Due 7 Days:	Due 7+ Days:	Total owed:
\$0	\$99	\$1	\$100
0 INVOICES	1 INVOICE	1 INVOICE	2 INVOICES

[Create Invoice](#)

- Step 2 (method: online) – Click ‘Use detailed invoices...’



INVOICE

Customer name *
thinkLAX, LLC *Will auto-populate based on invite*

Invoice Number *
1687199563221001002

Amount *
USD 0.00

Due Date *
06/19/23

[Add an attachment](#)

Description
What was this invoice for?

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

- Step 3 (method: online) – Completing invoice details and sending – see next page

Invoice details

Customer name *

Payment terms

Invoice number *

P.O. number

Sales rep

Invoice template

Invoice date *

Due date *

6 Preview & Send

ITEM	DESCRIPTION	QUANTITY *	PRICE *	TAX	AMOUNT *
2	3	4	5	<input type="checkbox"/>	Will auto-calculate
	<p>Enter</p> <p>'Summer Genesis Tournament' for 6/17 – 6/18</p> <p>'Origins Tournament' for 6/24 – 6/25</p>	Enter: total hours worked	Will auto-calculate		Will auto-calculate

ITEM **DES**

Item Name *

Price / Rate

Item Type *

Chart of account

Cancel Add Item **2.1 Click 'Add Item'**

Next Page

Send Invoice

7 Send

[To mhaight@thinklaxtournaments.com](mailto:mhaight@thinklaxtournaments.com)