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## Quick Start Billing Guide for Advance Purchase of Tests

- 1) **Log into [Bill.com](#)** with your username and password.
- 2) Directions for **adding money to your account in advance of ordering tests**: <https://help.bill.com/hc/en-us/articles/4409915333133-Manage-your-Bill-com-balance>
- 3) To pay single and multiple bills with your balance:
  - **Pay single bills with your bill.com balance**  
**From the bill itself:**
    - Open the bill you'd like to pay, either from the vendor record or the Bills page.
    - Select **Review and Pay**.
    - Edit the payment amount if needed.
    - Select **Balance** in the *Pay from* dropdown.
      - Note: the *Process Date* will update to today's date when you select balance as payments from your balance are processed immediately and cannot be scheduled for the future at this time.
    - Add a memo if needed and select **Pay**.
  - From the Bills page:**
    - Select **Bills** in the navigation menu.
    - Select the bill you'd like to pay.
    - Select **Review and Pay**.
    - Edit the payment amount if needed.
    - Select **Balance** in the *Pay from* dropdown
      - Note: the *Process Date* will update to today's date when you select balance as payments from your balance are processed immediately and cannot be scheduled for the future at this time.
    - Add a memo if needed and select **Pay**.  
<https://help.bill.com/hc/en-us/articles/4409950103309>
  - **Pay multiple bills with your bill.com balance**  
Select **Bills** in the navigation menu.
    - Select the bills you'd like to pay.
    - Edit the amount you'd like to pay per bill if needed.
      - The total amount to pay for all bills can't exceed your available balance indicated on the bills page.
    - Select **Balance** in the *Pay from* dropdown.
      - Note: the *Process Date* will update to today's date for all selected bills when you select balance as payments from your balance are processed immediately and cannot be scheduled for the future at this time.
    - Select **Review and Pay**.
    - Edit the payment memo if needed and select **Submit payments**.
- 4) For more detailed information, see the complete User's manual on [catchu.net/support](https://catchu.net/support).