

Electronic Royalty Payments Are Here!



Opt-in today to
begin receiving
royalties directly
to your bank
account.



brought to you by



Why Choose ePayments?

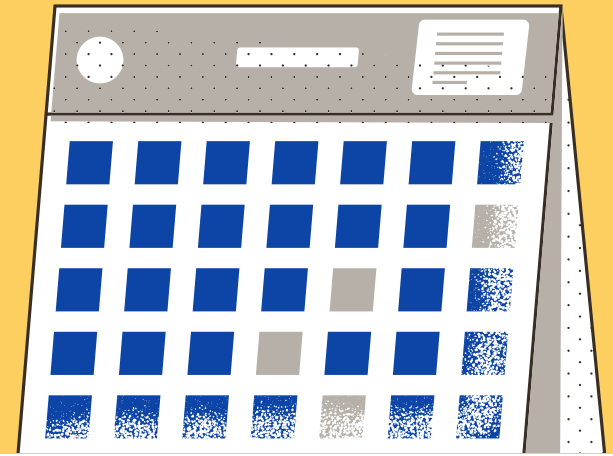
Through your publisher's strategic partnerships with Publishing Services Consortium, LLC and Bill.com, we are excited to introduce electronic royalty payments to authors, making the process faster and more convenient than ever before.

With ePayments, you can enjoy the following benefits:

- **Speed and Reliability:** ePayments are 2x faster than traditional methods. Say goodbye to waiting in line at the bank or wondering when the check will arrive at your mailbox.
- **Complete Payment Control:** You have full control over your payment method. Need to change your bank account? No problem. Prefer to receive a paper check? It's easy to select the payment method that works best for you, and you can update it at any time.
- **Convenience:** No more hassles with physical checks or trips to the bank. With ePayments, you can receive your royalties directly into your designated account, saving you time and effort.
- **Security:** Electronic payments provide a secure and reliable way to receive your royalties, reducing the risk of lost or stolen checks.
- **Flexibility:** By choosing ePayments, you have the flexibility to switch between payment methods based on your preferences and needs. Whether it's electronic transfers or paper checks, the choice is yours.

Make the switch to ePayments today and experience a seamless and efficient royalty payment process.

How do I Receive My Royalties via ePayment?



1

Receive the email invitation from Bill.com on behalf of your publisher. Click the "Accept Invitation" link to begin.

2

Create your *free* Bill.com account and add your banking details. You can update these details at any time.

3

Receive automatic ePayments directly to your bank account. You can track payments and see your payment history from your dashboard.

******Recommended for US bank accounts only. If you wish to receive royalties via international wire transfer to a bank outside of the United States, please inform your publisher.***



"Do's and Don'ts"

Before we show you how easy it is to setup ePayments with Bill.com, please take a moment to review the "Do's and Don'ts" to ensure your payments arrive properly and to avoid delays.

"Do"

- When creating your Bill.com account, please use the same name, email address, mailing address, and Tax ID number that you provided to your publisher on the W9 form.
- Only use the "Accept Invitation" link in the Bill.com invitation email to create an account.

"Don't"

- When creating your Bill.com account, do not use a *different* Name, email address, and Tax ID number for yourself or company than what you provided to your publisher when completing the W9 form.

If this contact information does not match what was provided to your publisher in the W9 form, your payments will be delayed.

Step #1

You will receive an email invitation

- Click the "Accept Invite" link in the email that you receive from Bill.com.
- This is a special link designed to connect us together - [please use this link ONLY.](#)

Your publisher wants to pay you using BILL Inbox x



BILL <account-services@hq.bill.com>
to me ▾



Hi Emerging Author,

We value your business and want to help you get paid faster and more conveniently. To do that, your publisher has partnered with BILL and is inviting you to create your account. Signing up is free.

With BILL, you get paid electronically and 2X faster than checks.

You won't need to wait for our checks in the mail or wait in line at the bank to deposit them.

BILL will notify you when we pay your invoices, so you'll always know when you're getting paid.

If you have any questions, you can contact the royalty department at royalties@publishing.com.

Accept Invite



Step #2

Create a free account to connect with us

- It's an easy one-time setup process. Begin by entering your name and creating a password per the on-screen instructions.

bill

Publishing Services Consortium, LLC has invited you to receive payment

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CC

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

Create an account to get paid

First name *

Last name *

Email

Password *

- Use upper and lower case letters
- Use a number or symbol
- Use 8 or more characters

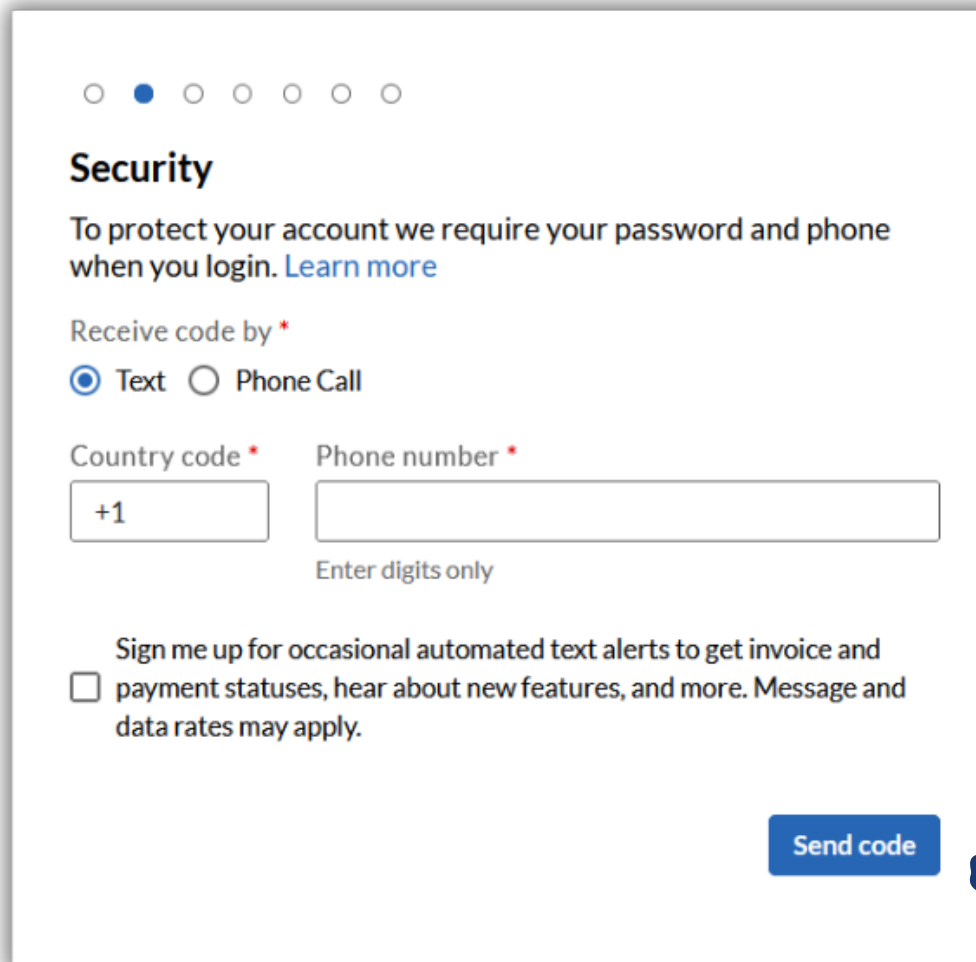
Creating an account means you agree to the [Bill.com General Terms of Service](#) and [Privacy Notice](#), and agree that this account will not be used for primarily personal, family, or household purposes.

[Create Account](#)

Step #3

Complete 2-step verification

- After you enter your mobile phone number for 2-step verification, select "Send Code."
- Bill.com will use this number to send you a verification code when you log in or add a bank.



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Security

To protect your account we require your password and phone when you login. [Learn more](#)

Receive code by *

Text Phone Call

Country code * Phone number *

Enter digits only

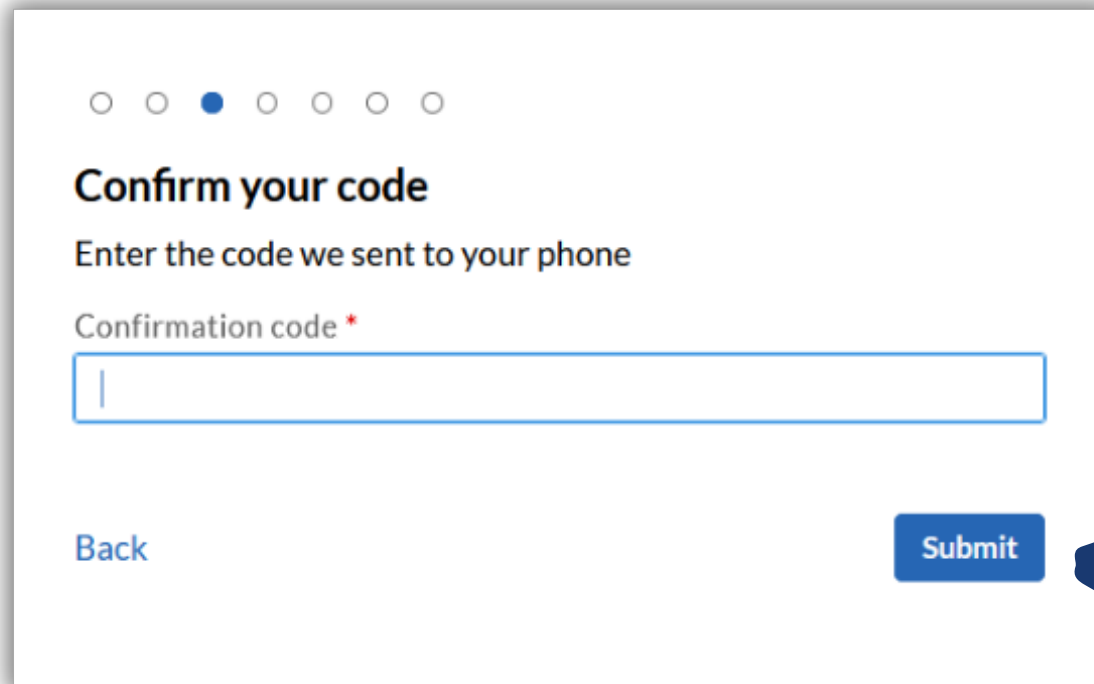
Sign me up for occasional automated text alerts to get invoice and payment statuses, hear about new features, and more. Message and data rates may apply.

[Send code](#)

Step #4

Enter the six-digit code

After you receive your unique six-digit code (via text or phone call), enter it in the confirmation code box when prompted.



A screenshot of a mobile application screen for confirming a code. At the top, there are seven circular progress indicators, with the third one filled with a blue dot. Below this is the heading "Confirm your code" and the instruction "Enter the code we sent to your phone". A label "Confirmation code *" is positioned above a single-line text input field. At the bottom left is a "Back" link, and at the bottom right is a blue "Submit" button. A large blue arrow points to the "Submit" button from the right side of the screen.

Submit

Step #5

Select how you plan to use Bill.com


Unless you intend to use Bill.com for additional services like invoicing or paying vendors, select "Skip this step" to proceed. Please note that utilizing extra services may require a subscription fee. However, if you're only receiving royalty payments, the account is free!

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Let's start by telling us if you plan on using BILL for anything else

Besides getting paid by Publishing Services Consortium, LLC, choose any other features that might interest you.

- I'd like to send invoices and get paid.
- I'd like to pay my bills, utilities, or other vendors.

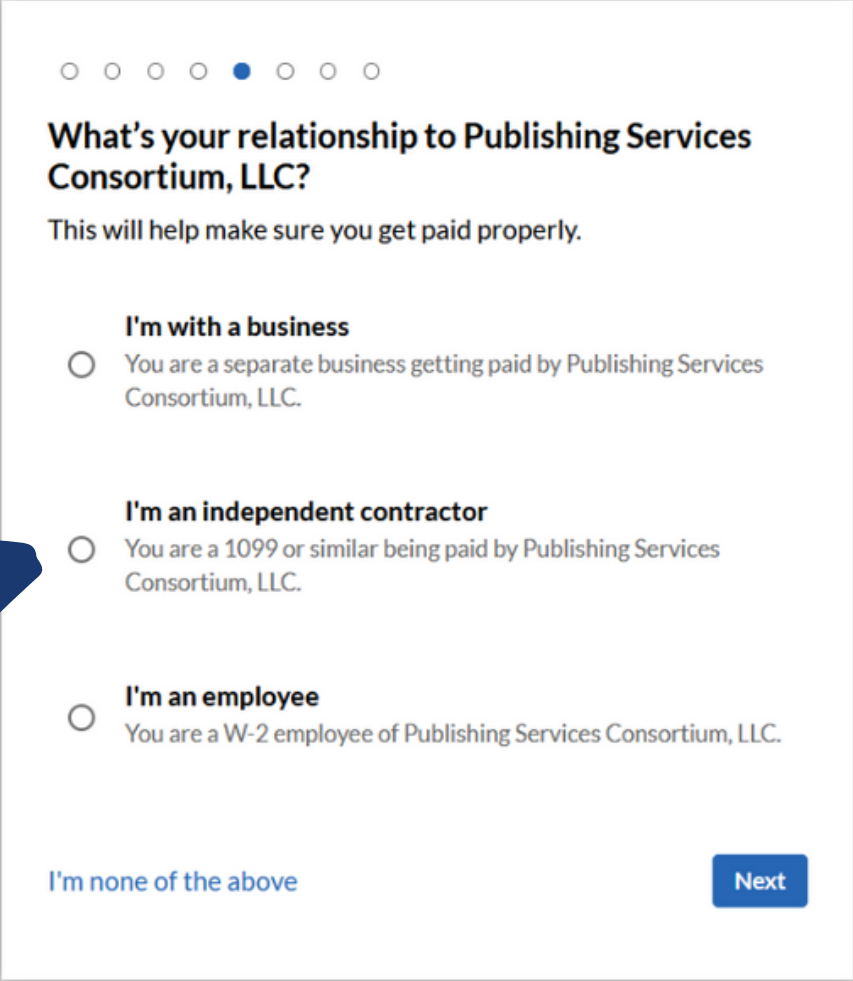
[Skip this step](#)  [Continue](#)



Step #6

Select your relationship with your publisher

Select the relationship you have with your publisher. If your publication isn't treated as a separate business (which is less likely), choose "I'm an independent contractor."



A screenshot of a survey question. At the top, there are seven small circles in a row, with the fourth one from the left filled with a blue dot, indicating the current step. Below this is the question: "What's your relationship to Publishing Services Consortium, LLC?" followed by the instruction: "This will help make sure you get paid properly." There are three radio button options: "I'm with a business" (with a description), "I'm an independent contractor" (with a description), and "I'm an employee" (with a description). A large blue arrow points to the "I'm an independent contractor" option. At the bottom left, there is a link "I'm none of the above" and at the bottom right, there is a blue button labeled "Next".

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What's your relationship to Publishing Services Consortium, LLC?

This will help make sure you get paid properly.

I'm with a business
You are a separate business getting paid by Publishing Services Consortium, LLC.

I'm an independent contractor
You are a 1099 or similar being paid by Publishing Services Consortium, LLC.

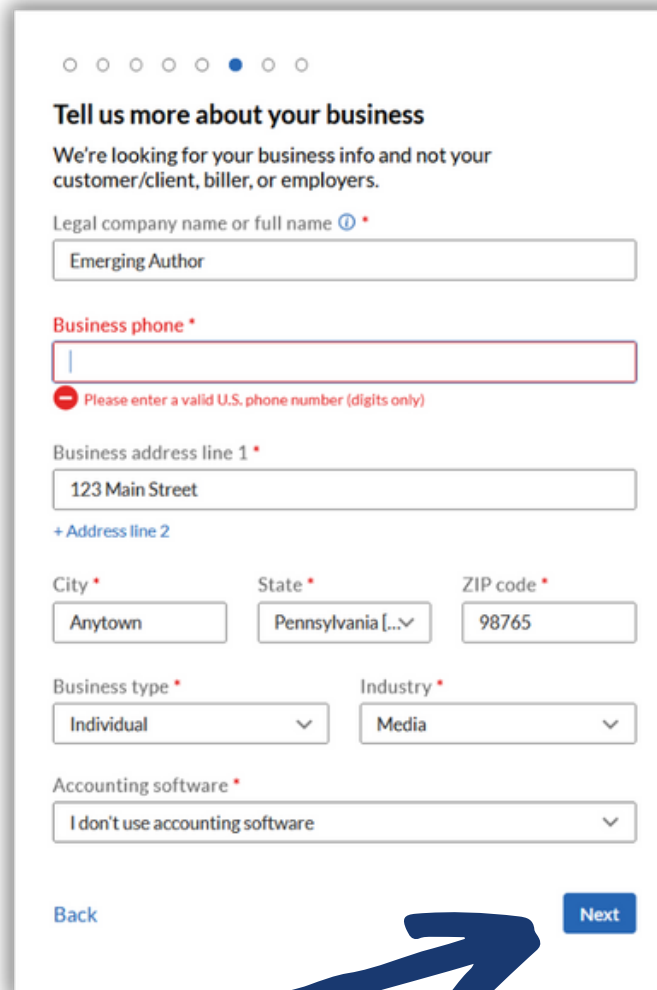
I'm an employee
You are a W-2 employee of Publishing Services Consortium, LLC.

[I'm none of the above](#) [Next](#)

Step #7

Input your details

If the publication is not treated as a separate business or entity, simply input *your* legal name, phone number, address, business type (as 'individual'), industry, and accounting software.



The screenshot shows a multi-step form titled "Tell us more about your business". At the top, there are seven progress indicators, with the fourth one filled. The form contains the following fields:

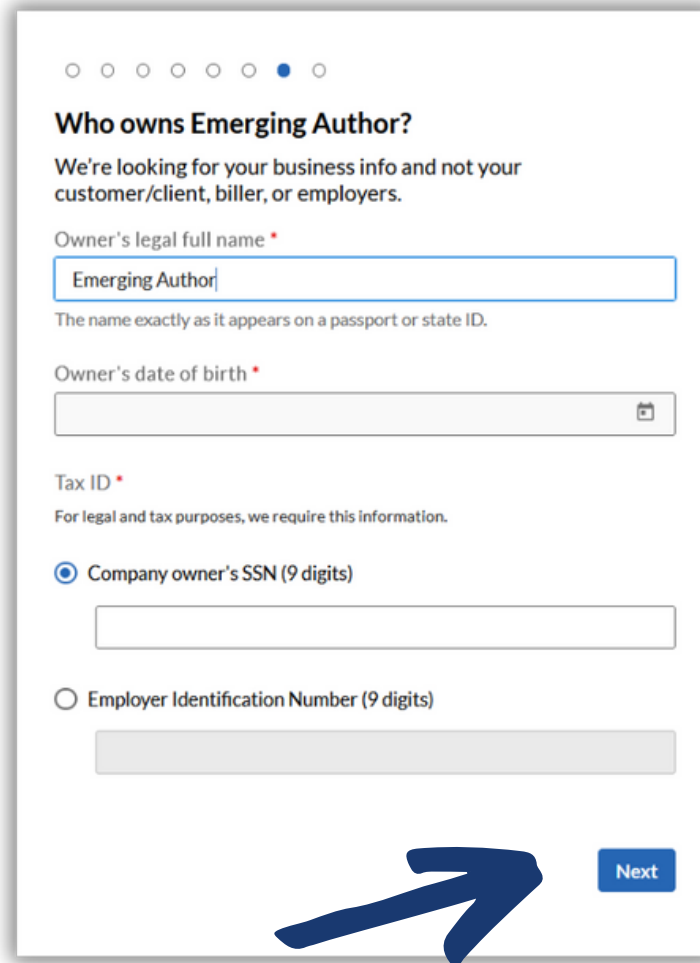
- Legal company name or full name ***: Text input field containing "Emerging Author".
- Business phone ***: Text input field, currently empty. Below it is a red error message: "Please enter a valid U.S. phone number (digits only)".
- Business address line 1 ***: Text input field containing "123 Main Street".
- + Address line 2**: A link to add a second address line.
- City ***: Text input field containing "Anytown".
- State ***: Dropdown menu showing "Pennsylvania [...]".
- ZIP code ***: Text input field containing "98765".
- Business type ***: Dropdown menu showing "Individual".
- Industry ***: Dropdown menu showing "Media".
- Accounting software ***: Dropdown menu showing "I don't use accounting software".

At the bottom of the form, there are two buttons: "Back" and "Next". A large blue arrow points to the "Next" button.

Step #8

Enter Legal Name, DOB, and SSN

Next, you'll enter the owner's legal name, date of birth, and tax ID.



The screenshot shows a registration form with a progress indicator at the top consisting of seven circles, with the fourth circle filled. The form title is "Who owns Emerging Author?". Below the title is a sub-header: "We're looking for your business info and not your customer/client, biller, or employers." The form contains three main sections: 1. "Owner's legal full name" with a text input field containing "Emerging Author" and a note: "The name exactly as it appears on a passport or state ID." 2. "Owner's date of birth" with a date picker input field. 3. "Tax ID" with a note: "For legal and tax purposes, we require this information." There are two radio button options: "Company owner's SSN (9 digits)" (selected) and "Employer Identification Number (9 digits)". Each option has a corresponding text input field. At the bottom right, there is a blue "Next" button. A large blue arrow points from the bottom center towards the "Next" button.

Who owns Emerging Author?

We're looking for your business info and not your customer/client, biller, or employers.

Owner's legal full name *

Emerging Author

The name exactly as it appears on a passport or state ID.

Owner's date of birth *

Tax ID *

For legal and tax purposes, we require this information.

Company owner's SSN (9 digits)

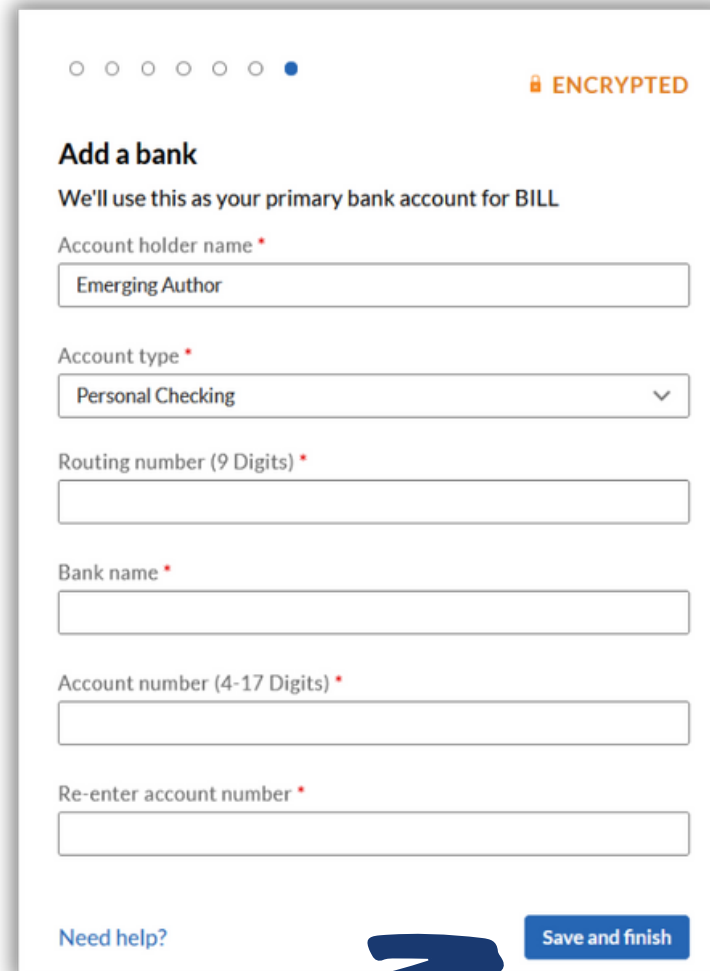
Employer Identification Number (9 digits)

Next

Step #9

Add your bank details

Input the account type, routing number, bank name, and account number for the bank account where you'd like to receive your royalties. Ensure you enter this information accurately; any errors can result in payment delays.



The screenshot shows a web form titled "Add a bank" with a progress indicator at the top (seven circles, the last one filled) and a lock icon labeled "ENCRYPTED". The form includes the following fields:

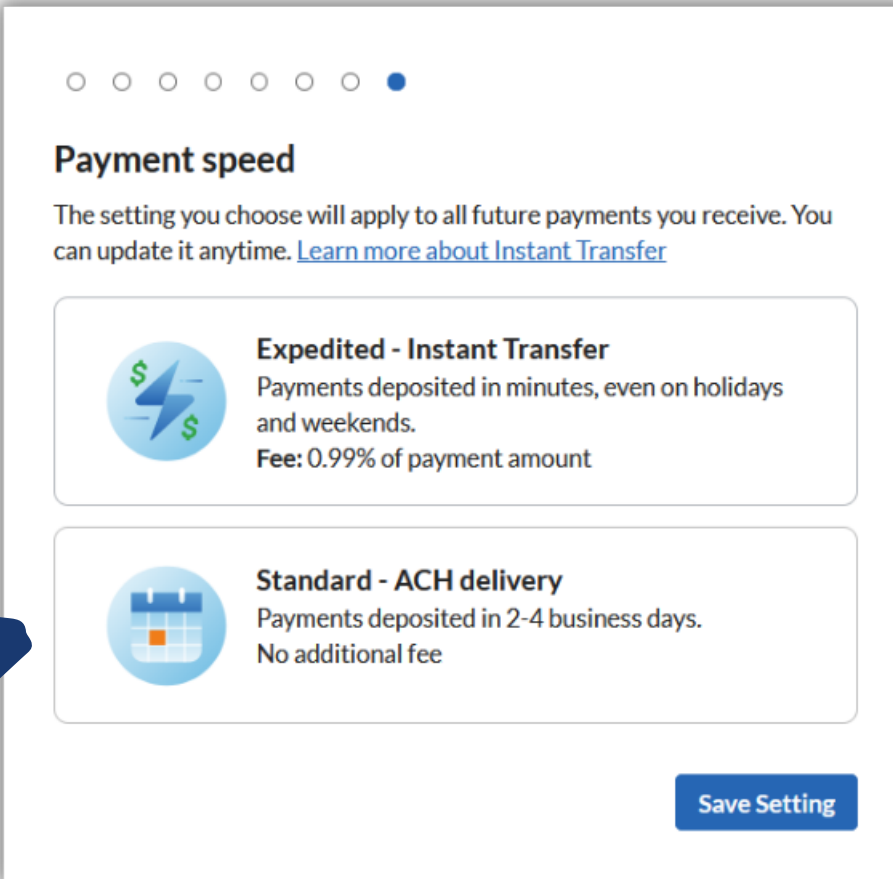
- Account holder name * (Text input: Emerging Author)
- Account type * (Dropdown menu: Personal Checking)
- Routing number (9 Digits) * (Text input)
- Bank name * (Text input)
- Account number (4-17 Digits) * (Text input)
- Re-enter account number * (Text input)

At the bottom left is a "Need help?" link, and at the bottom right is a blue "Save and finish" button. A large blue arrow points to the "Save and finish" button.

Step #10

Select payment speed


Select your preferred payment speed. Note that the "expedited" transfer service comes with a fee, while standard ACH delivery is free.




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Payment speed

The setting you choose will apply to all future payments you receive. You can update it anytime. [Learn more about Instant Transfer](#)



Expedited - Instant Transfer
Payments deposited in minutes, even on holidays and weekends.
Fee: 0.99% of payment amount



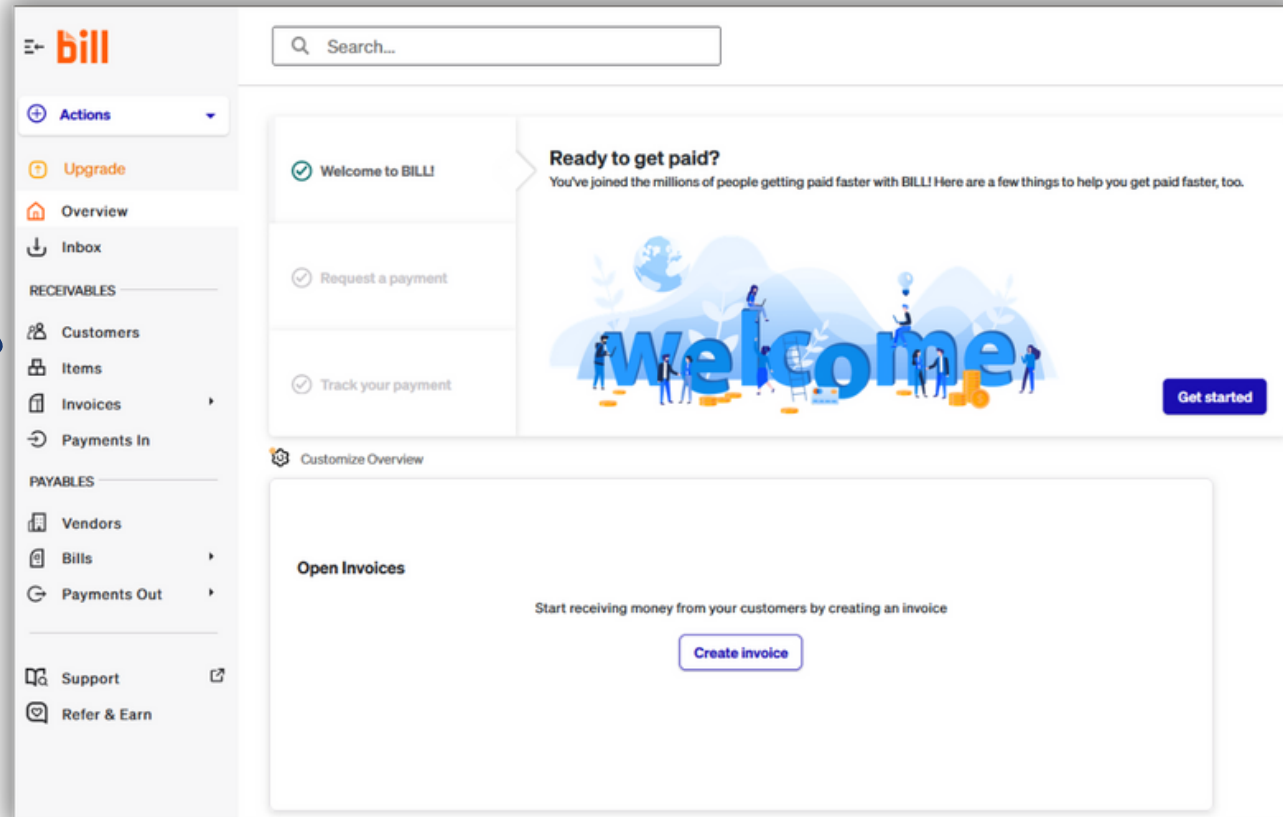
Standard - ACH delivery
Payments deposited in 2-4 business days.
No additional fee

Save Setting

Step #11

Your Bill.com dashboard

Congratulations on completing your account setup! By selecting "Customers," you'll see your publisher's name listed, confirming that you are connected and ready to receive ePayments for your royalties. To update your bank account information, click on the settings icon, then navigate to 'Bank and Payment Accounts' -> 'Bank Accounts'.



Frequently Asked Questions

Q: Do I have to use Bill.com in order to receive royalty payments?

A: No, you do not have to use Bill.com for royalties. If you choose not to utilize the platform for electronic payments, you'll receive your royalties via check in the mail. Please note that check payments typically arrive 1-2 weeks after electronic payments are disbursed.

Q: I didn't receive an email invitation from Bill.com on behalf of my publisher. Can it be resent?

A: Certainly! Please contact your publisher to verify the email address they have on record for you and request the invitation be resent.

Q: My Bill.com account indicates I'm not connected to any vendors or customers, including my publisher. How can I resolve this?

A: First, locate the invitation email sent to you on behalf of your publisher from Bill.com and click "Accept Invitation." If the link has expired or isn't functioning, please reach out to your publisher for further assistance.

Q: Can I update my banking details? If so, how?

A: Yes, you can. To update your bank account information in Bill.com, click on the settings icon, then navigate to 'Bank and Payment Accounts' -> 'Bank Accounts'.

Q: Can I pay my publisher for goods or services using Bill.com?

A: No, Bill.com is solely being used as a platform for your publisher to send you royalties electronically. Any payments sent from Bill.com to your publisher will not be accepted.

Q: Can or should I send invoices from Bill.com to my publisher for due royalties?

A: No, you shouldn't. Your publisher will create the invoice on their end and then issue payment. Please refrain from sending any invoices to your publisher. Doing so could flag the transaction as a duplicate in the system and delay your payments.

Q: Does my bank account have to be based in the United States in order to receive royalties electronically via Bill.com?

A: Yes, it is recommended that your bank account be based in the United States to use this service due to the complexities of international banking rules. If your bank is located outside the US, please contact your publisher so that international wire transfers can be arranged to send your royalties.

NEED ASSISTANCE? YOUR PUBLISHER IS HERE TO HELP!

For any questions regarding royalty payments or your publication, please reach out to your publisher. They possess the most up-to-date information about your publication and royalties and are best equipped to address your questions or concerns.